



CARROLL COUNTY

2017 ANNUAL REPORT

Union Chapel, Wonalancet

Mason Laurent

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2017 Annual Report Dedication

Debbie Erickson

It is with great pleasure that the Carroll County Commissioners dedicate the 2017 annual report to long time employee Debbie Erickson. Debbie was employed with Carroll County for 16 years and was the Housekeeping Supervisor for the nursing home. Debbie was also the 2017 recipient of the New Hampshire Association of Counties Employee of the Year.

Prior to Debbie retiring from the county in March of 2018, Debbie moved over from the nursing home to the County Administration building in 2015 as the main custodian. Debbie performed her job with love, gratitude and elbow grease. She always went the extra mile and made a large impact on the public, as many would comment on how good the 40 year old building looked. Debbie always went out of her way to help someone in need. She has a big heart and always was there to lend a helping hand to anyone who needed it. Debbie was not only an employee, she was part of the family and as such we are honored to bestow this small token of our gratitude and appreciation for the many years that she spent helping staff, residents, and visitors alike, for this we dedicate the 2017 annual report to retired employee Debbie Erickson.



Name of Representative	Address	Tel#	Email
Lino Avellani	PO Box 516	858-5196	lacooks3@aol.com linoavellani@leg.state.nh.us
	Sanbornville, 03872		
Tom Buco	PO Box 3149	986-5629	tombuco@yahoo.com
	Conway, 03818		
Ed Butler	2 Morey Road	374-6131 986-4387	edward.butler@leg.state.nh.us
	Hart's Location, 03812		
Gene Chandler	PO Box 296	374-6603	genechandler@gmail.com gene.chandler@leg.state.nh.us
	Bartlett, 03812		
Ed Comeau	212 Stoneham Rd.	522-2275	ed@edcomeau.org
	Brookfield, 03872		
Glenn Cordelli	PO Box 209	515-0008	glenn.cordelli@leg.state.nh.us
	Tuftonboro, 03816		
Karel Crawford	PO Box 825	253-7857	karel.crawford@leg.state.nh.us
	Cntr. Harbor, 03226		
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	North Conway, 03818		
Mark McConkey	10 Clover Road	520-8275	mcconkey2@hotmail.com
	Freedom, 03836		
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	Brookfield, 03872		
Jerry Knirk	30 Clancy Rd		jknirk@roadrunner.com
	Freedom NH 03836		
Steve Schmidt	59 Spruce Road	569-0848	jake04@metrocast.net
	Wolfeboro, 03894		
William Marsh	742 Pleasant Valley Rd		wmarshmd@gmail.com
	Wolfeboro NH 03894		
Karen Umberger	PO Box 186	356-6881	karenummerger@gmail.com
	Kearsarge, 03847		
Edie DesMarais	116 Clark Road		ediewolfebororep@gmail.com
	Wolfeboro, NH 03894		

Elected Officials

Board of Commissioners

CHAIR

Amanda Bevard	Tel	539-2428
Administration Building		
P. O. Box 152		
Ossipee, NH 03864-0152	Fax	539-4287
commissioners@carrollcountynh.net		

VICE CHAIR

David Babson	Tel	539-2428
Administration Building		
P. O. Box 152		
Ossipee, NH 03864-0152	Fax	539-4287
Commissioners@carrollcountynh.net		

CLERK

Mark Hounsell	Tel	960-2946
Administration Building		
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Commissioners@carrollcountynh.net		

County Attorney

Michaela Andruzzi	Tel	539-7769
P.O. Box 218		
Ossipee, NH 03864-0218	Fax	539-2160

Register of Deeds

Lisa Scott	Tel	539-4872
P.O. Box 218		
Ossipee, NH 03864-0218	Fax	539-5239

Sheriff

Domenic Richardi	Tel	539-2284
P.O. Box 190		
Ossipee, NH 03864-0190		
domenic.richardi@carrollcountynh.net.		

Treasurer

Joseph Costello	Tel	539-7751
P.O. Box 152		
Ossipee, NH 03864-0152	Fax	539-4287

Appointed Staff

County Administrator

Ken Robichaud
Carroll County Finance Office
P.O Box 152
Ossipee, NH 03864-0152
krobichaud@carrollcountynh.net

Tel 539-7751

Fax 539-4287

Controller

Katheryn Armstrong
Carroll County Finance
P.O. Box 152
Ossipee, NH 03864-0152
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Nursing Home Administrator

Howard "Howie" Chandler
Water Village Road
Ossipee, NH 03864
HChandler@mtnviewnh.org

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Corrections Superintendent

Jason Henry
PO Box 688
Ossipee, NH 03864
jhenry@cchoc.org

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County Farm

Will DeWitte
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Carroll County Commissioners Office

The County Commissioners are pleased to present this Annual Report on the activities of Carroll County government to the citizens of Carroll County. We are proud of the hard work of all county employees. Their dedication to the responsibilities placed on them and the pride they each have in their efforts is evident to the commissioners.

Special recognition of a job well done is due to all departments heads. Upon review of each of their entries in this report the common threads of department efficiencies, purposes and frugality become evident.

We draw your attention to County Treasurer, Joe Costello's report where he informs us, "*The net result was the County ended the year with a surplus of approximately \$1,816,357.00*". When this amount is added to the audited 2016 fund balance of \$4,088,363.00 it empowers the commissioners together with the County Convention to return one million dollars, in the form of 2018 tax relief, to Carroll County property taxpayers. In addition to reducing taxes our healthy fund balance reduces the county's reliance on borrowed money saving interest expense on our Tax Anticipation Notes (TANS). A second consecutive reduction in the county property tax rates should be expected in 2018.

The commissioners appreciate and acknowledge the hard work the county delegation put forth in support of county government.

While it is true that there remains many future challenges before each of us, the commissioners are most pleased to report that the everyday operations of all that is expected of Carroll County is in very good hands. County Administrator, Ken Robichaud continues to perform at above expectations. His leadership manner is transparent, trustworthy, fair and honest. He empowers his staff and appropriately challenges each of them in a respectful manner. His demonstrated loyalty to his staff allows for innovation in dealing with the myriad of complex issues that constantly present themselves to county government.

In conclusion, it is the report of your county commissioners that 2017 was a very good year for Carroll County government operations. The commissioners thank county employees for a job well done in 2017. It has been our distinct honor to serve the citizens of Carroll County as your Board of Commissioners.

Amanda Bevard, Chairman
David Babson, Vice Chairman
Mark Hounsell, Clerk



Carroll County Commissioners

Mason Laurent



Hoop House

Mason Laurent

County Administration

2017 was a banner year for Carroll County. With this being my Third year at the helm of Carroll County, my team and I saw our financial picture improve drastically. Not only was spending down, our revenue saw a modest boost from the Registry of Deeds and the County Jail. We continue the practice of taking in boarders from other County Jail facilities in NH, resulting in an increase to our revenue. The real estate market has been attractive in Carroll County the last 3 years and hope that this continues into 2018.

2017 also saw some changes in the Finance and HR departments. June of last year, the County Commissioners approved a new restructuring plan for HR and finance. Our Finance Controller replaced our Finance Director who retired at the end of May. The Controller has made many improvements to our finances and continues to be an asset to our organization. Our administrative assistant has moved up to the Bookkeeper position, and has done a remarkable job in her new role. Unfortunately; as of this writing, we have yet to hire an Administrative Assistant due to a funding issue. We added a member to our finance team; Jessica Landry is our new payroll/benefits coordinator. Jessica also will oversee an HR assistant in the jail and nursing home, which is a new way of operating for the County. The assistant will help with HR, payroll and benefits in their building. This enables staff to have someone available in helping with payroll, or any benefit issues immediately.

Also; we have partnered with Checkmate Payroll Systems, for our time and attendance systems, and all of our payroll financial products. It has been a lot of work moving everything over to an outside vendor, and with the help of our payroll coordinator and finance controller it has made the transition much easier, and we look forward to having a great relationship with Checkmate with the processing of our payroll. With over 311 employees to pay each week, at times it seems it never ends.

Our finances have improved immensely over the past three years, so much so that the Commissioners were able to keep Carroll County's tax rate level in 2017 and have reduced the tax rate by \$1 million dollars in 2018. And, while at the same time, maintaining a healthy fund balance of approximately \$3.4 million dollars.

In 2018 we will have another election, all House of Representatives are up for reelection, as well as two county commissioners seats, and the third commissioner enjoys a 4 year term, and will not have to run for reelection.

It has been a pleasure serving the County Commissioners, and the citizens of Carroll County for another year. I also would like to again thank the County Commissioners for putting their trust in me, and for the support of my very talented department heads, and all county employees for their hard work and dedication to this organization. You are all truly gifted employees.

Ken Robichaud
Carroll County Administrator



**CARROLL COUNTY
DEPARTMENT OF CORRECTIONS**

P.O. Box 688
50 County Farm Road
Ossipee, New Hampshire 03864

Carroll County Department of Corrections Report
Fiscal Year 2017
Operating Budget was approved for \$3,513,355

In 2017 the jail held 842 males and 331 females over the course of the year. The jail staff booked in 1173 offenders and released 1126 over the year. The total number of days offenders that were held in Carroll County Jail was 21,794; average length of stay was 39.63 days with a daily average population of 64.07.

The jail continues to retain staff, going from over a 50% attrition rate just a few years ago to 17% a substantial reduction. This reduction in attrition is correlated to the cooperation of the Commissioners, Delegation, staff and union working together to create an environment where people feel valued and respected. In alignment with our mission statement we have made a commitment to offering trainings and education to our staff. In 2017 the average trainings hours of each staff member was 118.03 hours between online courses, in-house and off-site trainings. The training helps keep the jails risk liability low with a better-educated workforce and has helped to retain younger staff members.

In 2017 Sergeant Dean Perry was awarded the New Hampshire Association of Counties Employee of the Year Award. This was well deserved as he has been leader amongst staff in dealing with those offenders who need mental health support. He has taken specialized training in this area and has a knack for working with that population. He sets high standards for himself and staff, and promotes the jail's mission to foster personal growth and model pro-social behavior.

In 2017 our programs team applied for a federal grant through the Bureau of Justice to support the jails programs that were started in the previous year (TRUST program). We had support from Commissioners, Delegates, Chiefs of Police, County Attorney and letters from Governor Sununu along with Senator Shaheen. We had applied for \$200,000 and we were the first to be awarded out of all the recipients in the country. The money is being used to fund a part-time mental health counselor and trainings over the next two years. We also applied for and received two grants from the Integrated Delivery System region 7. This has been a welcomed help to support the programs funding a part-time case manager, curriculum and IT needs.

We would like to thank all of our critical friends in the community who have been an integral part of helping us create successful programs for the offenders that are based off of best national practices. It is our hope that we can help transition the offenders back into the community with housing, jobs, treatment plan and a solid foundation so they can move forward in their life.

Respectfully,

Superintendent Henry



Mason Laurent



Carroll County House of Corrections

Mason Laurent

Treasurer's Report - 2017

It is a privilege to serve all the residents of Carroll County and I would like to thank all the voters of the County. I look forward to another term as your County Treasurer.

In 2017, the County's budget was \$30,512,138.00, with actual expenses of \$28,926,579.00. In addition there was a small surplus of Revenues over budget at \$230,798.00. The net result was the County ended the year with a surplus of approximately \$1,816,357.00. It is noted that these figures are not audited at this time. However the County is in a better financial condition than previously reported. This is due to the excellent work and support of the department heads; the business office; the finance office; the comptroller; the county administrator and the entire staff of Carroll County.

Carroll County utilizes a "Line of Credit" rather than a traditional "Tax Anticipation Note", ("TAN") for its operational borrowing. This process allows the County to only pay interest on the amount of money when it draws the funds as needed, as opposed to paying interest on a lump sum payment at the beginning of the year when the "TAN" is awarded. Due to changes in current regulations regarding the Tax Anticipation Notes, the non-taxable interest income to the lending institutions is limited by way of a formula based computation. Based on this the County had two Notes, one non-taxable and one taxable to the lending institution in which they pay income taxes on the interest income. The two notes totaled \$14,000,000.00. The non-taxable note was \$7,165,000.00 at an interest rate of 1.40%. The taxable note was at \$6,835,000.00 at an interest rate of 1.89%. Due to the diligent management of the County's financial resources, we utilized just \$10,000,000.00 of the \$14,000,000.00 "TAN" available. This resulted in additional savings to the County in interest expenses.

We were pleased with the results of the most recent audit performed by MelansonHeath. We continue to work with them on suggestions and improvements to the County's finances.

Most of the work of the County Treasurer involves working with the county staff in the Business Office; and the Finance Office. The County is very fortunate to have such a hardworking dedicated staff and I appreciate the tireless effort of the staff with the volume of activity that flows through the office on a daily basis.

I think it is important to note as the County continues to grow and the details of the various programs the County operates require more effort, there is a definitely need for an additional staff member in the office.

I truly appreciate working with all the staff of Carroll County.

Joseph L. Costello
Carroll County Treasurer



Mount Chocorua

Mason Laurent



2017 NHAC Team Building session

CARROLL COUNTY REGISTRY OF DEEDS
ANNUAL REPORT 2017

The Registry of Deeds office is dedicated to caring for and protecting the official land record for Carroll County. The Register of Deeds and staff record deeds, plans and other instruments which ensure landowners' rights and title to their property. This annual report memorializes Carroll County land transactions, provides statistics, details revenue for taxpayers.

In 2017, Carroll County experienced an increase in real estate transactions: sales increased, recording volume increased, and revenue increased. Office expenses maintained within the projected budget, notwithstanding the increase in transactions.

Volume of recording at the Registry of Deeds:

When compared to 2016, the volume of recordings increased 7% in 2017, collections from real estate transfer tax stamps increased 12% and recording fee revenue increased 5%. These increases are slightly less than the increases experienced in 2016. Foreclosure deed volume decreased by nineteen percent in 2017.

Recorded volume of deeds increased six percent (>6%)
Recorded volume of mortgages increased eight percent (>8%)
Recorded volume of foreclosures decreased nineteen percent <19%)
Recorded volume of plans decreased seventeen percent <17%)

2017 Revenue Collected by the Register of Deeds:

	Gross Tax Receipts	County Revenue
State Transfer Tax (RETT)	\$9,714,925.50	
4% RETT County commission		\$388,597.06
State LCHIP tax	\$ 258,125.00	
4% LCHIP County commission		\$ 10,325.00
Copies/Faxes/Tapestry/Online Account Maintenance Fee		\$126,601.19
Recording Fees, Postage, Refunds, Misc. Deposits & Interest		\$386,249.28
Miscellaneous Payments		<u>(\$1,368.94)</u>
Total Revenue to County General Fund		\$910,403.59
Total Revenue to Deeds Equipment Account – (RSA 478:17-j)		<u>\$ 28,653.00</u>
Total Revenue to County of Carroll		\$939,056.59

With careful attention to ensuring security in this modern digital world, modernization of the Carroll County Registry of Deeds technology systems advance on May 1, 2017 with the adoption of a new land records management recording program. The in-person recording process was streamlined, electronic recording enabled, electronic billing introduced and customers offered the use of credit cards for payment. This land records management recording system brought new efficiencies, savings and convenience to the public and to the staff.

As we modernized the recording end of office operations, efforts to ensure the preservation of the official record significantly advanced. By law, it is the duty of the County and the Register of Deeds to care for, maintain, repair, protect and preserve the land record. County Commissioners, Representatives, and this Register of Deeds, recognizing the need to properly care for the land record, planned for and supported a preservation initiative by funding the first year of a long-term archival preservation plan. The first year focused on following archival best practices and purchasing microfilm for the Carroll County official land record as recommended by the National Archives and expert archivists. Microfilm has a life expectancy of hundreds of years and can be read by the naked eye using only light and magnification, thus ensuring the safety of the official land record. Microfilm of the official record will be stored on site and off site, to ensure access if electronic transmissions are interrupted.

The well-used older deed books and plans have been evaluated and efforts to preserve them are underway as time and resources allow.

The staff and I are committed to ensure real estate documents are recorded in a timely manner, are accurately indexed and safely archived. We welcome visitors to the office on a daily basis, 8:00 AM – 4:00 PM. In addition, documents are made available for public viewing on the website www.nhdeeds.com 24 hours a day, 7 days a week.

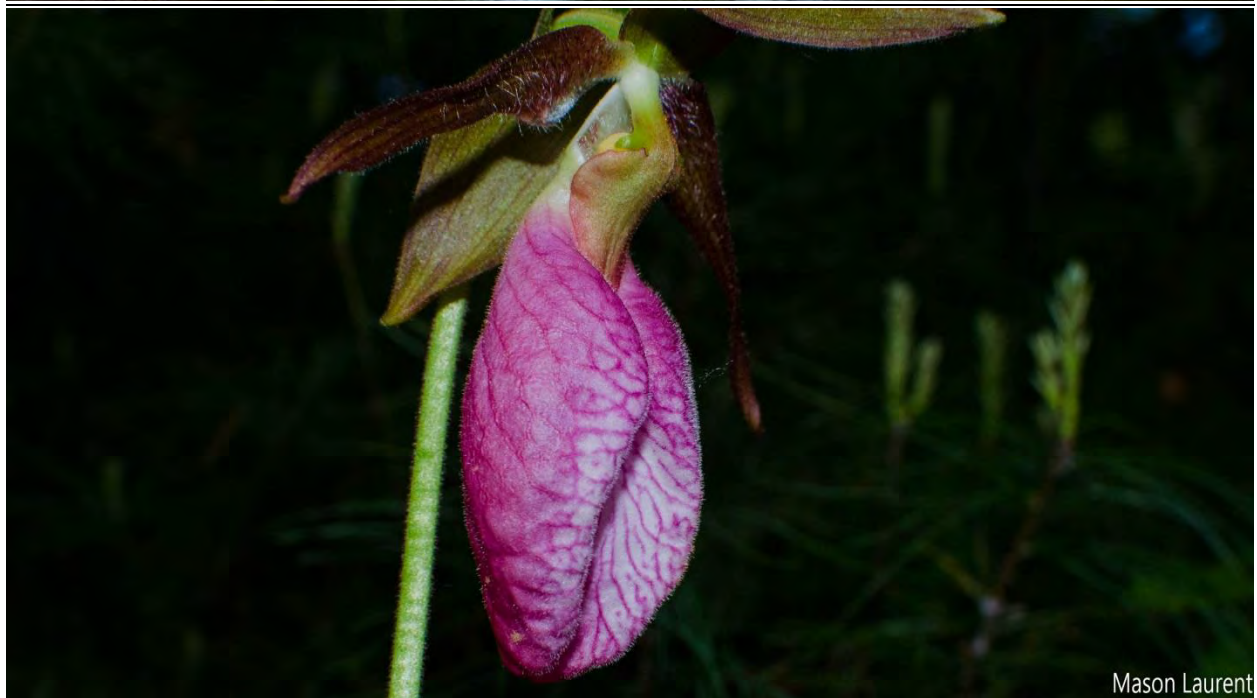
The following chart shows transactions per municipality in Carroll County:

ALBANY	152	FREEDOM	558	SANDWICH	355
BARTLETT	1276	HALE'S LOCATION	41	TAMWORTH	614
BROOKFIELD	185	HART'S LOCATION	24	TUFTONBOROUGH	610
CHATHAM	76	JACKSON	315	WAKEFIELD	1204
CONWAY	2145	MADISON	610	WOLFEBORO	1607
EATON	87	MOULTONBOROUGH	1894	CARROLL CTY	1771
EFFINGHAM	348	OSSIPEE	1186		

It is a pleasure to serve the taxpayers and residents of Carroll County. The staff and I work hard to fulfill our mission, "As official land record keeper, we strive to professionally serve, timely record, protect and provide access to our historical records". Success is possible because of the dedicated staff of the Registry and all those working to make the Carroll County complex a place offering exceptional public service.

Respectfully Submitted,

Lisa Scott
Register of Deeds



CARROLL COUNTY FARM/PUBLIC WORKS REPORT

The farm products that were produced this year were sold to roadside stands and the public. The value of the products includes \$358 for produce, \$33,605 for hay, and \$23,211 for firewood.

The campfire wood program did well this year. We changed from bagging wood to wrapping wood. The number of inmates available to work on the farm this year was lower than in past years. With the change from bagging to wrapping the process became much more efficient. We can wrap three bundles to every one bagged, thus even with a reduced crew we still put out about 6,756 bundles. The county jail again has been extremely helpful in providing as many inmates as possible to complete all the tasks that the farm is given.

We had another large production year on hay due to an improved fertilization program and have carried over some to sell in 2018. The hoop house was used primarily by the UNH Cooperative Extension again this year. They did an experiment on tomatoes and the results will be shared with local farmers to help grow the best varieties.

This year the Public works department had a very typical year when it comes to taking care of all its responsibilities. We were able to restore the bed of our one ton dump truck so we can continue to use that vehicle in the future. We had a challenge to keep up with everything due to low numbers of inmates and an increase in hay production. The lands committee has been very busy in figuring out what direction the county should go to best use the land. The future has many possibilities and we can't wait to see where we may be headed!

The Public Works personnel also do maintenance of County buildings and vehicles, care of grounds; including lawn mowing, plowing, and shoveling sidewalks. They are responsible for the complex water department, including water testing, treatments, monitoring, state requirement reports, reading of the meters, and customer service of 40 customers in the Ossipee village.

The complex sewer department is also the responsibility of the Public Works personnel. Those responsibilities include monitoring the treatment plant, testing required by the state, septic pumping of both sewage and grease tanks, and the monitoring of the leach fields. The State of N.H. requires that these employees be licensed for both the wastewater and the drinking water departments. Educational programs need to be attended in order to keep their certifications valid.

The Public Works personnel are on call in case of generator failure, roof leaks, and any other unexpected emergencies that may take place. William DeWitte, Mark Ayers, and Joe Duchesne make up the Public Works personnel.

Respectfully Submitted,
William DeWitte, Public Works Director



CARROLL COUNTY SHERIFF'S OFFICE REPORT 2017

Pursuant to RSA 30:1 and RSA 104:31-a, I hereby submit the annual report of activity conducted by the Carroll County Sheriff's Office and Carroll County Communications Center for the year 2017.

The Uniformed Division is responsible for the timely service of civil process throughout Carroll County. In all there were 1,776 requests for civil process to be served. This resulted in revenue in the amount of \$ 80,029.86, which acts to reduce the amount of taxation, required to pay for the annual budget. This division is also responsible for transports, civil and criminal arrest warrants, calls for service, and assisting other agencies throughout the County and State.

The K-9 team of Deputy Rowe and "Charlie" a female, Belgian Malinois is certified in narcotic detection and tracking. These calls involved K9 reviews (air sweeps), Searches (building, articles and evidence), This year proved to be a busy one for K9 "Charlie", with losing two working K9 teams in the county, there was an increase in the need for her services. The team received a milestone in achieving their International Police Working Dog Tracking certification. Deputy Rowe and K9 Charlie would like to thank the County for its continued support.

Some of the Sheriff's Office statistics include:

Transports - Adult Prisoners 635, Involuntary Emergency Admissions 86, Juveniles 31

Arrests -422 - This includes Capiases, Electronic Bench Warrants, Civil, Criminal, Protective Custody and all other arrests.

Investigations - Felony Offenses 128, Misdemeanor offenses 333, Violation offenses 63, M/V Accidents 131

The Investigative Division is responsible for handling criminal investigations and assisting local, state, and federal agencies with investigations within the county, state and bordering states.

This division continues to support and assist agencies in a number of drug investigations around the County.

This Office once again took a lead with the Carroll County Chiefs Association in obtaining a grant in the Opioid Abuse Reduction Initiative known as "Granite Shield" to help combat the sale and use of drugs throughout the County. This grant allows deputies and local officers to focus more time beyond their regular duty hours for drug interdiction and investigations.

We are continuing to strengthen partnerships with our local and law enforcement the fight against the sales and use of these and other illegal drugs. We will continue advocating prosecution to the fullest extent any persons charged with the sales of these and other drugs in our community.

We are involved and support the communities push to help those that are addicted and in need of assistance. We will continue to do what we can to provide outreach and inform those in need of the available resources to help them fight their addictions. We are a member of the Police Assisted Addiction and Recovery Initiation (PAARI). We are one of the 27 current NH law enforcement & EMS members. This allows us to assist in contacting recovery resources within and outside the State of NH for addicted individuals that come to us for help.

The Office continues to receive funding from the United States Federal Government to perform pro-active law enforcement patrol within areas of the White Mountain National Forest system. The deputy's time is emphasized on highway safety on the Kancamagus Highway and Route 302 in Harts Location. They also work with the campground hosts to keep the peace in the campgrounds.

As of April 2017 the Town of Eaton joined the Town of Albany for Towns that we provide a directed patrol throughout the year. This is accomplished by funds each Town budgets annually at their town meetings in addition to the County tax obligation. We are able to dedicate a limited number of patrol hours in those towns throughout the year. There has been a noticeable difference in the way traffic drives through the Town of Eaton since we have been providing this dedicated patrol. I feel that it is a good working relationship with these towns and it is always a good thing when law enforcement and citizens can get familiar with each other in a community setting.

The Carroll County Communications Center continues to provide professional and courteous service to the public safety agencies and you, the citizens. The Communications Center is constantly evolving and integrating new technology. The Center is a significant part of Fire, Ambulance, EMS, and Law Enforcement services provided throughout Carroll County. The Communication Center handles the vast majority of E911 calls in Carroll County. The Center dispatches for 31 agencies and in 2017 had 72,226 calls for service into the Communications Center. This is an increase of about 6% from the year 2016. It is also the backup Communications for the Towns of Conway, Moultonborough and Wolfeboro dispatch centers.

The Communications Center continues to see additions to the Good Morning Program. In 2017 we added 2 persons to the call list. The Good Morning Program is a free telephone calling service provided by the Carroll County Sheriff's Office, in cooperation with your local Police Departments. The program is designed for senior citizens, disabled persons, and shut-ins living in Carroll County. It provides reliable, daily phone assurance, and the comfort and security you need to maintain your independence. It provides peace of mind for both you and those who care about you. There is no cost for this service and only your phone is needed.

This year we were able to secure grant funding for the 2nd phase of the project for the amount of about \$604,444.00. This will complete some much needed upgrades on the radio towers and communications infrastructure around the County to prepare for a 3rd phase through grant funding of this project.

We were able to fill the new full time position in the Communications Center. Dispatcher Jill Barbour has completed her training and certifications. Jill came to us with some previous experience at Conway Police Dispatch. She was also a Conway Police officer, and a Carroll County Sheriff's Deputy, before leaving the field to enjoy time with her family. She was able to easily transition back into the line of work at the Communications Center.

In 2017 Deputy Dana Littlefield and Deputy Michael Joy resigned from this Office. Deputy Littlefield resigned after almost 2 years of service to become the Town of Tamworth's Chief of Police. Deputy Joy resigned after almost 3 years of service. We wish them both successes in their future endeavors.

Thank you to all the agencies that we work with for their assistance and support throughout the year. The assistance and collaboration of work is needed to keep the citizens and law enforcement communities in Carroll County safe.

I want to thank all of the employees at the Carroll County Sheriff's Office for their continued dedication and hard work throughout the year. It has been a year of added duty for all employees again due to a shortage of police coverage for some of the local police departments and vacancies here at the Office.

I want to Thank All of the Carroll County residents for your support of this Office. It continues to be an honor and privilege to serve as your Sheriff. I will continue to strive in serving you with commitment and professionalism throughout the Office.

Respectfully Submitted,
Domenic M. Richardi
Sheriff



Mountain View Community 2017 Annual Report

This past year has been a very busy and a very productive one at Mountain View Community.

On behalf of all of our Staff here at Mountain View Community I could not be more pleased to report that Mountain View Community has been Awarded 5 Star Status by CMS – the Centers for Medicare and Medicaid Services! This is their highest rating which places Mountain View in the top 10% of United States nursing homes! Our Staff in All Departments are to be Congratulated for the great job they do day in and day out!

Our overall Resident Census for 2017 was a remarkable 98% which given our high number of new admissions (73) represents a very efficient occupancy rate. Our short-term (Skilled Nursing) occupancy represented 5% of our overall occupancy and our Skilled Admissions (60) represent 82% of our total Admissions. The trends that we are seeing are very consistent with what is happening with nursing homes throughout the region. The length of stay for Skilled Admissions is going way down requiring far more admissions to maintain census. By way of comparison, in 2014 we had exactly half as many Skilled Admissions (30) as we did this past year in 2017. On the long term care side we are finding that our new Residents are older and come to us with more complex medical issues than in the past. As our acuity rates go up so do the challenges for our Nursing Department Staff as we care for those with increased needs.

Special thanks are due to all of our Staff for making possible this year's truly excellent State Licensure Survey. Each year a 5-10 person team from the State Department of Health and Human Services conducts an on-site review of every aspect of what we do and how we do it. A great survey does not happen by accident. It is the result of all Staff committing to quality in everything that we do. A great Survey only happens with a great Staff and ours is the best!

We invite you to see for yourself the many things that we have going on at Mountain View Community and encourage you to stop by and try out our Café and to ask for a tour. Our Therapeutic Recreation Staff do a wonderful job in making available a multitude of different recreation opportunities for all of our Residents

While traditional long-term care remains the core service that we provide, we are very proud to also offer the best in short-term rehabilitation and transitional care along with maintaining our ongoing commitment to hospice care. We are also very proud of our four Memory Support/Alzheimer's Care Resident Neighborhoods. All 103 of our accommodations are single occupancy private rooms with their own private lavatories and showers providing enhanced privacy and dignity for all Residents whether they are here for just a few weeks recovering from knee surgery or for those who have chosen Mountain View to be their new home.

Although Hospice care very often can be provided in one's own home there are times when care can be better provided in a nursing supervised setting. We are proud to be able to serve the County by providing such a service here at Mountain View Community working collaboratively with the hospice agency of the Resident's choosing.

Mountain View Community works very closely with all the other County agencies and departments with special thanks due to the County Business and Finance Office, the County

Human Resources Department, the Farm, the House of Corrections and the Sheriff's Department. We could not do it alone and their assistance is very much appreciated. The Board of Commissioners continue a strong tradition of being a presence at Mountain View joining Residents and Staff each month at the breakfast buffet as well as always being ready and willing to assist in honoring and recognizing Staff Members for their accomplishments. We also appreciate the commitment of the Legislative Delegation Sub-Committee who are willing to spend the time needed to meet with us to review our budget requests. We especially want to acknowledge the help and support of the County Administrator Kenneth Robichaud together with Commissioners Amanda Bevard, David Babson and Mark Hounsell.

We are extremely fortunate to receive many gifts of time and talent which form the basis for our Volunteer Program. We are always looking for new recruits, no experience needed, just a big heart and about an hour or so a week! Our hidden resource of Volunteers continue to be the many Family Members who are always ready and willing to help whenever needed! Thank You All!

The '*Heart*' of Mountain View is our wonderful Staff who day in, day out, are always there to be that '*Special Angel*' to our Residents. Whether it is a Holiday or a Blizzard, our Staff is always there to care for our Residents. Great care does not happen by accident – it happens when a talented, caring and hardworking group of people come together putting the needs of others ahead of their own. We have great care because we have a great Staff!

Our Residents have an active Resident Council which meets regularly to discuss plans for the future, address any concerns as well as also serving as advocates for all Residents. Their ongoing advice and assistance is very much appreciated!

An organization the size of Mountain View Community requires a team effort in order for it to both provide the best care – and to do so in the most efficient manner possible. I am pleased to report that our Managers and Supervisors are a great group of professionals with whom it is a pleasure and honor to serve.

Mountain View Community serves a broad spectrum of Carroll County Residents including those who need short-term rehabilitation following a hospitalization, those who need hospice care and want to stay close to home as well as those who require special care for memory loss and for those in need of long-term care. We are especially proud to be able to provide care for those County Residents who are least able to afford the care that they require. Mountain View Community is a wonderful community resource --- not only for the Residents who presently live here --- but for the entire County who can know that should they or a loved one need the best possible care --- that it is available right here in Carroll County.

Respectfully Submitted,

Howard Chandler, NHA
Administrator

OFFICE OF THE COUNTY ATTORNEY ANNUAL REPORT 2017

The Office of the Carroll County Attorney continues to function under the motto “Veritas et Iustitia,” which means Truth and Justice. Our office has seen tremendous growth in 2017 in terms of the caseloads and job functionality. We seem to have reversed the trend of attorney turnover in the office, having hired and retained four quality Assistant County Attorneys in the beginning of 2017. With the help of these attorneys and quality support staff, we prosecute felony level offenses in Carroll County, as well as acting as advisors to our law enforcement partners.

With the crisis facing our State in terms of the proliferation of opioid misuse, we are seeing a dramatic increase in the number of serious felony cases occurring in Carroll County. In 2017, the Carroll County Attorney’s Office received 429 cases for charging review. Of these, 389 cases (929 total charges) were indicted through December of 2017. This represents a 144% increase in cases indicted compared to the same time period in 2015, and a 45% increase from the same time period in 2016.

The types of crimes have also risen in severity. Based upon our statistics, below is a chart of some of the more serious charges filed in 2017:

Charge	Number of Charges Filed
Aggravated Sexual Assault	57
Sexual Assault	15
Attempted Murder	1
Manslaughter	6
Child Sexual Abuse Images Possession/Manufacture	32
Domestic Violence	45
Burglary	35
Drug Related	226

Because cases do not simply end on December 31, there are always cases in varying stages (Under Review, Grand Jury, Pretrial Motions, Trial, Sentencing, Probation, etc.). Thus, the 389 number is only indicative of the new cases filed during the year. The office also handled all of the lingering cases from several years back. Therefore, Assistant County Attorney Tessari handled 233 total cases in 2017, ACA Briden handled 196, ACA Conley controlled 210, ACA Blair took over 109 (he joined the office in May, 2017). As the County Attorney, I also handled a case load, with charge of 149 total cases in 2017. Thus, during 2017, there were 897 open cases at various stages.

Our statistics show that there were 1,816 court appearances scheduled for the attorneys in the Carroll County Attorney’s Office. We had several trials during 2017, including Aggravated Sexual Assault, Child Abuse, Assault on a Police Officer, Aggravated DUI with Bodily Injury, and Felony-level Theft.

I am humbled and honored to work with every member of our office. We continue to work with law enforcement in order to ensure that we achieve a unified approach to felony prosecution in Carroll County. We have implemented the Felonies First case flow initiative, and have found great success, even with the significant increase to the workload that we faced. With the addition of an Assistant County

Attorney and a part-time support staff, we have been able to absorb the extra work and thrive in a collegial, professional manner.

The office helped launch a Sexual Assault Resource Team to enable a coordinated, consistent response on our sexual assault cases. This also assists the County Attorney's Office in obtaining appropriate sentencings on these emotional and traumatic cases.

Our office manager, Jessica Reed, has stepped into her role and brought her unique organizational abilities to an office where there is an inordinate amount of paper flowing in and out on a daily basis. She is innovative in her quest to minimize the use of resources while still achieving a quality and professional office. Jessica has tackled the file retention and storage issue, and is hoping to complete the overhaul of the file archives this coming year.

Our new Victim/Witness Coordinator, Brianne Deyermond, has brought her fresh ideas and boundless energy to a role which is integral to the office. She has implemented strategies to ensure that our office is at the forefront of empowering victims of crime while still complying with the rights afforded to victims. Brianne has revamped the role of Victim/Witness Coordinator, helped implement a Sexual Assault Resource Team for Carroll County, drafted resource materials for victims of crime, and ensures that restitution information is conveyed to the attorneys in the office.

We were very pleased to add Melissa Banks, an experienced and skilled legal assistant, to our office this year. Melissa has helped move the position from one which heavily relied upon physical documents and individually typed motions to a streamlined, technology-reliant digital system which can deliver materials to opposing counsel within minutes.

Attorney Kimberly Tessari has taken multiple cases to trial and works tirelessly to seek justice for the victims of Carroll County. She is the co-chair of the Carroll County Sexual Assault Resource Team and has worked to provide collaborative seminars on Search and Seizure. Attorney Tessari has spearheaded the drafting of internal procedures designed to minimize upheaval in the event of turnover in the office.

Attorney Steven Briden has worked with the courts and law enforcement to develop a Drug Court for high risk offenders as an alternative to housing the offender at the prison. He manages a full case load and has assisted in the development of a Document Retention policy, as well as the drafting of internal procedures.

Attorney Matthew Conley has been busy in trial this past year, and has become the office's liaison with law enforcement on the issue of the opioid crisis facing the county. He also expedites much of the collaboration relative to the County's approach on the use and sale of Controlled Drugs. Attorney Conley maintains a heavy caseload and acts as a facilitator of policy, ensuring that our written policies are organized and accessible to all staff.

Attorney Keith Blair joined us in May, 2017, after working at the Strafford County Attorney's Office. Attorney Blair brings a fresh perspective to his cases, working to hold offenders accountable. His experience has been valuable as we reshape the office into a County Attorney's Office that everyone can be proud of.

In addition to the newly formed Sexual Assault Resource Team, the Carroll County Attorney's Office continues to work with the Child Advocacy Center in Wolfeboro and Conway, as well as the Specialized

Child Protective Team, which addresses child abuse and sexual assault in Carroll County. The collaborative effort of the CAC, law enforcement, and our office promote the safety and well-being of vulnerable children in our community. We have continued the maintenance of a federal grant to help fund the Victim/Witness Assistance Program in our office. This grant is managed and maintained by Brianne Deyermond, who works with our County Commissioners to ensure that the grant is used wisely and appropriately for the needs of our victims and witnesses.

The County Attorney's Office is grateful for all of the guidance and support we have received from our Commissioners and Delegation, as well as from our County Administrator, Ken Robichaud. We are all proud of the focus on public safety, and the Delegation's approval of the funding necessary to continue to promote justice for the citizens of Carroll County. We are all proud of the work that we do in the interest of the public and in seeking justice for victims.

As the County Attorney, I look forward to continuing my service to all of the citizens of Carroll County, to continuing my work with law enforcement and treatment partners in an effort to seek justice and public safety. We are honored to serve.

With great respect,
Michaela D. Andruzzi
Carroll County Attorney

**County of Carroll
Carroll County Delegation
February 27, 2016 9 a.m.
Carroll County Administration Building – Ossipee**

Representatives Present:

**Chairman Mark McConkey
Tom Buco
Glenn Cordelli
William Marsh
Karen Umberge**

**Vice-Chairman Lino Avellani
Gene Chandler
Karel Crawford
Frank McCarthy**

**Clerk Ed Butler
Ed Comeau
Jerry Knirk
Bill Nelson**

**Representatives Absent:
Stephen Schmidt**

Call to order at 9:00 a.m. with remarks by Chairman McConkey and Pledge of Allegiance.

Public Comment:

- **Ted Sares said the idea of the County Farm tugs at the heart like the veteran homeless shelter at the nursing home but it is outside the core area the commissioners are responsible for. He said the delegation should get rid of the Farm.**
- **Susan Wiley of Sandwich noted that it is “troubling to see the delegation chairman also be the chairman of the farm subcommittee/DPW subcommittee and its recording clerk. She said she is impressed with the commissioner’s budget this year and the delegation is on a witch hunt.**
- **Jerry Whiteleather of Ossipee said he is appalled that the future of the County Farm is in jeopardy and to dump the farm is a crime.**
- **Kate Belisle of Effingham said that operating a county farm is not really in the wheelhouse of the commissioners. She suggested the opportunity to put together an agricultural cooperative. She said it would be criminal to let the county asset decay.**
- **John White of Wolfeboro spoke in support of the Farm and noted it contributes considerable revenue to offset taxes.**
- **Lee Fritz of Freedom spoke in support of the farm and the farm committee’s 23-page report.**

2017 County Budget - Expenditures

Commissioners

MOTION: "To approve \$971,307" by Rep. Umberger, 2nd Rep. Butler. PASSED 13-0

Treasurer

MOTION: "To approve \$6,953" by Rep. Umberger, 2nd Rep. Butler. PASSED 13-0

Special Fees & Services

MOTION: "To approve \$587,704" by Rep. Umberger, 2nd Rep. Butler.

AMENDMENT: "To increase this budget by \$10,000 to \$597,704" by Rep. McConkey, 2nd Rep. Marsh. PASSED roll call 12-1 with Rep. Umberger opposed.

Rep. McConkey explained the DPW subcommittee voted to reduce the DPW bottom line by \$10,000 and transfer that funding to the contingency fund in this account for conducting a Farm feasibility study. Rep. Umberger said the contingency fund should be used for budget overruns such as if medical insurance rates come in higher than anticipated. Rep. Chandler was given reassurance that a vote to spend from the contingency fund requires a full delegation vote.

Human Resources

MOTION: "To approve \$89,735" by Rep. Umberger, 2nd Rep. Butler. PASSED 13-0

Rep. Cordelli asked that over the course of the year the commissioners look at what the future of the human resources department is.

County Attorney

MOTION: "To approve \$491,438" by Rep. Avellani, 2nd Rep. McConkey. PASSED 12-1 with Rep. Umberger opposed.

Rep. Umberger said she is not convinced Felonies First requires the hire of a new full-time attorney but agrees with the hiring of a part-time office assistant. County Attorney Michaela Andruzzi said the number of cases coming to the county attorney's office has increased 69%.

Victim/Witness Assistance Grant

MOTION: "To approve \$58,744" by Rep. Avellani, 2nd Rep. Comeau. PASSED 13-0.

Registry of Deeds

MOTION: "To approve \$434,521" by Rep. Comeau, 2nd Rep. Avellani. PASSED 13-0.

Registrar Lisa Scott reminded the delegation that a \$2 surcharge is applied to all recorded documents and the money is deposited into an account that can only be used for new equipment purchases on approval by the delegation.

Sheriff Department

MOTION: "To approve \$1,543,355" by Rep. McCarthy, 2nd Rep. Knirk.

AMENDMENT: "To reduce new equipment line to \$8,000, making the bottom line \$1,541,355" by Rep. Chandler, 2nd Rep. Cordelli. PASSED 13-0.

Dispatch Center

MOTION: "To approve \$717,645" by Rep. McCarthy, 2nd Rep. Knirk. PASSED 13-0.

Medical Referee

MOTION: "To approve \$17,500" by Rep. Avellani, 2nd Rep. Cordelli. PASSED 13-0.

Administration Building

MOTION: *"To approve \$143,626" by Rep. Umberger, 2nd Rep. Butler. PASSED 13-0.*

Rep. Cordelli asked for and others spoke in support of having a trip log in the county car to track its usage.

Human Services/Bureau of Elderly and Adult Services

MOTION: *"To approve \$5,249,306" by Rep. Umberger, 2nd Rep. Butler. PASSED 13-0.*

There was discussion about the difficulty understanding the formula that is used to calculate this expense. Ms. Bevard said she has looked over the invoices and found the County is paying for the people it is responsible for.

Department of Public Works (DPW)

MOTION: *"To decrease the bottom line by \$10,000 to \$217,137 for the purpose of funding a feasibility study" by Rep. Avellani, 2nd Rep. Cordelli.*

AMENDMENT: *"To restore funding to \$227,137 to match the original line items presented on February 24 expenditure worksheet" by Rep. Marsh, 2nd Rep. Butler. Amendment FAILED in a roll call vote 4-9 with Reps. Avellani, Buco, Chandler, Comeau, Cordelli, McCarthy, McConkey, Nelson and Umberger opposed.*

Vote on the original motion by roll call PASSED 9-4 with Reps. Butler, Crawford, Knirk, and Marsh opposed.

Both Rep. Umberger and Mr. Hounsell spoke against cutting the bottom line without assigning the cut to specific line items. Rep. McConkey said the subcommittee took into account the figures brought forward by the commissioners and the Farm study group. The wood production is showing a high income due to continual purchase of log length product. The premise of originally buying the wood processor was based on enough timber taken from County land to process into firewood but this has proven unsustainable. Removing the wood processing operation also eliminates the need for the requested additional part-time landscaping helper. Rep. Butler expressed concern about losing the wood production activity that keeps inmates active. Rep. McConkey said the subcommittee has agreed to the final wood processor payment and then moving forward with the sale of the processor.

Jail/House of Corrections

Finance Director Chuck Stuart announced that this budget includes an increase of \$37,440 for the collective bargaining agreement. Mr. Stuart was asked to provide a copy of the union contract to all representatives. Rep. Umberger spoke to the need of a capital improvement plan. Rep. Chandler asked that pricing be added to the distributed new equipment sheet. There was discussion about an ozone system for the laundry. **This budget is referred back to the subcommittee** for their review of the ozone system contract, the possible reduction in the photocopier expense line, and anticipated grants with presentation at the March 13 delegation meeting.

Information Technology

MOTION: *"To reduce line item .017 to \$6,000 and line item .097 to \$32,533, making the bottom line \$284,920" by Rep. Umberger, 2nd Rep. Butler. PASSED 13-0.*

County Administrator Ken Robichaud distributed a copy of the IT budget and equipment list. Mr. Rich of Cybertron said the installation of the fiber optic system went efficiently. The final

connection is being held up awaiting the State connecting the SPOTS system. Rep. Cordelli offered to assist if needed.

UNH EXTENSION

MOTION: "To approve \$236,424" by Rep. Umberger, 2nd Rep. Buco PASSED 13-0.

INTEREST EXPENSE

MOTION: "To approve \$171,137" by Rep. Umberger, 2nd Rep. McCarthy PASSED 13-0.

LONG TERM DEBT

MOTION: "To approve \$537,834" by Rep. Umberger, 2nd Rep. Butler PASSED 13-0.

REGIONAL APPROPRIATIONS

MOTION: "Reduce line .089 from \$75,000 to \$50,000" by Rep. Butler, 2nd Rep. Umberger

Rep. Butler said the Whitehorse Addiction Center request for funding is a worthy one as they are expanding to meet the needs of southern Carroll County. The funding request is for their intensive outpatient program piece. Some of the services they currently provide are not reimbursed by Medicaid. The organization is working on a business plan, upgrading computer system and tightening up financial management. The organization has needs as it works to fill a desperate community need. Rep. Umberger said the committee discussed the commissioners working on a memorandum of understanding to outline exactly what the funding will be used for. Rep. Umberger said northern profits in the northern part of the county are welcome to apply for funding in 2018 by first obtaining the request form from the business office. The subcommittee received a copy of the Whitehorse request form and a copy of their 501c3 certification.

AMENDMENT: "Any payments to Whitehorse will be contingent on receipt of a signed MOU with copies available to the delegation" by Rep. Cordelli, 2nd Rep. McConkey.

MOTION TO TABLE TO MARCH 13 by Rep. Chandler, 2nd Rep. Rep. McConkey PASSED 8-5 with Rep. Crawford, Marsh, Umberger, Butler, and Knirk opposed.

MOTION: "To approve \$217,000 for regional appropriations (Child Advocacy Center \$50,000; VNA & Hospice \$75,000; RSVP \$50,000; Conservation District \$42,000)" by Rep. Chandler, 2nd Rep. Avellani PASSED 13-0.

CARROLL COUNTY CONVENTION

MOTION: "To approve \$38,295" by Rep. Umberger, 2nd Rep. Butler PASSED 13-0.

Rep. McCarthy referenced NH RSAs 24:26 and 24:13, II and the need to explore if the performance audit expense should be moved to the contingency fund or remain in this account.

CAPITAL EXPENDITURES

MOTION: "To table line item .096 \$100,000 for Kronos payroll software" by Rep. McConkey, 2nd Rep. Cordelli PASSED 11-2 with Reps. Crawford and Umberger opposed.

MOTION: "To approve \$176,000 for capital expenditures" by Rep. Umberger, 2nd Rep. Butler PASSED 13-0.

Mr. Stuart said the suggestion is that \$176,000 be funded from the undesignated fund balance and \$100,000 from taxation. It was noted that the delegation decides what, if any funds, are used from the fund balance. Rep. Buco said after all of the problems previously with the fund balance, it is imprudent to withdraw any funds from it.

ANNEX

MOTION: "To approve \$33,615" by Rep. Nelson, 2nd Rep. Avellani PASSED 13-0.

VICTIM WITNESS GRANT

MOTION: "To accept victim/witness grant at \$32,500" by Rep. Avellani, 2nd Rep. McConkey PASSED 13-0.

DISPATCH CENTER GRANT

MOTION: "To accept dispatch center grant at \$3,000" by Rep. Avellani, 2nd Rep. McCarthy PASSED 13-0.

OTHER

Rep. Avellani asked for Mountain View Community budget totals minus the long-term debt be provided prior to the next delegation meeting.

Tax Anticipation Note

The delegation re-visited the previous TAN approval because the last approval was not properly noticed in the newspaper prior to the meeting. Carroll County Treasurer Joe Costello read the following resolution:

"Resolved that, it being anticipated that no more than eighteen million dollars (\$18,000,000) will be needed during the fiscal year ending December 31, 2017 to meet the demands of the County Treasury, which there is insufficient money to meet that demand, the Carroll County Treasurer is hereby authorized to borrow an amount not to exceed eighteen million dollars (\$18,000,000.00) during said year upon the order of the Board of Commissioners pursuant to NH RSA 29:8."

MOTION: "To approve the resolution as presented as read by Mr. Costello" by Rep. Umberger, 2nd Rep. Avellani PASSED 13-0.

Convention

MOTION: "To move into Convention to ratify previously made motions" by Rep. McConkey, 2nd Rep. Umberger PASSED 13-0.

MOTION: "To ratify all previously approved motions" by Rep. Chandler, 2nd Rep. Butler PASSED 13-0 resulting in the following motions ratified:

Commissioners	MOTION: "To approve \$971,307"
Treasurer	MOTION: "To approve \$6,953"
Special Fees/Serv.	MOTION: "To increase this budget by \$10,000 to \$597,704"
Human Resources	MOTION: "To approve \$89,735"
County Attorney	MOTION: "To approve \$491,438"
Victim Witness	MOTION: "To approve \$58,744"
Registry of Deeds	MOTION: "To approve \$434,521"
Sheriff Department	MOTION: "To reduce new equipment line to \$8,000, making the bottom line \$1,541,355"

Dispatch Center	<i>MOTION: "To approve \$717,645"</i>
Medical Referee	<i>MOTION: "To approve \$17,500"</i>
Admin Bldg	<i>MOTION: "To approve \$143,626"</i>
Human Service	<i>MOTION: "To approve \$5,249,306"</i>
DPW	<i>MOTION: "To decrease the bottom line by \$10,000 to \$217,137 for the purpose of funding a feasibility study"</i>
IT	<i>MOTION: "To reduce line item .017 to \$6,000 and line item .097 to \$32,533, making the bottom line \$284,920"</i>
UNH Extension	<i>MOTION: "To approve \$236,424"</i>
Interest Expense	<i>MOTION: "To approve \$171,137"</i>
Long-Term Debt	<i>MOTION: "To approve \$537,834"</i>
Regional Appro	<i>MOTION: "To approve \$217,000 for regional appropriations (Child Advocacy Center \$50,000; VNA & Hospice \$75,000; RSVP \$50,000; Conservation District \$42,000)"</i>
County Convention	<i>MOTION: "To approve \$38,295"</i>
Cap Expenditure	<i>MOTION: "To approve \$176,000 for capital expenditures"</i>
ANNEX	<i>MOTION: "To approve \$33,615"</i>
<i>MOTION: "To come out of Convention" by Rep. Chandler, 2nd Rep. Butler PASSED 13-0.</i>	

PUBLIC COMMENT

Seamus _____ questioned if it is appropriate to use government resources (staff and inmate labor) to compete with private business. He asked the delegation to consider the value of the county land/farm by asking if the County did not already own it would they go out and buy it now and use it for the current operations?

Ms. Belisle said State law provides the right for the County to form a cooperative. She has an interest and experience and offered her assistance.

Next meeting is March 13, 2017 at 9 a.m.
Meeting adjourned.

Minutes approved by majority vote on _____


Rep. Ed Butler / Clerk

**County of Carroll
Carroll County Delegation
March 13, 2017 9 a.m.
Carroll County Administration Building – Ossipee**

Representatives Present:

**Chairman Mark McConkey
Gene Chandler
Glenn Cordelli**

**Vice-Chairman Lino Avellani
Ed Comeau
Jerry Knirk**

**Clerk Ed Butler
Bill Nelson
William Marsh**

Frank McCarthy

Representatives Absent:

**Stephen Schmidt
Tom Buco**

Karel Crawford

Karen Umberger

Recording Clerk: Mellisa Seamans

Call to order at 9:00 a.m. with remarks by Chairman McConkey and Pledge of Allegiance.

Public Comment:

- Susan Wiley of Sandwich distributed a two-page bibliography and encouraged the delegation to read the studies about the use of inmate labor.
- Mark Longley of Sandwich encouraged the delegation to read the farm study and commended the advisory committee for their excellent work on this report. He suggested the County pay for the county land feasibility study rather than seeking private donors to pay for it.
- Dorothy Milner of Wolfeboro spoke in support of the Farm and against privatizing any portion of this asset.
- Amanda Bevard of Wolfeboro asked that \$2,000 be added for the revitalization of the pauper cemetery. The expenditure does not have the support of her fellow commissioners.

2017 County Budget - Expenditures

Jail/House of Corrections

MOTION: "Accept the jail budget of \$3,634,313 to also include the acceptance, purchase, and installation of an ozone laundry system, provided list of new equipment and the three-year union contract" by Rep. Comeau, 2nd Rep. Avellani.
PASSED 10-0

MVC - Administration

MOTION: "To approve \$2,982,351" by Rep. Chandler, 2nd Rep. Avellani. **PASSED 10-0**

MVC - Dietary

MOTION: "To approve \$1,582,710" by Rep. Chandler, 2nd Rep. Avellani. **PASSED 10-0**

MVC – Nursing

MOTION: "To approve \$5,727,961" by Rep. Butler, 2nd Rep. Marsh. **PASSED 10-0**

MVC – Environmental Services

MOTION: “To approve \$1,285,628” by Rep. Avellani, 2nd Rep. Butler. PASSED 10-0

MVC – Physicians & Pharmacy

MOTION: “To approve \$135,751” by Rep. Avellani, 2nd Rep. Butler. PASSED 10-0

MVC – Recreation Therapy

MOTION: “To approve \$401,824” by Rep. Avellani, 2nd Rep. Comeau. PASSED 10-0

MVC – Social Services

MOTION: “To approve \$133,980” by Rep. McCarthy, 2nd Rep. Avellani. PASSED 10-0

MVC – Special Services

MOTION: “To approve \$274,950” by Rep. McCarthy, 2nd Rep. Avellani. PASSED 10-0

MVC – Total Operating Budget

MOTION: “To approve \$14,423,674” by Rep. McCarthy, 2nd Rep. Butler. PASSED 10-0

Regional Appropriations – White Horse Addiction Center

MOTION: “To bring this item off the table” PASSED 10-0

MOTION: “To approve \$50,000” by Rep. Butler, 2nd Rep. Avellani. FAILED 4-6 with Reps. Marsh, McCarthy, Avellani, Chandler, Nelson and Knirk opposed.

MOTION: “To approve \$75,000” by Rep. McCarthy, 2nd Rep. Marsh. PASSED 7-3 with Reps. McConkey, Nelson, Chandler opposed

Regional Appropriations

MOTION: “To approve the Regional Appropriations budget bottom line at \$292,000” PASSED 10-0

Department of Public Works

MOTION: “To approve \$217,137 and accept the presented line-item reductions” by Rep. McConkey, 2nd Rep. Avellani. Passed 10-0.

Capital Expenditures

MOTION: “To bring this item off the table for discussion” by Rep. McConkey, 2nd Rep. Avellani. PASSED 10-0.

MOTION: “Move \$100,000 from Capital Expenditures to the contingency” by Rep. McConkey, 2nd Rep. Avellani. PASSED 8-2 with Reps. Butler and Marsh opposed.

Discussion Points – 2017 County Budget Expenditures

- Legislation has passed NH House that will require the county delegation form a county grant review committee and a policy detailing how the committee will operate. Rep. Butler said if there had been a grant review process that was acceptable to the commissioners and delegation, legislation would not be required.
- The CCHOC consultant has applied for grants. If awarded, the dollar amount will be brought back to a quarterly delegation meeting for approval and addition to the budget.
- Commissioners presented the draft Memorandum of Understanding between the county and White Horse Addiction Center. Rep. Nelson said his vote against White Horse funding was because he thinks the organization should seek Town funding rather than County funds. Rep. McConkey said he is in favor of the service but disagreed with \$75,000 for a first-year funding request. Rep. Chandler had concerns that the organization is not serving the northern part of the county. Rep. McCarthy said there were 480 overdose deaths in the state last year and if the funding saves one life it is worth it. Rep. Knirk supported using county funding rather than town by town because it is a countywide problem.
- For DPW, Administration Ken Robichaud offered cuts to the following budget lines to meet the delegation’s request to reduce the budget by \$10,000: water testing (-1,000),

- advertising (-1000), supplies (-500), chemicals (-500), and generator (-5,000).
- For KRONOS, Finance Director Chuck Stuart said a new server is not needed, storage on “the cloud” is not available until the fiber optic is fully installed, there is no written documentation about the 1.5 year “harangue” only mental documentation of payroll processing problems, he will request a new general ledger system next year. Rep. McConkey said a written answer to the list of questions was requested. Stuart assured that a written response will be sent out to the delegation. Stuart said there will be no additional cost for interfacing the new payroll system with the ACS financial system. Robichaud said per NH DRA, it is illegal to put “known cost” in the contingency fund. Removing funds from the contingency fund requires a future majority vote of the delegation.
- Mr. Stuart said the certified 2015 undesignated fund balance total is \$2.1 million. The 2016 audit is underway. Rep. Cordelli said it appears the unaudited fund balance appears to be \$4.5 million.
- Mr. Stuart will provide an updated list of 2016 encumbrances to the delegation “within a day”.
- Rep. McConkey noted that the delegation had agreed that no money will be taken from the undesignated fund balance/surplus this year. This will allow for a clean year of auditing and further stability.
- Mr. Stuart said the auditors are very close to completing the special audit and expects a draft next week. Once he receives and approves it, it will be distributed. Rep. Cordelli noted the law allows the delegation to ask for certain items to be tested in a special audit. Members can send any items to Rep. McConkey.
- Rep. McCarthy pointed out that the delegation is allowed by law to contract the services of a certified auditor and that the audit should follow the law.

2017 County Budget - Revenue

Sheriff's Department

MOTION: “To approve \$238, 329” by Rep. Avellani, 2nd Rep. McConkey. PASSED 10-0.

Registry of Deeds

MOTION: “To approve \$820,296” by Rep. Avellani, 2nd Rep. Comeau. PASSED 10-0.

Jail/CCHOC

MOTION: “To approve \$115,300” by Rep. Avellani, 2nd Rep. Comeau. PASSED 10-0.

Department of Public Works

MOTION: “To approve \$62,750” by Rep. Avellani, 2nd Rep. McConkey. PASSED 7-3 with Reps. Nelson, Chandler and McCarthy opposed.

200 Fund

MOTION: “To approve \$25,500” by Rep. Avellani, 2nd Rep. McConkey. PASSED 10-0.

Mountain View Community

MOTION: “To approve \$11,576,901” by Rep. Butler, 2nd Rep. Avellani. PASSED 10-0.

Amount to be raised by taxes

MOTION: “To approve \$17,603,592” by Rep. Avellani, 2nd Rep. McConkey. PASSED 10-0

2017 Revenue Total

MOTION: “To approve \$30,490,298” by Rep. Avellani, 2nd Rep. Butler. PASSED 10-0

Hale's Location

MOTION: “To approve Hale’s Location budget at \$215,469” by Rep. Chandler, 2nd Rep. Butler. WITHDRAWN

MOTION: “To table the Hale’s Location budget” by Rep. Cordelli, 2nd Rep. Comeau. PASSED 10-0.

In response to an inquiry from Ms. Seamans, Commissioner Mark Hounsell said the process is best served if the delegation holds their vote on this budget until after the March 20 public hearing in Hale’s Location. Rep. McConkey was assured that any changes to the Hale’s Location budget after the hearing will be forwarded to him by Wednesday, March 21.

Use of County land

MOTION: “Allow the commissioners to enter into an agreement for utilization of the parcel as designated as provided Ossipee tax map and signed by Chairman McConkey. This will be at no cost to the County” by Rep. Chandler, 2nd Rep. Avellani. PASSED 10-0

Approval of Minutes

MOTION: “To approve the 2/13/17 DPW subcommittee meeting minutes” by Rep. Avellani, 2nd Rep. McConkey. PASSED.

MOTION: “To approve the 1/30/17 attorney/victim witness subcommittee meeting minutes” by Rep. McConkey, 2nd Rep. Avellani. PASSED.

MOTION: “To approve the 2/27/17 DPW subcommittee meeting minutes” by Rep. McConkey, 2nd Rep. Avellani. PASSED

MOTION: “To approve the 2/27/17 Delegation meeting minutes as amended” by Rep. Avellani, 2nd Rep. Butler. PASSED.

- Rep. Cordelli asked for an amendment to include his concern about the lateness of the KRONOS budget request and lack of documentation regarding same.

MOTION: “To approve the 2/24/17 MVC subcommittee meeting minutes” by Rep. Nelson, 2nd Rep. Butler. PASSED

MOTION: “To approve the 1/30/17 jail committee meeting minutes” by Rep. Comeau, 2nd Rep. Knirk. PASSED.

- Rep. Comeau said draft minutes should be uploaded to the County website within five business after the meeting.

Convention

MOTION: “To move into Convention to ratify all previously made motions” by Rep. Chandler, 2nd Rep. Butler PASSED 10-0.

MOTION: “To ratify all previously approved motions” by Rep. Chandler, 2nd Rep. Avellani PASSED 10-0.

MOTION: “To move out of Convention” by Rep. Chandler, 2nd Rep. Avellani. PASSED 10-0

This meeting is recessed with the **MOTION: “To recess this meeting until March 23, noontime, in a room to be designated at the State House in Concord. The meeting will be**

posted. The purpose is for final ratification of the 2017 County budget and approval of the 2017 Hale's Location budget" by Rep. Chandler, 2nd Rep. Avellani. PASSED 10-0

PUBLIC COMMENT

Charlene Seibel of Wolfeboro expressed her disappointment representatives who voted to table House Bill 478 that would have added gender identity to the protections against discrimination.

Susan Wiley of Sandwich asked if next year's budget cycle can include a second public hearing since the first is always held prior to the delegation making cuts to the commissioner's proposed budget. She also asked for consideration of a change in meeting time rather than during the weekday.

Dorothy Milner of Wolfeboro spoke against the \$75,000 to White Horse Addiction Center because the organization is religion-based.



Rep. Ed Butler, Clerk

Minutes
Carroll County Delegation
3/23/2017
Statehouse LOB201

Chair McConkey called the meeting to order at 12:50pm

All Representatives in attendance except Rep. Crawford
Others in attendance: Administrator Robichaud; Finance Officer Stuart; Commissioner Hounsell; Jail Superintendent Henry

Rep. Avellani moved and Rep. McCarthy seconded approval of Sheriff's budget as presented; both revenue and expenditure; 12-1; Rep. Chandler opposed.

Hales Location budget:

Commissioner Hounsell reported on a "good meeting" with the Location leaders. There is a contract with a woman who is working as Location administrator. There was discussion about being paid for only 2 hours but working more than that. The Commissioner stated that the position is more like salaried work.

Rep. Cordelli asked if the Location's budget had been audited. The Administrator said it was done last year.

There was discussion about a surplus in last year's budget for the Location.

Rep. Umberger moved and McConkey seconded \$215,469 appropriation. Motion carries 11-2; Nelson and McCarthy opposed.

Rep Umberger moved approval of \$40,050 & Avellani seconded: \$40,050.

Approved unanimously.

Rep Umberger wants Commissioners to know that any surpluses are to be used to reduce taxes.

Rep. McCarthy moved and Umberger seconded approval of all veterans tax credits. Approved unanimously. Rep. Chandler asked who is bringing this request and Mr. Robichaud replied 'the citizens of Hales Location'.

Rep. Cordelli asked about the cost of \$135K in the budget and it was clarified that is was for the Kronos timekeeping system. Rep. Chandler asked for further clarification and answers will be provided to the Chair.

Rep Avellani moved and Butler seconded Revenues and Expenditures of \$30,512,138. Approved unanimously.

Rep McCarthy moved and Butler seconded going into Convention. Unanimous.
Rep. Chandler moved and Umberger seconded ratifying all actions taken in the meeting

just previous. Approved unanimously.

Rep. McCarthy moved and Butler seconded going out of Convention. Unanimous.

Representative Cordelli asked whether the encumbrances had been updated. Mr. Stuart noted that the auditors are finalizing them.

Representative McCarthy said that audits are to be completed 30 days after the close of the fiscal year. Reps Umberger and Chandler wondered if the law needs to be changed in that regard.

Rep. Nelson wondered whether it is possible to have the encumbrances sooner. Rep. Umberger moved and McConkey seconded adjournment. Unanimous.


Rep. Ed Butler, Clerk

**County of Carroll
Carroll County Delegation
May 22, 2017 9 a.m.
Carroll County Administration Building – Ossipee**

Representatives Present:

Chairman Mark McConkey	Vice-Chairman Lino Avellani	Clerk Ed Butler
Karen Umberger	Bill Nelson	Jerry Knirk
Tom Bucu	William Marsh	Ed Comeau
Frank McCarthy	Glenn Cordelli	

Representatives Absent:

Stephen Schmidt (excused)	Karel Crawford	Gene Chandler(excused)
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Commissioners Present:

Amanda Bevard	David Babson	Mark Hounsell
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County Staff Participating:

County Administrator Ken Robichaud County Finance Director Chuck Stuart
Mountain View Admin. Howard ChandlerCCHOC Superintendent Jason Henry

Recording Clerk: Mellisa Seamans

Call to order at 9:00 a.m. with Pledge of Allegiance. There were two public comment periods offered during this meeting but no comments were made.

Sheryl Burke (Melanson Heath & Company) – Agreed Upon Procedures Presentatio

Rep. McConkey read the following statement:

“Ms. Burke, I watched your report to the commissioners on May 3. I think it is important from the onset to read directly from your report, page one, I quote ‘*We have performed the following agreed upon procedure enumerated in our engagement letter which were agreed to by the board of commissioners and agreed to by the Carroll County Delegation. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. In performing these procedures, we relied on the cooperation of the management of Carroll County and the information provided by them including the accuracy and reliability of such information. Consequently, we have not independently verified the information gathered or contained in this report. Our procedures does not constitute an examination, review or compilation of the information provided. We make no representation regarding the sufficiency of these procedures described below either for the purpose of this report that has been requested or for any other purpose. We express no level of assurance on them*’. Knowing that your time is short and that your presentation to the commission was in excess of two hours and I further understand that you must leave by 10:15 a.m. I ask that you contain your summary to no more than 30 minutes to allow the delegation further time for this discussion.”

Ms. Burke then proceeded with PowerPoint presentation reviewing the summary pages of the full report. (The complete 1,049-page report including all supporting documentation is available at the County business office).

Rep. McCarthy pointed to NH RSA 28:3-a that audits shall be required and include investigation that all state and federal laws and DRA rules are adhered to. In Burke’s report, it states there are no violations of law found. He disagrees. He noted the new law NH RSA 29:8-b, (effective July 8, 2017) TAN funds shall only be used for current year. While the new law clarifies language, Rep. McCarthy said it has always been illegal to spend a current years’ TAN funds in subsequent years. He noted NH RSA 33:3-a, II that surplus bond funds shall not be spent without two-thirds vote of the county convention. Commissioners spent the money without a delegation vote. Regarding the pellet boiler he noted it cost \$416,000 to install a \$325,000 boiler.

Rep. Cordelli asked county administration to provide explanation of the \$850 paid to Internal Revenue Service and payment to Mason & Rich from the construction bond.

Rep. Umberger asked Ms. Burke to recommend discontinuation of the practice of resident use of nursing home credit cards. Ms. Burke noted excessive use of credit cards and use by residents is high risk.

In response to Rep. Cordelli, Ms. Burke acknowledged that material misstatements of financial statements are a category of fraud.

Ms. Burke said the work did not include analysis of overpayments of accrued time or employees receiving cash advances.

Rep. Bucu asked for an audit of individual transactions from the unreserved fund balance account. He noted the MS-45 report “numbers are not even close” to this AUP report. Ms. Burke said her

firm can review the MS-45 forms annually before they are submitted to NH Department of Revenue.

Ms. Burke said the County general ledger entries are very descriptive and thorough. The AUP is a different type of engagement that does not include the stringent testing that a regular audit requires. Moving forward the nursing home and general fund will be combined and using the same accounting method.

Rep. McCarthy said the delegation was not given the opportunity to ask that specific areas be included in the 2016 audit currently being conducted.

1st Quarter Budget Review – County Administrator Ken Robichaud

- Salary lines skewed due to extra pay period in March will equal out through the year.
- Payout to human resources director who resigned. Robichaud declined to answer Rep. Umberger's question about the future staffing of this department until approved by commissioners.
- There are currently four county attorneys. Drug court begins in September. Felonies First is going "very well". Rep. Umberger asked for a monthly report for the number of cases moving through Felonies First. CCHOC Superintendent said staff are traveling out west this week to attend drug court training.
- There was general review of all budget items over 25% expended and all revenue items.
- Instructors are sent from each county to teach at NH Association of Counties Correction Academy with the expense borne by each sending county.
- The last jail bond payment will be made in July 2017.
- New telephone system completed. All buildings connected with fiber optic.
- Jail key box system going out to RFP.
- Climate control at jail and dispatch center on hold awaiting energy audit.
- Regarding excessive overtime costs at MVC, Administrator Howie Chandler said call-ins and unfilled staffing positions both contribute to the problem. The overtime requirement should be reduced in the second quarter. Rep. Umberger asked for more information about use of sick time that results in overtime. Chandler said the unscheduled absence rate is four percent which he considers "problematic". Offering overtime is preferable to utilizing agency staff due to cost and continuity. Rep. Cordelli asked that the monthly packet distributed to the commissioners be also sent to the delegation. Rep. McConkey asked that this be distributed through the delegation clerk.
- Propane is less expensive than pellets at this time. A new propane supply contract will be signed in August.
- Rep. Umberger asked for a detail of the payout for the social services employees that resigned.
- The current payor mix at MVC is 6% Medicare, 35% private pay, 67% Medicaid.
- Rep. McConkey asked for a detail of miscellaneous income (income from 91A requests) and insurance refund (reimbursement received from employee out on disability).
- Rep. Cordelli asked that, in the future, county administration provide documents in .pdf or locked Word format so they cannot be altered.
- Rep. McConkey said he is pleased to see a new level of cooperation. He thanked the commissioners for including the delegation in the energy audit contract process and the

grant review committee.

Other Business

- Rep. McCarthy was appointed as the delegation representative to the grant review committee. Rep. Cordelli was appointed as alternate.
- Rep. Cordelli was appointed as the delegation representative to the energy audit committee. Rep. Avellani was appointed as alternate.
- CCHOC has received a \$25,000 Integrated Delivery Network (IDN) grant to address gaps between CCHOC and the community (inmate community re-entry type programs). Comeau asked for a report from the grant review committee about this grant at the next meeting. A second IDN grant (\$100,000) and a Second Chance grant (\$200,000) have also been applied for.

MOTION: “To accept the \$24,560 grant” by Rep. Umberger, 2nd Rep. Marsh. All in favor.

- Rep. McCarthy said by using non-lapsing budgets the commissioners are leaving the County open to lawsuits.
- Rep. Umberger requested that the finance manager provide detail about the list of encumbrances and whether or not the projects have been completed.
- Rep. Cordelli asked that the 2015 audit and management letter be added to the County website. He asked that the 2016 audit include follow-up on the 2015 management letter. Rep. McConkey asked Mr. Robichaud to provide a document detailing how county administration is addressing each of the 2015 audit recommendations.
- Rep. Comeau asked for more information about the miscalculation of employee accrued time. Mr. Stuart said there were a few people who may have gotten “more than what would be considerate appropriate”. Mr. Stuart said the miscalculation of accruals was not calculated for years prior to 2016.
- Rep. Cordelli noted there were 345 terminated employees over a two-year period. Ms. Bevard said the commissioners have been concentrating on 2017. Mr. Henry said staff retention has improved from a 50% turnover rate to about 20% now. Mr. Chandler said such a high turnover rate likely represents a one-time records cleanout of per diem workers no longer working shifts at the nursing home.
- Rep. McCarthy said the requirements of NH RSA 28:3-a have been ignored by the county administration in that the delegation has been left out of the audit process. Ms. Bevard said the delegation will not be left out of the 2017 audit process. Rep. Butler said the formality is important but communication is greatly improved.
- Rep. Cordelli asked about IT-related purchases in 2016 and for means testing of software and hardware purchases in the 2016 audit. Mr. Robichaud clarified that the County purchases all equipment and the contractor merely installs it. The purchases are not made through the contractor. Rep. Cordelli asked to have the contractor check software vulnerabilities for protection against malware attacks.
- Ms. Seamans noted the County personnel policy states employees who give appropriate two-week notice receive 100% of their accrued time upon departure from County employment. Employees who do not give notice or who are fired are not entitled to accrued time payments. Mr. Stuart said this is generally true but there are times when making payments to terminated employees is the “prudent” thing to do to protect the County. Ms. Seamans stated the public has a right to know in each case how much was paid out to terminated employees.
- Rep. Avellani wished Mr. Stuart farewell and good luck in his retirement.

MOTION: "To approve the March 13 meeting minutes" by Rep. Avellani, 2nd Rep. Comeau. All in favor.

MOTION: "To approve transfer of \$800 from the commissioners' travel budget to the treasurer's travel budget" by Rep. Avellani, 2nd Rep. Butler. All in favor.

Convention

MOTION: "To move into Convention to ratify all previously made motions" by Rep. Butler, 2nd Rep. Avellani. All in favor.

MOTION: "To ratify all previously approved motions" by Rep. Avellani, 2nd Rep. Marsh. All in favor

MOTION: "To move out of Convention" by Rep. Butler, 2nd Rep. Avellani. All in favor.

Adjourn 11:44am

Minutes approved by majority vote on ____o8/21/17_____



Rep. Ed Butler, Clerk

**County of Carroll
Carroll County Delegation
August 21, 2017 9 a.m.
Carroll County Administration Building - Ossipee**

Representatives Present:

**Mark McConkey
Bill Nelson
Karel Crawford
Frank McCarthy**

**Lino Avellani
Jerry Knirk
William Marsh**

**Karen Umberger
Glenn Cordelli
Ed Comeau**

Representatives Absent:

**Clerk Ed Butler
Tom Bucu**

**Stephen Schmidt
Edie DesMarais**

Gene Chandler

Commissioners Present:

Amanda Bevard

Mark Hounsell

County Staff Participating:

**County Administrator Ken Robichaud County Register of Deeds Lisa Scott
Mountain View Admin. Howard Chandler CCHOC Superintendent Jason Henry**

Recording Clerk: Mellisa Seamans

Call to order at 9:00 a.m. with Pledge of Allegiance.

MOTION: “To approve the May 22 meeting minutes” by Rep. Avellani, 2nd Rep. Comeau. All

in favor.

2nd Quarter Budget Review

•Nursing overtime attributed to staffing shortages (needing to fill vacant positions and filling unscheduled absences). Offering current staff overtime is preferable to using agency staffing. There are “seven or eight” full-time staff vacancies at this time. New staff advocate has been hired whose expertise is in recruiting. Rep. Cordelli asked for the staff advocate job description. A line item transfer will be needed at some point in 3rd quarter to balance payroll line items. When using agency and overtime, employee medical insurance expense line is reduced significantly. Mr. Chandler hopes to see some relief from the ACA so per-diems can work more than 30 hours per week without being eligible for healthcare. Incentives are being offered to employees who sign up for open shifts.

•Insurance Refunds – An employee was out on disability and the insurance company reimbursed the county for this payout.

•Miscellaneous Income includes Town of Ossipee property tax abatement, refund from county attorney internet site, right-to-know request fees. Rep. McConkey reminded that any sale of County property should be credited to this line.

- Hay sales as of Aug. 18 is \$12,618 (5,982 bales sold with 2,000 bales on order with no time to deliver it and a second cut pending). The weather this year has not been cooperative for hay. In 2016 8,000 bales were produced. Campfire wood sales are \$16,221 as of Aug. 18. 4,776 bags have been delivered despite State guaranteeing orders of 12,000 bags. There are 50-60 cords to be processed. There are no plans to sell remaining unprocessed wood as cordwood. Robichaud agreed to provide report about why wood sales are falling short of projections. The County is only supplying White Lake State Park now. Rep. McConkey urged the commissioners to put the wood processor out to bid.
- MVC Revenue – New skilled services vendor working well. Census is good. Payor mix is on target. Budgeted for 10 skilled care beds but average is 5-6 daily.
- CCHOC has applied for Integrated Delivery Network and Second Chance Act grants. Awards will be announced this Fall.
- Rep. McConkey thanked Mr. Chandler, Ms. Scott and Mr. Henry for their work keeping revenues at or above projections.
- Registry revenue up 10% over 2016. Docket count up 9%. Online registry and acceptance of debit/credit cards very well-received.
- Refunds due to insurance or retirement contribution overpayments are credited, if occurring in the current year, back to the county department expenditure originated from. Refunds for past year overpayments are reflected on the balance sheet.

Finance Department and Human Resources Department Staffing

- Rep. McConkey asked for assurance that the finances are being watched over, reports are being filed timely, and audits are being done.
- Mr. Robichaud said he is “quite satisfied” with the staffing structure currently in place and the auditors are “quite comfortable”. When he was first hired, the team he had to work with was picked for him. Now he has picked the team he wants to work with and has the full backing of the commissioners.
- The HR department has been split up. Each building has its own representative to handle internal issues more quickly and accurately. They all report to the county administrator.

- The administrative assistant was promoted to finance. The finance assistant was promoted to controller. A new part-time administrative assistant was hired but promoted to full-time after four weeks.
- At the next delegation meeting, Mr. Robichaud will give an update on the status of the NH DRA 2014 report recommendations and the Matrix 2015 Performance Audit recommendations.
- Mr. Robichaud does not believe the \$100,000 payroll software update is needed now.
- Rep. Cordelli expressed frustration that the delegation was not informed about the 500 NH Department of Labor violations, related \$48,000 fine, and the payouts owed to employees. Rep. Cordelli suggested it would be very wise for a member of the executive committee to be present at the NH DOL hearing. He brought forward concerns from a former employee about accrued time being miscalculated and dental premiums continuing to be paid for former employees. Mr. Robichaud said Delta Dental is notified when an employee leaves Carroll County and the county does eventually receive reimbursement for any overpayments. Mr. Robichaud will provide a listing of the dental and medical reimbursements for overpayments of premiums this year.
- Mr. Robichaud said the County has established more financial controls than the County has ever had. He is meeting with a vendor to discuss outsourcing payroll processing.
- New hire orientation and paperwork is handled by the HR employee in each building. Exit interviews are not routinely done.
- Regarding the 2016 audit, the auditors are returning Aug. 31 and Sept. 1 to gather remaining information and then will issue audit report. Rep. Umberger said this represents a problem because NH Department of Revenue forms that are used to set the county tax rate must have audited figures and are due Sept. 1. Mr. Robichaud disagreed with this and was asked to provide clarification in writing. Rep. McCarthy said the reason the 2016 audit is so late is because county officials did not start the audit process until June.

Registry of Deeds – Records Archival

MOTION: “Approve expending \$70,500 from the registry surcharge and equipment account to pay for archival of records” by Rep. Umberger, 2nd Rep. Marsh passed 7-3 with Reps. Comeau, McCarthy, and Nelson opposed.

- Rep. McCarthy said the money in this account cannot be used for this purpose, citing, in part NH RSA 478:17-j, II (c) “...Moneys in the account may only be used for the purchase, rental, or repair of equipment.”

Carroll County House of Corrections – Grant Applications

MOTION: “To accept the Integrated Delivery Network Region 7 and Second Chance Act grants” by Rep. McCarthy, 2nd Rep. Avellani passed 8-2 with Reps. Cordelli and Comeau opposed.

- Rep. Comeau asked that the grant review committee reports be coded with a reference number for easier tracking. Mr. Henry said a tracking form has been adopted.
- Rep. Cordelli said two-phase approval should be followed by the grant review committee.
- The grant review committee delegation member will be invited to all discussions regarding grant applications.

Other Business

- Mr. Robichaud will forward the White Horse Addiction Center reports to the full

delegation.

- Rep. Cordelli and Rep. Avellani attended the recent County Lands Committee meeting. The committee created a mission statement to consider a feasibility study for best use of County lands and agricultural buildings. There will be public listening sessions scheduled and possibly an online survey.
[Rep. Cordelli left the meeting]

Assisted Living

Commissioner Hounsell read the following into the record, “Mr. Chairman and honorable members of the delegation. My colleagues have asked that I present to you our request for this body’s concurrence with the board of commissioners unanimously adopted action of August 9, 2017. To wit, the board of commissioner’s support allocating an amount not to exceed \$10,000 from the 2017 Mountain View Nursing Home budget for the purpose of conducting a countywide feasibility study for assisted living facilities for community elders. These funds will be used as a 50% match with funds from other sources. Further that the board of commissioners will seek concurrence from the county convention delegation which is the purpose of us being here at this time. This past April 17th in North Conway the Gibson Center for Senior Citizens hosted an important forum to discuss assisted living needs of our current population of our community elders as well as a promised increase in the population of our aging citizenry. Immediately following that forum. The county commissioners directed County Administrator Ken Robichaud together with MVC Director Howie Chandler to develop a recommendation in order to move this issue further along. Many voices have been heard both at the forum and in the past four months that have passed while Howie has worked with others to gain a deeper understanding from a healthcare provider’s perspective. Many voices continue to speak except one. As I have been following the development and the emergence of this need I have not heard from the voices of any opposition. I do not imply that there may not be some future opposition but there is not one at this time that we can currently identify. That helps confirm the importance for the county to lead the way by further scrutinizing the need more intently with the expectation that we must determine the best way to pay for the need. That is why we ask at the time that the delegation join with the commissioners so that together we can work to provide the care our elders deserve and that we proudly and with honor are responsible to provide. At this time, I would yield the remainder of my time to the many voices that serve to convince the commissioners to support investing as much as \$10,000 as a 50% match for the purpose of conducting a countywide feasibility study for assisted living facilities for community elders. We ask the honorable delegation’s concurrence.”

Others spoke to request the delegation vote to spend \$10,000 in matching funds for the feasibility study: Gibson Center for Senior Services Director George Cleveland, Sue Ruka of MWV Regional Collaborative, Victoria Laracy of MWV Housing Coalition.

Rep. McConkey asked the MVC Subcommittee to meet and consider the proposal then report their recommendation to the delegation at the next meeting.

Rep McCarthy voiced opposition, stating providing assisted living facilities is not a function of government. Rep. Marsh said providing additional interim services to seniors could keep them out of the county nursing home longer, thus saving the taxpayers money. Rep. Umberger urged that demographics be studied and be part of the feasibility study

given that the Baby Boomer generation is large in numbers but following generations are not. Rep. Knirk suggested the committee look also at assisting seniors with “aging in place”.

Albany Board of Selectmen sent a letter in support of funding a feasibility study.

Convention

MOTION: “To move into Convention to ratify all previously made motions” by Rep. Umberger, 2nd Rep. Comeau. Passed 9-0.

MOTION: “To approve the May 22 meeting minutes” by Rep. Umberger, 2nd Rep. Avellani. Passed 9-0.

MOTION: “Approve expending \$70,500 from the registry surcharge and equipment account to pay for archival of records” by Rep. Umberger, 2nd Rep. Marsh. Passed 6-3 with Reps. Comeau, McCarthy and Nelson opposed.

MOTION: “To accept the Integrated Delivery Network Region 7 and Second Chance Act grants” by Rep. Umberger, 2nd Rep. Marsh passed 9-0.

MOTION: “To move out of Convention” by Rep. Umberger, 2nd Rep. Knirk. Passed 9-0.

Adjourn 11:31am

Minutes approved by majority vote on _____

Rep. Ed Butler, Clerk

**County of Carroll
Carroll County Delegation
September 25, 2017 9 a.m.
Carroll County Administration Building – Ossipee**

Representatives Present:

Mark McConkey	Lino Avellani	Karen Umberger
Bill Nelson	Jerry Knirk	Glenn Cordelli
Edie DesMarais	William Marsh	Ed Comeau
Frank McCarthy	Clerk Ed Butler	Gene Chandler

Representatives Absent:

Stephen Schmidt	Tom Buco	Karel Crawford
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Commissioners Present:

Amanda Bevard	David Babson
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County Staff Participating:

County Administrator Ken Robichaud Steve Briden – Asst County Attorney
Mountain View Admin. Howard ChandlerCCHOC Superintendent Jason Henry

Recording Clerk: Mellisa Seamans

Call to order at 9:06 a.m. with Pledge of Allegiance.

Chairman Remarks:

Rep. McConkey congratulated the following county employees who were honored this month at the New Hampshire Association of Counties annual conference:

Ken Robichaud – County Administrator of the Year

Jason Henry – Jail/HOC Superintendent of the Year

Michaela Andruzzi – County Attorney of the Year

Chris Delisle – Nursing Home Employee of the Year

Dean Perry – Jail/HOC Employee of the Year

Public Comment: None

Jail/HOC Update (Supt. Henry):

Twenty-eight inmates have gone through the TRUST program since its inception in September 16 and none have reoffended. Exit strategies are being created for all inmates. County has been awarded Second Chance Act grant of \$200,000 to use towards half-time licensed alcohol and drug counselor (in partnership with Northern Human Services) and half-time case manager that may be a grant-dependent county employee. As grant funding runs out will need to reassess to determine if the case manager should become a county-funded position. When inmates are released they are enrolled in expanded Medicaid and staff assist with setting first appointments with physician

County Attorney's Office (Atty. Andruzzi):

Caseload has increased significantly and there is a need for a full-time judge. In 2015 there were 122 opened cases; 2016, 194; and to date in 2017, 298. There have been 215 Felonies First referrals since April 1. The office has started conducting trainings for law enforcement agencies. Plea bargaining is done most often with drug cases and, in turn, defendants are getting the help they need. Caseload is based on National District Attorney's Association recommendations, though Carroll County attorneys carry a much higher caseload. Rep. McCarthy said that at a recent meeting in North Conway, the police had "nothing but accolades" for the county attorney's office. Rep. McCarthy said the law indicates county attorneys *shall* prosecute or defend any suit in which the County is interested and asked why the office is not providing these legal services. Rep. Cordelli asked that the office review County contracts. Atty. Andruzzi said her staff is experienced in criminal law not civil. Providing legal services to the county may be considered in the future but her office does not have the resources now to competently handle that extra work. The office is now fully staffed. Atty. Andruzzi acknowledged there was a lot of turnover in administrative staff this year. The State has put out an RFP for drug court counseling services and proposals are being reviewed. The drug court program is expected to be up and running by the end of this year.

County Administrator Updates (Ken Robichaud)

NH Department of Labor

NHDOL inspectors were onsite for a year and presented a final report with 500 violations and a proposed fine of \$48,000 plus reimbursements to county employees for unpaid shift differential and overtime. The newly hired MVC Staff Advocate created a plan of correction and presented to NHDOL thus resulting the fine to \$600. Rep. Cordelli said legislation is being filed this year to study administrative rules to determine if minor infractions should count as violations. As requested, Rep. Cordelli was given a copy of the staff advocate job description.

Kronos Timekeeping System

Processing payroll with Kronos continues to be a problem every week. It was never set up correctly and, as a result has never worked correctly. The commissioners are considering a

proposal for contracting with a company to outsource payroll processing. Rep. Cordelli suggested Kronos representatives be brought into a commissioner's meeting to explain why their software is not working. Rep. Comeau said if Kronos is not living up to their contract the county should get a refund.

Performance Audit

Commissioner Bevard agreed to provide a written report addressing the recommendations of the performance audit and DRA evaluation. Rep. Umberger asked specifically that the report address how decentralizing the human resources department has addressed all of the HR concerns.

Premium overpayments

To date, the county has been reimbursed \$41,292 in medical premium overpayments and \$1,358 in dental premium overpayments. Mr. Robichaud explained the follow-up process finance staff are now following to ensure employees who are no longer eligible for these benefits are removed from the plans.

2016 Audit

The 2016 audit should be received by the end of this month. Commissioner Bevard said the next auditing contract will have starting and completion dates. Rep. McCarthy has submitted legislation that County audits must be initiated within 60 days of the close of the fiscal year and be completed within 150 days.

Farm Revenue

There are 2-3,000 bales of uncommitted hay in the barn. Mr. DeWitte said the hay is not being delivered as quickly this year because a staff position was cut from the budget. Rep. McConkey asked that Mr. DeWitte sell the remaining hay now to free up space in the barns. It was suggested the hay be advertised for sale. Dewitte explained the financial advantages of the proper timing of the cutting and sale of hay. Midwinter sales can bring premium pricing and support local agriculture.

Rep. McConkey said there is a disconnect in getting information freely passed between the commissioners' office and the delegation. He would like a written response if there is requested information the commissioners cannot provide.

Granite Shield Grant

MOTION: "To accept \$20,000 grant from NH Department of Safety Granite Shield program" by Rep. McCarthy, 2nd Rep. Umberger. Motion passed 11-1 with Rep. Comeau opposed. Rep. Comeau asked for the opportunity to review the grant documents prior to the call for a vote.

Energy Audit

County Commissioners have contracted with Siemens to complete an energy audit with recommendations. Siemens will look at lighting, HVAC, and "Anything that consumes energy and costs us money". Mr. Robichaud said any capital improvements recommended will be funded by the energy cost savings.

County Lands Committee

Rep. Chandler asked that it be conveyed to attendees at the County Lands Committee listening sessions that neither the current nor previous delegations have every discussed selling any county-owned land.

MVC Subcommittee

Rep. Nelson reported the committee met and voted to recommend \$10,000 be spent from the MVC budget for an assisted living feasibility study that would (at a minimum):

1. Review all demographic assumptions and predictions
2. Evaluate the potential of a public/private partnership to meet this need
3. To evaluate the financial feasibility of targeting a payor mix that is 50% Medicaid
4. To evaluate the potential impact of any initiative considered on Carroll County taxpayers

MOTION: "To table this discussion" by Rep. Umberger, 2nd Rep. Chandler. Motion passed 8-4 with Reps. Butler, DesMarais, Knirk and Marsh opposed. Rep. McConkey noted this request will be considered in the 2018 budget.

Hot Water

There is \$65,000 in the 2017 budget for boiler replacement at the Annex. The commissioners have approved installing an ozone system for the laundry instead with a small hot water heater for handwashing.

Minutes

A motion to approve the August meeting minutes with corrections passed.

Convention

Motions passed to move into Convention, to ratify all previously made motions during this meeting, and to move out of convention.

Public Comment

None

Adjourn 11:07am

Minutes approved by majority vote on _____



Rep. Ed Butler, Clerk

County of Carroll
Carroll County Delegation
November 6, 2017 9 a.m.
Carroll County Administration Building – Ossipee

Representatives Present:

Mark McConkey
Bill Nelson

Karen Umberger
Jerry Knirk

Tom Buco
Glenn Cordelli

Edie DesMarais	William Marsh	Ed Comeau
Frank McCarthy	Gene Chandler	

Representatives Absent:
 Stephen Schmidt Clerk Ed Butler Karel Crawford Lino Avellani

Commissioners Present:
 Amanda Bevard

County Staff/County Officials Participating:
 County Administrator Ken Robichaud
 Mountain View Admin. Howard Chandler
 County Treasurer Joe Costello

Recording Clerk: Mellisa Seamans

Call to order at 9:06 a.m. with Pledge of Allegiance.
 A moment of silence for the 11/5/17 shooting victims in Sutherland Springs, Texas.

Rep. Nelson asked if this meeting was properly noticed. Rep. McConkey replied that the county business office was notified of the meeting date and he assumed the posting was taken care of. Rep. Comeau noted there is no provision in the law to allow the meeting to continue if not posted. Rep. DesMarais suggested the meetings be advertised in the Granite State News in addition to Conway Daily Sun. Rep. McCarthy noted that if the delegation is considered a legislative committee there is no requirement to post. The 10/30/17 meeting was cancelled due to weather. Two members – Reps. McCarthy and Marsh – did not receive the cancellation notice and arrived for that meeting. They will be compensated mileage.

Approval of Minutes

MOTION: “To approve the September 25, 2017 meeting minutes as amended” by Rep. Umberger, 2nd Rep. McCarthy. Passed 11-0.

3rd Quarter Budget Review

Expenditures

- | | | |
|------|-------------------------|--|
| 4100 | Commissioners | |
| 4101 | Treasurer | <ul style="list-style-type: none"> The deputy treasurer receives a \$25 stipend when called on to work in treasurer’s absence. Rep. Umberger asked for the RSA that confirms this. |
| 4102 | Special Fees & Services | <ul style="list-style-type: none"> Merit raises paid out in April 2017. Ms. Bevard said each employee was given an evaluation and given raises accordingly. Since then if non-union employees have done exceptional job or has increased responsibilities, an additional raise was given. Rep. McConkey asked for a copy of the merit raise policy. Rep. McCarthy said it appears something is wrong with the merit pay procedure. The \$136,487 budget line was supposed to be the maximum but coincidentally the entire line was spent. The commissioners will be entering into an agreement with Checkmate for the processing of county payroll and required reporting. The plan is to have this company be ready to start processing payroll by the last pay period of 2017. Rep. Cordelli expressed disappointment that his list of questions regarding the Kronos/ACS systems was not responded to by the administrator. He asked that the list be entered into the public record. |

- Rep. Umberger asked what will be done to ensure when supervisors sign off on employee time cards the data will be accurate. Mr. Robichaud said supervisors, according to NH Department of Labor, can no longer make changes to employee time records but they are responsible for reviewing and signing in agreement. Under the new system, all departments will send payroll data to the business office for review before it is sent to Checkmate.
 - Checkmate will work directly with the auditors and NH DOL compliance audits throughout the year.
 - Mr. Robichaud said he is not sure how much Checkmate will charge for payroll processing.
- 4103 Human Resources
- The human resource director position will not be filled. There are now three employees handling the HR functions – a nursing home staff advocate, a payroll/HR clerk at the administration building, and the administrative assistant at the jail is now handling HR duties as well.
- 4170 Administration Building
- Mr. Robichaud will provide a report on the electricity supply contract and usage across the campus.
- 6100 Jail/House of Corrections
- No longer use hot water for laundry with installation of the ozone system.
 - Rep. McConkey asked for more detail about inmate medical expenses.
- 8000 Information Technology
- Mr. Robichaud will provide more detail about the unspent training line (8000.17)
- 9100 Interest Expense
- To date, \$9 million of the tax anticipation line of credit has been borrowed.
- 9160 Long Term Debt
- The final bond payment for the jail has been paid.
- 9400 Capital Expenditures
- An ozone system is being installed to negate the need for replacing the boiler.
- 300 Nursing Home Fund
- Rep. Umberger questioned the nursing home overtime line. Mr. Chandler said the bulk of the overtime problem is with short notice, unscheduled absences and because of this 4-5 shifts daily must be filled, often with overtime. Ms. Bevard said the new staff advocate is targeting this problem.

Discussion about the need for better detail and tracking for approvals and purchases under all “new equipment” lines throughout the budget. Rep. McConkey said this will be done for the 2018 budget.

Revenue

- Registry of Deeds – Ms. Scott was unable to attend the meeting but provided a written detail of the status of expense and revenue in her department.
- Ms. Bevard said initially the commissioners were going to hold hay to get a higher price in February. However, many farmers were able to get a third cut this year, so the demand may not be as great as in years’ past. Rep. Chandler said the hay sale revenue is set so the hay should be sold during this calendar year. Rep. Comeau noted there is no hay advertisement on the county website, but this could be due to recent internet outages.

- Rep. Umberger asked for a report about the water system for clarification on the actual cost of operating the system, collections, etc. and stated it is not fair for the county taxpayers to subsidize the water system.

County Administrator Report on Performance Audit Recommendations

- Mr. Robichaud reviewed the previously distributed report he prepared for this discussion. It has been entered into the record and was sent to delegation members.
- The staff advocate at MVC is responsible for ensuring all personnel records across campus are complete and accurate.
- Mr. Robichaud agreed to consider Rep. Cordelli's suggestion of the audit section 3.9 that the county should implement department performance measures.
- Bank account reconciliations are available for public review in the county business office.
- Mr. Robichaud said he would prefer in-house IT personnel, but it would be costlier to hire a manager and desktop support person than the current IT contract.
- Rep. Buco said he is concerned about the county falling back into the same financial distress as in previous years that was due to people charged with providing accurate financial information not doing so.
- Mr. Robichaud will provide an updated copy of the capital improvement plan.
- There was discussion about the need to work all equipment into the capital improvement plan in the event grant monies are no longer available for maintenance and/or upgrades.

Other Business

- Rep. McConkey asked that the commissioners or administrator supply a response to the NH Department of Revenue audit recommendations and an update on the status of the 2015 financial audit recommendations.
- Mr. Murray explained the mechanical failures of the two generators during severe storms Oct. 30. The company was responsive, and the problems have been rectified.
- Rep. McConkey said from this point forward the recording clerk will be responsible for posting delegation meetings, minutes and notices on the county website, and newspaper advertisements. Rep. Chandler suggested the meeting notices be sent to all towns as well to post if they wish.
- **MOTION: "To take the report of the nursing home subcommittee regarding adult assisted living off the table"** by Rep. Marsh, 2nd Rep. Umberger. Motion failed 4-7 with Reps. Marsh, Umberger, Knirk, and DesMarais in favor and Reps. McConkey, Chandler, Comeau, Cordelli, Buco, Nelson, and McCarthy opposed. Rep. McConkey noted this issue will be part of the 2018 budget discussions.
- Mr. Robichaud distributed the quarterly MVC receivables report.
- Rep. McCarthy noted several points in NH RSA 28:3-a:
 1. Legislation has been introduced to change the timeframe during which annual county audits must be complete. If passed, the county must begin the annual audit 60 days after the close of the fiscal year and it must be completed within 150 days.
 2. The delegation has the authority to approve of the auditing firm hired to conduct county audits.
 3. The delegation can submit any question relative to county finances and the auditor must answer it during the audit process.

4. The auditor must make sure all laws and rules are being adhered to.
- Mr. Robichaud is creating a one-page fact sheet and reference number for each county grant.
- The delegation handbook draft is nearing completion and will be distributed to all members for review and comment.
- Rep. Nelson brought forward a constituent concern that the May commissioner's meeting minutes on the county website may have the incorrect date.

Line Item Transfers

Mr. Robichaud provided copies of all transfer requests and following the meeting the approvals were signed by Reps. McConkey, Cordelli, and McCarthy.

MOTION: "To approve transfer request number 9" by Rep. Umberger, 2nd Rep. Marsh.
Motion passed 11-0.

MOTION: "To approve transfer request number 10" by Rep. Chandler, 2nd Rep. Marsh.
Motion passed 11-0.

MOTION: "To approve transfer request number 11" by Rep. Chandler, 2nd Rep. Marsh.
Motion passed 11-0.

MOTION: "To approve transfer request number 12" by Rep. Umberger, 2nd Rep. Marsh.
Motion passed 11-0.

MOTION: "To approve transfer request number 13" by Rep. Umberger, 2nd Rep. Marsh.
Motion passed 11-0.

Rep. Cordelli noted that it appears amounts in transfer request number 3 may be incorrect as it does not match the amount on the 3rd quarter budget report reviewed today. Ms. Seamans will seek clarification on this from Mr. Robichaud.

Dispatch Center Grant

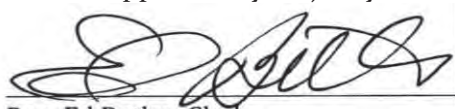
MOTION: "To approve the acceptance of the \$604,444 grant" by Rep. McCarthy, 2nd Rep. Chandler. Motion passed 10-1 with Rep. Comeau opposed. Rep. McCarthy noted this grant is paid to the county on a reimbursement basis. The project is expected to occur over three years. If money must be borrowed against the TAN, there may be a minimal interest expense associated with this grant. Rep. Comeau said this interest expense amount should be publicly available.

Convention

MOTION: "To ratify all previously approved motions" by Rep. Chandler, 2nd Rep. Umberger. Motion passed 11-0.

The next meeting will be held Monday, December 11 at 9 a.m. This will be the county commissioner's presentation of the proposed 2018 budget and is a public hearing.

Minutes approved by majority vote on _____



Rep. Ed Butler, Clerk

Attachments:

1. 3rd Quarter 2017 Expenditure Guideline
2. 3rd Quarter 2017 Revenue Guideline
3. Payroll Outsource Questions
4. County Administrator Response to 2014 Performance Audit
5. MVC Outstanding H/R 3rd Quarter 2017
6. Funding Transfer Requests #9-13
7. Email Registrar Lisa Scott to Rep. Schmidt re: 3rd Quarter Registry Financial Report
8. Delegation Information Request Summary – 11/06/17

**County of Carroll
Carroll County Delegation
December 11, 2017 9 a.m.
Carroll County Administration Building – Ossipee**

Representatives Present:

Vice-Chair Lino Avellani	Clerk Ed Butler	Karen Umberger	Tom Buco
Bill Nelson	Jerry Knirk	Glenn Cordelli	
Karel Crawford	Edie DesMarais	William Marsh	Ed Comeau

***Rep. Avellani chaired this meeting in the absence of Chairman McConkey**

Representatives Absent:

Stephen Schmidt	Mark McConkey
Frank McCarthy	Gene Chandler

Commissioners Present:

Amanda Bevard

County Staff/County Officials Participating:

County Administrator Ken Robichaud	Maintenance Supervisor Bob Murray
Mountain View Admin. Howard Chandler	DPW Supervisor Will DeWitte

County Treasurer Joe Costello

Recording Clerk: Mellisa Seamans

Public in Attendance: Daymond Steer, Conway Daily Sun

Call to Order at 9 a.m.

The meeting was called to order with Rep. Avellani announcing the opening of the public hearing scheduled, as required under NH RSA 24:23, for the purpose of giving the public an opportunity to hear the presentation of the Carroll County Commissioner's Proposed 2018 budget and then to offer their comments and questions.

Pledge of Allegiance

Mr. Robichaud presented the proposed budget on behalf of the county commissioners.

2018 Budget Presentation – Mr. Robichaud

Mr. Robichaud gave a general overview of the proposed budget and distributed several documents listed as attachments to these minutes.

Mr. Murray reported a preliminary energy audit has been completed a mechanical/systems audit will begin shortly. Cost savings are anticipated to be \$115,000 per year.

The commissioners propose using \$747,685 from fund balance to reduce taxes, resulting in no increase in the county tax rate.

Public hearing closed at 9:26 a.m.

The \$10,000 proposed for an assisted living feasibility study is in Account 4102 (Elder Care).

Mr. Robichaud reported there is \$4.1 million in the fund balance.

Ms. Bevard reported the budget is needs-based with the county getting what it needs for the complex and being very well of the taxpayer's burden.

Ms. Bevard said the negotiated union contracts are public information and will be provided to the delegation prior to the delegation vote to approve the cost items.

Rep. Umberger noted the merit raise line item was fully spent in 2017. Mr. Robichaud said there have been no problems with non-union employees so he expects the line item to be fully spent in 2018 as well.

Rep. Knirk questioned and Mr. Robichaud replied that the county attorney budget includes new staffing – increase part-time administrative assistant to full-time and add a law clerk position.

Rep. Comeau made a point of order to remind the chair that all meeting proceedings should be audible and discernible.

Approval of Minutes

MOTION: “To approve the November 6, 2017 meeting minutes as amended” by Rep. Umberger, 2nd Rep. Marsh. Passed 9-0-2 (Reps. Butler and Crawford abstained as they were absent 11/6/17)

- Rep. Umberger noted nine items that were requested of the commissioners and administration during the November 6 meeting that were not provided as agreed including merit raise policy, Checkmate costs, report on electricity supply contract, inmate medical expense detail, water system report, NH DRA evaluation recommendations update, and update on the status of the 2015 financial audit recommendations. The requested capital improvement plan update was provided today, and the requested grant fact sheet is in the works. Rep. Umberger said she has a concern with the inaction in relation to providing information that was promised at the last meeting.
- It was discussed that the delegation meeting minutes should be bundled with all attachments distributed during the meeting and these packets should be kept as the permanent record and uploaded to the county website.

Subcommittee Assignments

Subcommittee	Members
Sheriff/Dispatch Center	McCarthy (Chair), Comeau, Crawford, Desmarais, Nelson
Nursing Home/Annex	Nelson(Chair), Avellani, Butler, Cordelli, Marsh
Jail/House of Corrections Registry of Deeds	Schmidt (Chair), Comeau, Crawford, Knirk, Marsh
Multi Dept. I County Atty, Victim Witness, Medical	McConkey(Chair), Avellani, Bucu, Chandler, Cordelli

Referee, DPW	
Multi Dept. II (Commissioners, Admin. Bldg., Treasurer, Special Fees, Human Resources, Human Services, Long Term Debt, Capital Reserves, County Convention, Information Technology, Capital Expenditures, UNH Extension, Outside Agencies)	Umberger (Chair), Butler, Cordelli, McCarthy

Mr. Robichaud will be responsible for posting all notices of subcommittee meetings.

Reaffirmation of November 6, 2017 votes

Due to concerns that the 11/6/17 meeting was not properly noticed; a vote was taken to reaffirm all actions taken at that meeting.

MOTION: “Move to reaffirm the votes that were taken November 6” by Rep. Umberger, 2nd Rep. Marsh. Passed 8-0-3 (Reps. Avellani, Butler, Crawford abstained)

Convention

MOTION: “To move into Convention” by Rep. Marsh. 2nd Rep. Umberger. Passed.

MOTION: “To approve the November 6, 2017 meeting minutes” by Rep. Umberger, 2nd Rep. Marsh. Passed.

MOTION: “To ratify all motions passed at the November 6, 2017 meeting,” by Rep. Umberger, 2nd Rep. Marsh. Passed.

MOTION: “To move out of Convention” by Rep. Umberger, 2nd Rep. Marsh. Passed.

Water System Report

Mr. DeWitte gave an overview of the County water system.

- Approximately 50 customers served in Ossipee Corner Village in addition to the county complex
- Average 17-18,000 gallons per day
- Meters read quarterly
- 24-hour monitoring system with alerts to the DPW cell phone
- Monthly bacteria tests and quarterly NH DES orders additional tests
- System checked manually by DPW staff weekly
- Reservoir needs to be cleaned and inspected; no knowledge of when it was last done
- Fire hydrants flushed annually
- The roadway leading to the water tower needs to be upgraded
- All pipes and reservoir replaced in 2001

Rep. Umberger asked for a financial analysis of the water rate calculations to ensure the customers are being charged appropriately. She again asked that this information be distributed to the full delegation.

Rep. Avellani said the costs and revenue should be tracked more closely and suggested the water system be worked into the capital improvement plan.

CCHOC - Inmate Medical – Superintendent Jason Henry

Opioid crisis and increase in mental health needs contributing to increase in inmate medical costs. Jails are de facto mental health holding centers with two or three inmates being held waiting for bed space at NH Hospital. Private insurance and Medicaid can be billed to recoup some of the inmate medical expenses. A CCHOC Trust Program presentation will be December 27, 2017 at 10 a.m. at delegation meeting room.

Other

- The 2018 County Budget must be approved by March 30, 2018.
- The MVC and Sheriff/Dispatch collective bargaining agreements will be provided to the delegation prior to the February meeting. At that meeting, the delegation will be asked to vote on the associated cost items.
- The new electric contract did not take effect until September 2017, so the rate savings was not realized for the full year.
- The tax-anticipation borrowing for 2018 will be considered at the February 2018 meeting.
- Mr. Robichaud said the delegation, as last year, needs to vote to allow administration to operate without appropriation for 2018 and, absent that, there is no authority to run the county. Rep. Butler did not recall doing this in the past and noted a formal vote is not necessary. It is assumed the county operations are extended based on the previous budget.

Recess and re-convene in executive committee to consider line-item transfer requests.

Reps. Avellani, Butler, and Cordelli considered and voted unanimously to pass the following motions.

MOTION: “To approve transfer request number 15”. Passed.

MOTION: “To approve transfer request number 16”. Passed.

MOTION: “To approve transfer request number 17”. Passed.

The next meeting will be at the call of the Chair.

Minutes approved by majority vote on _____

Rep. Ed Butler, Clerk

Attachments:

9. 2018 Proposed Expenditures
10. 2018 Proposed Revenue
11. Line-item detail spreadsheet
12. Five-year Capital Improvement Plan spreadsheet
13. New Equipment detail for each department
14. MVC Clinical and Financial Software Conversion
15. Line Item Transfer Requests 15-17



New Hampshire
Department of
Revenue Administration

2017
MS-42

Statement of Appropriations and Revenue as Voted Carroll County

Form Due Date: **September 1 (or within 20 days of a Supplemental Meeting)**

This form is to be used by the county to report the voted appropriations from any annual or special meeting. The Clerk of the County Convention and the Chairperson must sign the form and file, as required under RSA 24:24, with the Secretary of State. The completed form must be submitted to the Department of Revenue Administration by September 1 (per RSA 21-J:34) for the Annual Meeting or within 20 days after the vote taken at any supplemental meeting.

For Assistance Please Contact:

NH DRA Municipal and Property Division

Phone: (603) 230-5090

Fax: (603) 230-5947

<http://www.revenue.nh.gov/mun-prop/>

CERTIFICATE OF VOTE

This is to certify that the appropriations entered on this form are those voted by the county convention.

Chairperson Certification	
Printed Name	Signature
MARK McInerney	

Clerk of County Convention Certification	
Printed Name	Signature
Ed Butler	

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:
<https://www.proptax.org/>

Proposed Appropriations			
Account Code	Purpose of Appropriation	Article	Appropriation as Voted
General Government			
4110	County Convention Costs	1	\$13,295
4120	Judicial		\$0
4122	Jury Costs		\$0
4123	County Attorney's Office	1	\$491,438
4124	Victim Witness Advocacy Program	1	\$58,744
4130	Executive	1	\$971,307
4150	Financial Administration		\$0
4151	Treasurer	1	\$6,953
4153	Other Legal Costs		\$0
4155	Personnel Administration	1	\$89,375
4191	Planning and Zoning (Unincorporated Places)		\$0
4192	Medical Examiner	1	\$17,500
4193	Register of Deeds	1	\$434,521
4194	Maintenance of Government Buildings	1	\$171,216
4196	Insurance Not Otherwise Allocated	1	\$722,704
4198	Contingency		\$0
4199	Other General Government	1	\$284,920
Public Safety & Corrections			
4211	Sheriff's Department	1	\$1,563,195
4212	Custody of Prisoners		\$0
4214	Sheriff's Support Services	1	\$717,645
4219	Other Public Safety		\$0
4230	Corrections	1	\$3,634,313
4235	Adult Probation and Parole		\$0
County Farm			
4301	Administration		\$0
4302	Operating Expenditures		\$0
4309	Other County Farm	1	\$217,137
County Nursing Home			
4411	Administration	1	\$2,982,351
4412	Operating Expense	1	\$11,437,323
4439	Other Health		\$0
Human Services			
4441	Administration		\$0
4442	Direct Assistance		\$0
4443	Board and Care of Children		\$0
4447	Special Outside Services		\$0
4449	Other Human Services	1	\$5,249,306
Cooperative Extension Services			
4611	Administration	1	\$236,424
4619	Other Conservation		\$0
Economic Development			
4651	Administration	1	\$292,000
4652	Economic Development		\$0
4659	Other Economic Development		\$0

Proposed Appropriations			
Account Code	Purpose of Appropriation	Article	Appropriation as Voted
Debt Service			
4711	Principal - Long-Term Bonds/Notes	1	\$537,834
4721	Interest - Long-Term Bonds/Notes	1	\$171,137
4723	Interest on Revenue Anticipation Notes		\$0
4750	Fiscal Agents' Fees		\$0
4760	Bond Issuance Costs		\$0
4790	Other Debt Service Charges		\$0
Intergovernmental Transfers			
4800	Intergovernmental Transfers	1	\$35,500
Capital Outlay			
4901	Land and Improvements		\$0
4902	Machinery, Vehicles, and Equipment	1	\$42,000
4903	Buildings	1	\$134,000
4904	Improvements other than Buildings		\$0
Depreciation Expense			
4905	Depreciation		\$0
4906	Amortization		\$0
Interfund Operating Transfers			
4911	Transfers to General Fund		\$0
4912	Transfers to Special Revenue Fund		\$0
4913	Transfers to Capital Projects Fund		\$0
4914	Transfers to Proprietary Fund		\$0
4915	Transfers to Capital Reserve Fund		\$0
4916	Transfers to Trust and Fiduciary Funds		\$0
Total Appropriations			\$30,512,138

Estimated Revenues			
Account Code	Source of Revenue	Article	Estimated Revenue Ensuing Fiscal Year
Assessments/Taxes			
3110	Property Taxes (Unincorporated Places)		\$0
3111	Municipal Assessment		\$0
3120	Land Use Change Taxes (Unincorporated Places)		\$0
3180	Resident Taxes (Unincorporated Places)	1	\$9,000
3185	Yield Taxes (Unincorporated Places)		\$0
3186	Payments in Lieu of Taxes (Unincorporated Places)		\$0
3187	Payments in Lieu of Taxes		\$0
3189	Other Taxes		\$0
3190	Interest and Penalties on Delinquent Taxes (Unincor		\$0
3191	Penalties on Delinquent Municipal Assessments		\$0
3200	Licenses, Permits, and Fees		\$0
Licenses, Permits, and Fees			
3220	Motor Vehicle Fees (Unincorporated Places)		\$0
3230	Building Permits (Unincorporated Places)		\$0
3290	Other Licenses, Permits, and Fees		\$0
From the Federal Government			
3319	Federal Grants and Reimbursements	1	\$35,500
From the State of New Hampshire			
3351	Shared Revenue - Block Grant (Unincorporated Place		\$0
3352	Incentive Funds		\$0
3354	Water Pollution Grants		\$0
3355	Housing and Community Development		\$0
3356	State/Federal Forest Land Reimbursements (Unincorp		\$0
3359	Other State Grants and Reimbursements		\$0
Revenue from Other Governments			
3379	Intergovernmental Revenues		\$0
Charges for Services			
3401	Sheriff's Department	1	\$260,169
3402	Register of Deeds	1	\$820,926
3403	County Corrections	1	\$115,300
3404	County Nursing Homes	1	\$11,576,901
3405	County Farm	1	\$62,750
3406	Cooperative Extension Service		\$0
3407	Maintenance Department		\$0
3409	Other Charges	1	\$24,000
Miscellaneous Sources			
3501	Sale of County Property	1	\$4,000
3502	Interest on Investments		\$0
3503	Rents of Property		\$0
3504	Fines and Forfeits		\$0
3505	Escheats		\$0
3506	Insurance Dividends and Reimbursements		\$0
3508	Contributions and Donations		\$0
3509	Other Miscellaneous Sources		\$0

Estimated Revenues			
Account Code	Source of Revenue	Article	Estimated Revenue Ensuing Fiscal Year
Other Financial Sources			
3911	Transfers from General Fund	1	\$0
3912	Transfers from Special Revenue Fund		\$0
3913	Transfers from Capital Projects Fund		\$0
3914	Transfers from Proprietary Funds		\$0
3915	Transfers from Capital Reserve Fund		\$0
3916	Transfers from Trust and Fiduciary Funds		\$0
3934	Proceeds from Long-Term Bonds/Notes		\$0
Total Estimated Revenues			\$12,908,546

Budget Summary	
Item	Ensuing Year
Total Appropriations as Voted	\$30,512,138
Estimated Revenues Ensuing Year	\$12,908,546
Fund Balance to Reduce Tax Rate	\$0
Amount Certified to be Raised by Taxes	\$17,603,592