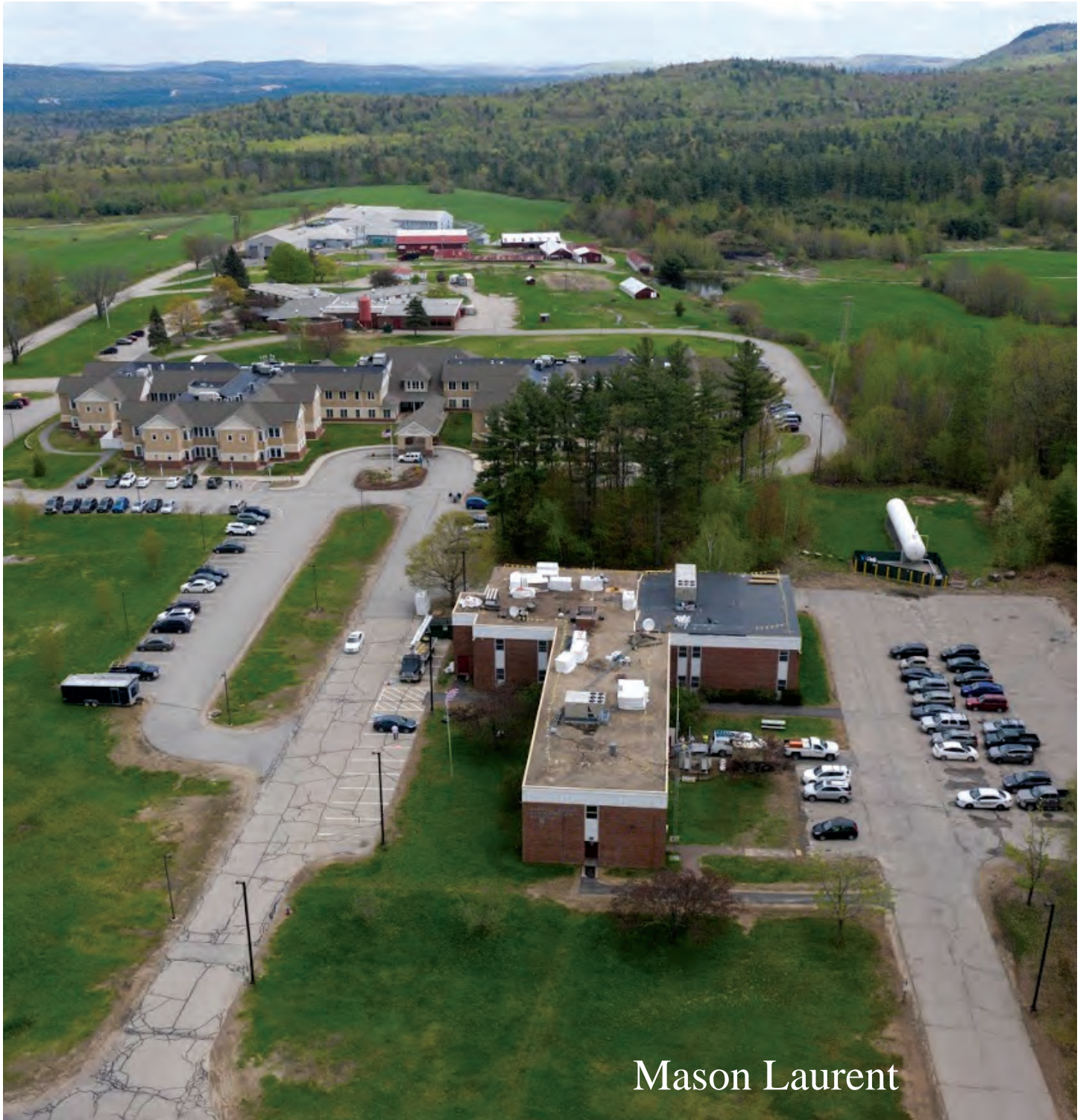


CARROLL COUNTY



Mason Laurent

2018 ANNUAL REPORT

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Carroll County 2018 Annual Report

Dedication

Carroll County dedicates the 2018 Annual Report to former Carroll County Commissioner Mark Hounsell.

Commissioner Hounsell has spent the last 40 years giving of himself to public service within the State of New Hampshire. Mark was elected County Commissioner in 2016 and spent two years serving the people of Carroll County well. While a Carroll County Commissioner, Mark helped get our Energy Performance Contract with Siemens Energy, up of the ground. This contract will help the county see savings in our energy consumption, as well as replacing old out-dated infrastructure, which includes; inefficient boilers, fluorescent lighting, HVAC air exchangers, roof replacement, and upgrading automated energy controllers which are all meant to reduce energy consumption, which reduces costs. Mark also was involved in helping the county get back to a positive financial position, and keeping taxes steady in Carroll County, while still providing needs based budgeting for the county. Mark again brought his years of experience in labor management relations and helped our nurses receive competitive pay which helped in retaining our nursing workforce.

Carroll County thanks Commissioner Mark Hounsell for his time and contribution serving the great citizens of Carroll County.



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
	Tuftsboro, 03816		
Karel Crawford	PO Box 825	253-7857	karel.crawford@leg.state.nh.us
	Cntr. Harbor, 03226		
Frank McCarthy	PO Box 876	356-9160	serendipity922@gmail.com
	North Conway, 03818		
Mark McConkey	10 Clover Road	520-8275	mccconkey2@hotmail.com
	Freedom, 03836		
Bill Nelson	98 Lyford Road	522-5279	billnelson2012@gmail.com
	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		
P. O. Box 152		
Ossipee, NH 03864-0152	Fax	539-4287
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
karmstrong@carrollcountynh.net

Tel 539-7751

Fax 539-4287

Nursing Home Administrator

Howard "Howie" Chandler
Water Village Road
Ossipee, NH 03864
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Tel 539-7511

Fax 539-4233

Corrections Superintendent

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

Tel 539-2282

Fax 539-3561

County Farm/DPW

Will DeWitte
County Farm Rd.
Ossipee, NH 03864
WDewitte@cchoc.org

Tel 603-539-5125

Carroll County Commissioners' 2018 Report

The Commissioners are extremely proud of the job done in the year 2018. It is the year that Carroll County appears to have turned the financial corner with about a \$5 million dollar surplus. It is the third consecutive year that the county tax rate remained the same or was slightly reduced while services were increased or remained the same.

We are also extremely proud of our auditor's management letter which compliments the county on the strides it has made to "right its financial ship."

During the year we did not draw on our TANS (tax anticipation note) line of credit until May and only used about 50% of the line offered to us by our bank, saving the taxpayers many interest dollars.

During the year we continued to make progress on our plan to reduce energy usage, with the contracting of Siemens Energy Co. to engineer and to manage the changes. We will borrow \$3.2 million dollars for seventeen years, to make many changes on energy infrastructure around the complex. In return the county will receive \$2.4 million dollars of new equipment and pay off the bond with a guaranteed savings each year. Work will start early in 2019.

2018 was a difficult year for "the Farm." We found that we did not have the inmate labor as we once had, as this was due to the new jail programming that we instituted in 2017. The new programming helps inmates with drug dependency issues. Approx. 98 percent of our inmate populations are in jail for drug related crimes. This means that they are in classes most of the day and therefore are not available for labor use. Not having the inmate labor needed to continue to supply N.H. State campgrounds with firewood and not being given the money by the delegation to purchase wood, we plan to discontinue the wood business as soon as our log length supply is gone. This will result in a decrease of approximately \$19,000 in revenue that will have to be raised by increased tax dollars or dipping into our undesignated fund balance.

We have leased the blueberry field/bushes to the Boy Scouts of America, Carroll County troop for the next five years. They will maintain the bushes and sell the berries they harvest as a scouting project. They will also learn about business plans and how to care for plants and how to run a business. The Board of Commissioners is happy to see that go to a great cause.

We also attempted to increase funding for a more in-depth feasibility study for assisted living after rejecting the first attempt from our chosen feasibility provider. Unfortunately, the delegation removed funding from the budget. There is no question of the need for such a study as Carroll County's senior population becomes the oldest in New Hampshire.

We studied other projects which will need to be done in the near future. We need a new water reservoir for our water system, a new boiler at the jail (one has failed already and the other will go soon), a new road to the water plant, upgrades to the Sheriff's Dept. communication system (mostly covered by grants), two new boilers in the Administration Building, and to replace the vaporizing system in the 35,000 gallon propane plant. The repair/improvement of the rear parking lot behind the administration building must be done soon at cost of over \$90,000. With the help of our capable county administrator, Ken Robichaud, we have developed a five year Capital Improvement Plan. The current board of commissioners hopes that the county will become more proactive in its approach to maintain our infrastructure under the watchful eye of the newly elected delegation. For instance, the failure of the back-up generator for the Sheriff's 911, emergency dispatch and the nursing home proved to be an expensive repair as we pay \$140/day for 10 weeks to rent a mobile generator while we await the delivery of a new one at a cost of \$70,000, but we did get a "great deal" when we purchased the current military surplus unit 30 years ago!!!!!!

The BOC was sued by Rep. Comeau for not getting the annual audit done within the 90 days of the end of the fiscal year as the law requires. The case cost the taxpayers \$16,000 in 2018 and has not yet gone to court in 2019. The average time for a financial audit is approx. 4-6 months; the Delegation gave us 13 days to get the audit done, including two weekend days.

We were notified in Nov. by the state that we would be held responsible for moving the water line in Ossipee Village as construction begins on the new roundabout at the junction of Rte. 28 and Rte. 171. This was/is an unplanned expense and the cost is (\$25,000) so it must be placed in the 2019 budget, as it was unforeseen in 2018.

2019 begins with a new commissioner, Terry McCarthy of North Conway, and a new delegation with a Democratic majority for the first time in county history.

Mountain View Community continues to be a statewide landmark facility. Occupancy levels are up and our employees continue to get rave reviews for the job which they do.

The complex is now connected by fiber optic cable, which was completed in 2018. This increases our ability to utilize more advanced internet technology, while reducing our communication costs by 10-20%. Thanks should go to Bob Murray, our capable facilities manager. All in all, 2018 was an exciting and challenging year.

The Carroll County Board of Commissioners

Amanda Bevard, Chair, David L. Babson, Jr. Vice-Chair, Mark Hounsell, Clerk.



Run Away Farm

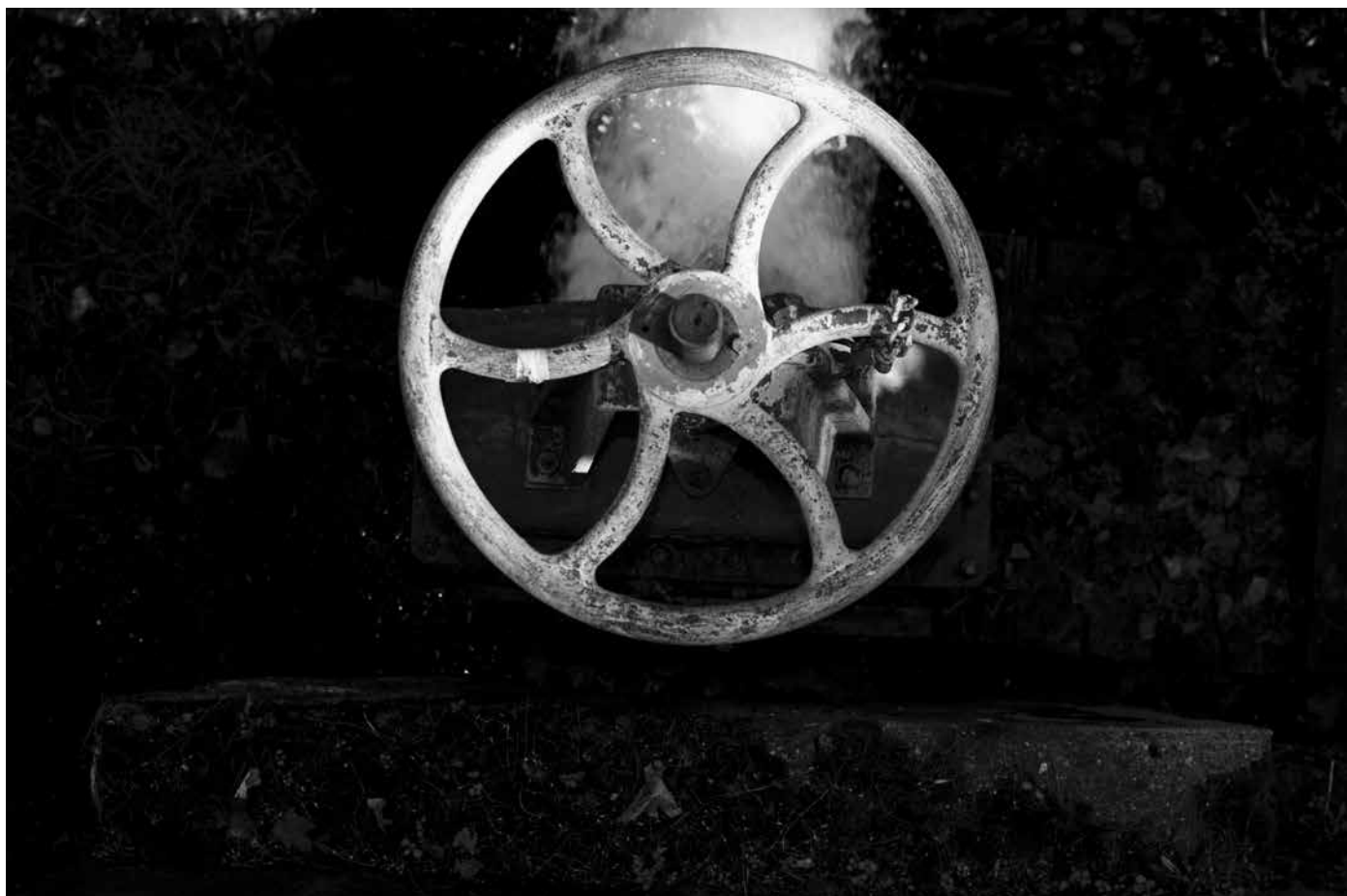
Ossipee Village

Mason Laurent



Chocorua Dam Chocorua NH

Mason Lauren





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 2018
Operating Budget was approved for \$3,794,850

In 2018 the jail held 761 males and 302 females over the year. The jail staff booked in 1006 offenders and released 1019 over the year. The total number of days offenders that were held in Carroll County Jail was 20,679; average length of stay for those held over 24 hours was 44.86 days with a daily average population of 57.

In 2018 the jail was award grants under the Intergraded Delivery Network (IDN) for region seven. We were able to utilize over 100,000 towards programs. This included new curriculum, training, technology and a part-time case manager. The jail is still using a 200,000 grant from 2017 that is funding a Part-time Mental Health Counselor for our in-house treatment program called TRUST (Transition Reentry Under Supportive Treatment). The program is running strong and in mid 2018 we expanded programs to include programs for pre-trial offenders.

The TRUST Program is a re-entry program for offenders that provide intensive, evidence-based programming during incarceration and on-going aftercare options post-release. The combination of intensive programming and aftercare helps provide participants with the tools and resources necessary for success. The ideal candidate will be sentenced for 6 to 12 months with the court's recommendation for assessment and placement into the TRUST Program. After the assessment, participants will be placed in the treatment programs.

After programs are completed, participants will be expected to complete a step-down process which may include on-site work, work release, and home confinement. Additionally, participants will engage in aftercare for up to one year in the community.

All TRUST program participants receive a full case management assessment from identifying individuals specific needs. After the assessment, case management works with individuals to develop a person-centered transition plan which connects each person with resources in the community to address identified needs. Case plans can include behavioral health, substance abuse treatment, medical health, education, housing, employment, and other community-based resources.

Some statistics from programs:

TRUST participants: 22

Case management assessments: 90

Pre-trial class participants: 87

In 2018 Carroll County Officers Sgt. Michael Baker, Sgt. Jonathan Duguay, Sgt. Christopher Fiandaca, and Cpl. Justin Corliss participated in the Cannonball Memorial Run, they left Sept. 28 and arrived home Oct. 3. The officers participated in this event using their own vacation time and money for this trip.

The Cannonball Memorial Run is a non-profit public benefit corporation founded by Jason Hendrix and John Bannes of the San Bernardino County Sheriff's Office in California in 2016. During the inaugural run in December, San Bernardino deputies traveled to Washington, D.C., to honor fallen law enforcement officers and raise money for their families. "Cannonball Run" was a 1981 movie starring Burt Reynolds that involved a wild and wacky cross-country road race. This event is considered to be "Cannonball Run"-style because the officers will not be breaking for anything but food and gas.

The Carroll County Officers traveled a total of 3,371 miles in 77 hours from, New Hampshire to the National Law Enforcement Officers Memorial in Washington, D.C. This North Atlantic Team presented seven plaques to six agencies along the way for fallen officers. Those six agencies were New York State Police, Pennsylvania State Police, New York Police, Delaware Department of Corrections, Delaware State Police and Georgia Department of Corrections.

We could not be more proud of these officers who represented the entire east coast. The trip was a very emotional meeting with the fallen officer's families. It takes a lot to sacrifice time away from work and family to honor those who gave the ultimate sacrifice.

In 2018 Sergeant Justin Corliss a former active duty Marine with the blessing of the County Commissioners used his GI bill to obtain a K-9 to be used at the jail for contraband detection. Sgt. Corliss went to Texas to bond and train with a K-9. Throughout the training, he was fortunate enough to find his K-9 partner and her name is Chloe.



**CARROLL COUNTY
DEPARTMENT OF CORRECTIONS**

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



Carroll County Department of Corrections K9 Chloe received a bullet and stab protective vest thanks to a charitable donation from a non-profit organization Vested Interest in K9s, Inc. The vest was sponsored by an Anonymous Donor and embroidered with the sentiment "Honoring those who served and sacrificed." Chloe also received through the same non-profit medical insurance that covers annual policy premiums.

Chloe has been a good deterrent for contraband being introduced into the facility, and our small jail is very privileged to have her and Sergeant Corliss on staff.

I would like to thank the commissioners, delegation, fellow department heads, community partners and the public in general for the continued support of our mission to support and make positive changes in offenders lives.

Respectfully,

Superintendent Henry

TREASURER'S REPORT - 2018

It is a privilege to serve all the residents of Carroll County and I would like to thank all the voters of the County for your continued support as your County Treasurer.

In 2018 the County's budget was \$31,730,653.00, with actual expenses of \$29,480,000.00. The net result was the County ended the year with a surplus of approximately \$2,250,653.00. It is noted that these figures are not audited at this time. \$1,000,000.00 of this surplus was utilized to reduce any potential tax increase to the tax payers of the County. In addition the County's financial condition continues to improve over the previous years reports. Once again this is due to the excellent and continued support of the department heads; the business office; the finance office; the County Administrator and the entire staff of Carroll County.

As reported, 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 total lump sum of the "TAN" at the time when the "TAN" is awarded. Due to the change in current regulations regarding "TAN's" 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 both to the lending institution. The two notes totaled \$14,500,000.00. The Non Taxable note was \$12,521,328.00 at an Interest rate of 1.69%. The taxable note was \$2,978,672.00 at an interest rate of 2.00% Due to the diligent management of the County's financial resources. The total **budgeted** amount for interest expense of the total "TAN's" was \$80,000.00. The actual total "TAN's" interest expense was \$47,372.00. The Budgeted amount was based on unknown interest rates at the time of the budget process.

We are pleased with the results of the County Auditors, Melanson Heath. They continue to provide the County with suggestions and helpful Information to improve the County's finances in an ever-changing fiscal reporting environment.

Most of the duties of the County Treasurer involve working with the staff in the Business Office and the Financial Office. I have had the continued support of the entire staff of the County including the department heads, which I appreciate the tireless efforts of all in order to maintain the fiscal responsibility of the County. As Carroll County continues to grow and the details of the various programs the County operates requires more efforts to maintain. The dedication of all involved help Carroll County remain a great place to Live, Work and Thrive.

Joseph L Costello
Carroll County
Treasurer



Saco River Covered Bridge Conway NH

Mason Laurent



CARROLL COUNTY REGISTRY OF DEEDS

ANNUAL REPORT 2018

Beginning the fifth year of service to Carroll County as Register of Deeds, I would like convey to the citizens my deep appreciation of the dedicated public servants that make up our team at the Registry of Deeds: Deputy Pamela Berling, Lori Lemery, Jeff Anderson, Gisele Rondeau and Laura Morse. Over the past four years, modernizations have brought many changes to daily responsibilities within the office, yet the staff have risen to the challenges, learned new methods and programs, and have kindly supported each other with cross-training all of the duties of the office, all the while serving the public by examining and recording legal documents and assisting with inquiries. The staff fully embrace the offices mission “to professionally serve, timely record, protect and provide access to our historical records”. I am honored and pleased to serve with this staff and extend my gratitude to the citizens of Carroll County for your continued support and confidence in me as your elected Register of Deeds.

Pursuant to NH RSA 478:1, the Register of Deeds is responsible for the management and protection of the public land record and the documents it contains. NH RSA 477:3-a, specifically sets forth that documents that affect title to any interest in real estate, with the exception of probate records and tax liens, should be recorded in the Registry of Deeds and if not recorded, may not be effective as against any bona fide purchaser of value. The preservation of our land records, the foundation of real property ownership, is vital to establishing the chain of title under New Hampshire’s traditional land recording system pursuant to state statute.

When compared to the prior year, the Carroll County Registry of Deeds experienced an increase in revenue collected by the office and at the same time, a decrease in volume of real estate transactions. The number of recorded deeds decreased 1.7%, mortgages decreased 8% and plans decreased 19%. We are pleased to report the foreclosure trend in Carroll County also continues to decline. During 2018 Carroll County recorded 53 foreclosures which reflect a decrease of 16 foreclosures or 23% down from the previous year.

2018 Revenue Collected by the Register of Deeds:

State Real Estate Transfer Tax (RETT)	\$9,701,844.00
4% RETT County commission	\$388,259.76
State LCHIP tax	\$247,825.00
4% LCHIP County commission	\$9,913.00
Copies/Faxes/Tapestry/Online Account Maintenance Fee	\$173,615.88
Recording Fees, Postage, Refunds, Misc. Deposits & Interest	\$359,708.64
Miscellaneous Payments	(\$186.00)
Revenue to County General Fund	\$931,497.28
Revenue to Deeds Equipment Account – (RSA 478:17-j)	\$27,252.00
Total Revenue to County of Carroll	\$958,749.28
Total Revenue (State and County):	10,510,617.52

Overall, Registry revenue contributions to the Carroll County general fund were within one percent of that forecast, a 2.1% increase in revenue in 2018. Although real estate transfer tax stamps revenue was 99.9% of prior year revenue, copy fee revenue increased by 47% due to an increase in copy fees charged at the Registry. The copy fee increase, the first in 39 years, was implemented to fund archival preservation of the Counties official land record.

The land records management recording system has brought new efficiencies, savings and convenience to the public and to the staff. Forty seven percent (47%) of the documents recorded were examined and processed electronically in 2018. Carroll County continues to practice archival best practices, microfilming recorded documents as well as keeping a hard copy in the safety of our vault.

Efforts to ensure the preservation of the official record have significantly advanced these past two years. 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, County Representatives, and this Register of Deeds, recognizing the need to properly care for the land record, plan for and support a long-term archival preservation initiative. 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 is stored on site and off site, to ensure access if electronic transmissions are interrupted.

During 2018, archival restoration was secured for the Carroll County Grantor and Grantee index books from 1840 up through 1969, and deed books 1 and 2, containing records from 1840 – 1842. These documents were cleaned, deacidified, encapsulated in mylar and rebound, increasing their life expectancy 300 – 500 years. In addition, Marnie Cobbs, a Carroll County conservationist, restored the 1860 Carroll County Map which hangs on the wall at the Registry of Deeds for researchers to use and the public to enjoy. Funding for these efforts will continue and documents will be restored 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.

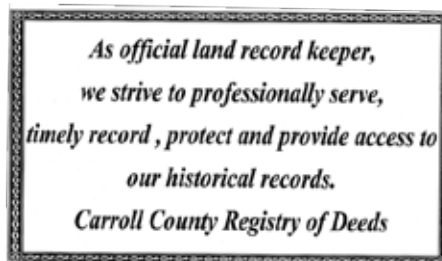
The following chart shows the number of transactions per municipality in Carroll County:

ALBANY	175	FREEDOM	522	SANDWICH	352
BARTLETT	1248	HALE'S LOCATION	48	TAMWORTH	583
BROOKFIELD	139	HART'S LOCATION	12	TUFTONBORO	575
CHATHAM	46	JACKSON	335	WAKEFIELD	1203
CONWAY	2070	MADISON	608	WOLFEBORO	1390
EATON	89	MOULTONBOROUGH	1632	CARROLL CTY	1767
EFFINGHAM	330	OSSIPEE	1103		

In closing, I would like to thank the Carroll County Board of Commissioners, the Carroll County Delegation, the County Treasurer, the Engineering & Maintenance Department personnel, the Business Office, and all who provide assistance and support to this office. Our success is possible because of the dedication and cooperation of those working to make the Carroll County complex a place offering exceptional public service to Carroll County citizens.

Respectfully Submitted,

Lisa Scott
Register of Deeds



CARROLL COUNTY FARM/PUBLIC WORKS REPORT

The farm products that were produced this year were sold to the public. The value of the products includes \$37,896 for hay, and \$18,845 for firewood.

The wood program did a good bit of business with limited inmate workers this year. The number of inmates available to work on the farm this year continued to be lower than in past years. The county jail was extremely helpful in providing as many inmates as possible to wrap wood and to complete all the tasks that the farm is given.

We had another large production year on hay due to an improved fertilization program. Hay season started earlier than it has in many years which was great to get some premium first cut off the fields. The second half of the summer saw a lot of rain which limited the ability to put up very much second crop hay. 2018 ended up being about the sixth wettest year on record but we still made good numbers on hay revenue. This year we were able to buy a new hay tedder which helps in drying the hay. It is a very nice machine and we are happy to have it! Commissioner Babson made a donation to the County to grow pumpkins in the garden this year and he also put in a lot of time/care into growing them. They were all handed out to employees for Halloween.

This year the Public works department had a very busy year when it comes to taking care of all its responsibilities. At the beginning of the busy season we lost a valuable employee to retirement which left us short staffed for a while. Towards the end of the summer season we were able to hire a new part time year round employee to join our team. We have budgeted to get some part time summer help with the lawns for next year which we hope will help us stay on top of all that we do.

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 any unexpected emergencies that may take place. William DeWitte, Mark Ayers, and Kevin Thomas make up the Public Works personnel.

Respectfully Submitted,
William DeWitte, Public Works Director



Carroll County Farm

Mason Laurent

CARROLL COUNTY SHERIFF'S OFFICE REPORT 2018

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 2018.

The Uniformed Division is responsible for the timely service of civil process throughout Carroll County. In all there were 1,607 requests for civil process to be served. This resulted in revenue in the amount of \$ 70,734.67, 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 team continues to be a great resource for ~~the entire~~ Carroll County law enforcement agencies. Deputy Rowe and K9 Charlie would like to thank the County for its continued support.

Some of the Sheriff's Office 2019 statistics include:

Transports - Adult Prisoners-570, Involuntary Emergency Admissions-56, Juveniles-11

Arrests – 372 – This includes Capiases, Electronic Bench Warrants, Civil, Criminal, Protective Custody and all other arrests.

Investigations – Felony Offenses 80, Misdemeanor offenses 259, Violation offenses 86, M/V Accidents 118

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 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.

The Office continues to receive funding from the United States Federal Government to perform pro-active law enforcement patrols 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.

The Towns of Albany and Eaton have continued with agreements to provide directed patrols throughout the year. This is accomplished by funds that each town budgets annually at their town meeting, in addition to the County tax obligation. We are able to dedicate a limited number of patrol hours in those towns throughout the year.

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 34 agencies and in 2018 handled 67,394 calls for service. This is a decrease from 2017's call volume as the sheriff's office and some other agencies are using Mobile Data Terminal's (MDT's) in their cruisers. Using MDT's enables the deputies and officers to manage their own calls in the cruiser, without having to go through the communications center. The Sheriff's Office Communication Center remains as backup for the Towns of Conway, Moultonborough and Wolfeboro dispatch centers.

The Communication Center currently has 14 persons listed on the Good Morning Program for towns that don't have a direct call into their local police department. 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 and disabled persons 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.

Grant funding for the 3rd phase of Carroll County Regional Communication Project has been secured in the amount of approximately \$540,000, this combined with funding from last years awarded grant will total \$1,144,444.00. This funding is for greater communication coverage and updated radio equipment at the tower sites to work with the new consoles that had been installed through previous grants. The work using these funds will begin in the spring of 2019.

We have added some new faces full-time in the Communication Center since the last report; we welcomed Cody Lloyd to a full-time position on December 31, 2017. In 2018, also added are Melanie Stys and Lauren Pomerleau. Congratulations to them all as they have successfully become certified and on their own.

Communication Specialists Lon Berry and Zach Mauro changed from full-time to part-time. We wish them the best in all their future endeavors and are glad to have them helping out when needed.

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 continued 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



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 once again 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 all 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 2018 was a remarkable 97.3% which given our high number of new admissions (75) represents a very efficient occupancy rate. Our short-term (Skilled Nursing) occupancy represented 4.7% of our overall occupancy, our Medicaid occupancy was 66.6% and our private pay was 28.8%. The trends that we are seeing are very consistent with what is happening with nursing homes throughout the state. The length of stay for Skilled Admissions is going way down requiring far more admissions to maintain a high census. This past year we set a new record of 75 new admissions of whom 30 were discharged to their own homes. These days many people who have joint replacement surgery go directly home from the hospital and do not require short term nursing home stays. 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!

The past year has been a challenging one in terms of being able to recruit new nurses to take the place of our long standing Staff who have retired. We are confident that the situation is turning around for us and that going forward we will have significantly less need to rely on temporary Staff and the use of overtime. We are a great place to work and I would encourage you to send any RN/LPN's or LNA's that you know to stop by to see the MVC difference!

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 permanent 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/DPW, 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, Chair; David Babson and Terry McCarthy.

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, MS, NHA
Administrator



Carroll County Attorney's Office

The primary responsibility of the Carroll County Attorney's Office (hereinafter, the "CCAO") is the prosecution of felony level offenses in the Carroll County Superior Court. Whenever a felony arrest is made or an investigation is concluded on conduct which involves any felony level offense, the prosecutors review the case, consult with the police investigators, and make decisions about whether or not charges should be brought. Bail and probable cause are determined on all cases in a manner consistent with the New Hampshire Rules of Criminal Procedure and applicable law.

With the introduction of the Felonies First program, the CCAO reviews probable cause and complaints every morning on all individuals who are booked and held in jail. The office then appears every afternoon to address bail on any individuals booked and held in custody during the prior 24 hours.

Cases are then prepared for presentation to the Grand Jury, where the prosecuting attorneys put forward evidence along with the witnesses they deem necessary for the return of felony indictments. After the matter is indicted, the case proceeds to move its way through the Superior Court criminal justice track. This involves dispositional hearings, status hearings, hearings on pending motions, plea negotiations, possibly depositions, plea and sentencing hearings, pretrial hearings and various trial settings. The goal of the CCAO is to move cases through the system in an expeditious manner in order to facilitate justice for the victims of crime.

The cases presented for filing with the CCAO continue to grow in terms of volume and seriousness. During the calendar year 2018, over 800 charges were issued by the office after presentation to the Grand Jury. Conviction rates for the most serious offenses also rose in 2018, with convictions for 35 Child Pornography charges, 24 Child Sexual Abuse charges, 27 Domestic Violence charges, and hundreds of drug charges along with a variety of other felony charges. The office also handled numerous probation violations; Petitions filed under the Interstate Agreement on Detainers, Expungement requests and reviewed 196 various reports connected to untimely deaths in the county, which encompasses toxicology reports, autopsy findings, determining a cause of death, and notification of untimely or unattended deaths. Notifications are also regularly received related to child abuse/neglect with potential criminal justice implications. The attorneys in the CCAO were scheduled to appear in over 1500 court hearings, as well as depositions and other administrative hearings.

The office has increased efficiency, promoted training opportunities, and ensured that an attorney is on call every hour of the day to answer questions from law enforcement. The CCAO handles all felony (and attendant misdemeanor charges) brought by the law enforcement officials in the county, with the exception of homicide cases, which are handled by the Attorney General's Office. Law Enforcement officials in Carroll County include police departments in Bartlett, Carroll County Sheriff, Conway, Effingham, Freedom, Jackson, Madison, Moultonborough, NH Drug Task Force, NH Liquor Enforcement, New Hampshire State Police and Major Crimes Division, Ossipee, Sandwich, Tamworth, Tuftonboro, Wakefield, Wolfeboro, Fish and Game, Marine Patrol, and any other agency which investigates crimes occurring in Carroll County.

The CCAO currently consists of five felony-level attorneys, including County Attorney Michaela Andruzzi, Deputy County Attorney Steven Briden, Assistant County Attorneys Keith Blair and Matthew Conley. We have one open position, which we hope to fill quickly. At present, the office has over 1600 cases at various stages of the process, which includes many matters where defendants are out on a warrant or on probation/parole. The number of cases which are actively moving through the court system is lower than that number, with Attorney Andruzzi handling 38, Deputy Briden assigned to 212, Assistant Conley taking care of 190 cases, and Assistant Blair in charge of 119 cases for a total of 559 active and open cases. The level of complexity in cases accounts for the variation in case assignments.

The attorneys are supported by a group of hard working professional paralegals and legal assistant. Melissa Banks and Kristen Bellio handle all of the day to day case management for all five attorneys, including processing the cases as they are presented by the police departments, ensuring that the office complies with all legal requirements for turning over materials to the defense, working with the police departments to receive supplemental reports, working with the State Crime Lab to process information and request laboratory reports. Marjorie Owen joined the CCAO as a legal assistant a short time ago, and has quickly established herself as an organized and efficient team member. She processes all court notices, ensures that the attorneys are aware of all pending motions and hearings, and coordinates all incoming requests for information.

Our office receives grant funding to assist in running the Carroll County Victim/Witness Office. Heather Morgan joined the office in 2018 and has worked to streamline the services to victims and witnesses. She works to ensure that victims receive appropriate compensation and restitution for the crimes perpetrated upon them, coordinates meetings with the attorneys and trial witnesses, handles the subpoenas for evidentiary hearings and trials, as well as offering referrals to agencies which can assist with mental health services. Heather also manages the grant and works with the State of New Hampshire to get Victim Compensation funding in place for victims of crime. The success of any prosecution rests upon the participation of victims and witnesses in the process. Our office prides itself on a Victim-Centered approach to prosecution, which gives the victims of crime an opportunity to be heard by the prosecutor prior to any plea offer being extended to a criminal defendant, and gives all victims the chance to have input into the sentencing of the person who committed the crime against them. We offer victims the resources they need to feel empowered throughout the process.

2018 brought the addition of a Carroll County Drug Court, which helps high-risk, high need individuals struggling with Substance Abuse Disorders to get into treatment and follow through with the steps necessary to remain drug-free and live their lives in accordance with the law. This helps the community by reducing recidivism and raising the productivity of the people in the community. Deputy Briden personally attends each weekly Drug Court meeting and works with the team to assess the suitability of Drug Court for all applicants.

Another change brought to Carroll County recently is the advent of the Sexual Assault Resource Team (SART), a multi-disciplinary unit which meets monthly to discuss investigative techniques and methods to increase victim involvement in prosecuting sexual assault cases. The CCAO is proud that every police department in Carroll County signed the Memorandum of Understanding, pledging to use Best Practices in the investigation of Sexual and Domestic Violence cases, as issued by the office of the New Hampshire Attorney General. Our pledge is to protect victims and allow them to feel supported during the criminal justice phase of their case.

The influx of illicit drugs into our community continues to present challenges for law enforcement and the CCAO. We have seen the number of overdose deaths rise, and the cases presented for filing with our office which involve serious drugs such as heroin, fentanyl, car fentanyl, and methamphetamine are increasing every year. The CCAO will continue to address these cases while balancing the need for punishment, deterrence, and rehabilitation. Simultaneously, our office will continue to strive for a just resolution to all matters where others have been victimized.

The attorneys at the CCAO remain committed to the responsibilities attendant on the office. Namely, we are required to be available for consultation on all fatal vehicle incidents, all unattended or suspicious deaths in the county, all domestic and sexual violence incidents. The County Attorney continues to meet monthly with the Carroll County Chiefs of Police, with the Child Protective Team, the Sexual Assault Resource Team, and assist the County Commissioners in any matters which require our opinion.

As always, the Carroll County Attorney's Office remains grateful to the Commission and the Carroll County Delegation for its continued support.



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

Representatives Present:

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

Commissioners Present: Amanda Bevard, David Babson

Commissioners Absent: Mark Hounsell

County Staff/County Officials Participating:

County Treasurer Joe Costello
Maintenance Supervisor Bob Murray
Mountain View Admin. Howard Chandler
CCHOC Superintendent Jason Henry

Pledge of Allegiance led by Rep. McCarthy.

Approval of Minutes

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

Tax Anticipation Note

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

Auditor Engagement Discussion & Authorization

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

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

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

2018 County Budget – Expenditures

Commissioners – Administrative Salaries (100.4100.007)

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

Treasurer

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

Special Fees & Services

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

County Attorney

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

Victim Witness

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

Registry of Deeds

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

Medical Referee

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

BEAS

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

Public Works

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

Information Technology

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

UNH Cooperative Extension

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

Interest Expense

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

Long Term Debt

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

Regional Appropriations

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

County Convention

MOTION: “To approve 36,046” by Rep. Umberger, 2nd Rep. Cordelli. Passed-unanimous.

Capital Expense

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

Annex

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

Administration Building

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

2018 Budget Expenditures - Discussion

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

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

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

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

2018 County Budget – Revenue

Sheriff's Income

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

Registry of Deeds Income

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

Jail & HOC Income

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

Farm Income

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

Interest Income

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

Mountain View Nursing Home Income

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

CONVENTION

MOTION: “To move into Convention” by Rep. Umberger, 2nd Rep. Avellani. Passed-unanimous

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

NEW BUSINESS

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

HALES LOCATION BUDGET

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

CONVENTION

MOTION: “To move into Convention” by Rep. Comeau, 2nd Rep. Umberger. Passed-unanimous

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

EXECUTIVE COMMITTEE

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

Adjournment

Minutes approved by majority vote on _____

Rep. Ed Butler, Clerk

Attachments:

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

**County of Carroll
Carroll County Delegation
March 26, 2018 10 a.m.
Carroll County Administration Building – Ossipee**

Representatives Present:

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

Representatives Absent: Jerry Knirk

Commissioners Present: Amanda Bevard, David Babson

Pledge of Allegiance led by Rep. McCarthy.

Announcements

Mr. Chandler announced MVC has earned 5-star rating.

Mr. Costello announced TAN LOC has been secured.

Approval of Minutes

MOTION: “To approve the March 19, 2018 meeting minutes” by Rep. Schmidt, 2nd Rep. Comeau. Passed-unanimous

MOTION: “To approve the Multi-I subcommittee meeting minutes” by Rep. Avellani, 2nd Rep. Rep. McCarthy. Passed-unanimous

MOTION: “To approve Sheriff/Dispatch subcommittee meeting minutes” by Rep. McCarthy, 2nd Rep. Avellani. Passed-unanimous

MVC & Sheriff/Dispatch Union Contracts

MOTION: “To approve the sheriff/dispatch union contract as presented” by Rep. Avellani, 2nd Rep. DesMarais. Failed-unanimous

- \$960 to \$1,059 average salary increase for deputy plus added benefits including \$12/day on-call pay, education reimbursement, longevity changes, health insurance cost up to 6% annual, increase to up to 25 vacation days; include employee birthday as new holiday; 11 deputies (sheriff, two lieutenants and one secretary not covered in the contract).
- \$2/hour market adjustment pay increase for each dispatcher resulting in starting pay of \$18.82 to \$20.59 per hour.
- Rep. Umberger asked for a total cost of the contract because the delegation is charged with voting on that amount, not the elements of the contract.
- County administration has the option of re-negotiating the union contract and returning to the delegation for a supplemental budget
- Confusion about budget items that have been lumped together this year and concern about diminished transparency
- **MOTION:** “To approve the Mountain View Community union contract as presented” by Rep. Cordelli, 2nd Rep. Avellani. Failed-unanimous

2018 County Budget Expenditures

MOTION: “To approve the Commissioners budget at \$951,230” by Rep. Avellani, 2nd Rep. Butler. Passed-13-1-with Rep. Chandler opposed.

- Chm. McConkey noted this includes personnel of county administrator, controller, bookkeeper and payroll/HR only.
- An amendment to increase this budget by \$20,800 to reinstate the administrative assistant position offered by Rep. Butler, 2nd Rep. Crawford failed 11-3 with Reps. Butler, Crawford, and DesMarais in favor.

MOTION: “To approve Sheriff Department budget at \$1,692,516” by Rep. Avellani, 2nd Rep. Schmidt. Passed 13-1 with Rep. McCarthy opposed.

MOTION: “To approve Dispatch Center budget at \$714,967” by Rep. Avellani, 2nd Rep. Schmidt. Passed 13-1 with Rep. McCarthy opposed.

MOTION: “To approve Jail/HOC budget at \$3,794,548” by Rep. Umberger, 2nd Avellani. Passed 14-0

MOTION: “To reduce the dispatch center grant line by \$2,330 to \$622,444” by Rep. Umberger. Passed-unanimous.

MOTION: “To approve victim/witness grant (\$32,500), dispatch center grant (\$622,444), DOC IDN (\$85,120), DOC Second Chance (\$12,500) to total \$852,564 by Rep. Chandler, 2nd Rep. Avellani as amended with correct dispatch center grant amount by Rep. Cordelli, 2nd Rep. Butler. Passed-unanimous.

- Rep. Umberger noted that security improvements on the campus are an eligible use of homeland security grant funding. Application will need to be made by county administration.
- **Please note amendment to this motion further in these minutes.**

MOTION: “To approve the Mountain View Community budget of \$14,716,728 as shown by department on expenditure sheet dated 3/23/18” by Rep. Avellani, 2nd Rep. Butler. Passed-unanimous.

MOTION: “To approve the total Carroll County 2018 budget at \$31,369,469” by Rep. Butler, 2nd Rep. Marsh. Passed-unanimous

- Rep. Cordelli noted this is 8.43% increase over 2017 actual expenditures

NON-PUBLIC SESSION

MOTION: “To enter into non-public session per RSA 91-A:3, II(i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials

that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life” by Rep. Avellani, 2nd Rep. Butler. Passed by roll call 13-0-1 with Rep. Chandler absent from the vote.

MOTION: “To seal the minutes of this non-public session for three years” by Rep. Umberger, 2nd Rep. Avellani. Passed by roll call-unanimous.

2018 County Budget – Revenue/Revised Expenditures

County General

MOTION: “To approve a total of \$46,400 for water department (\$23,400), county miscellaneous (\$6,000) and unincorporated places (\$17,000) by Rep. Umberger, 2nd Rep. Chandler. Passed-unanimous.

MOTION: “To reconsider the Dispatch Center Grants (200.4142.096) expenditures and Sheriff’s Income (200.4010.019)” by Rep. Umberger, 2nd Rep. Chandler.

- This motion based on new information regarding cruiser video recording equipment as presented by Sheriff Richardi at this point in the meeting. Passed-unanimous.

MOTION: “To amend Dispatch Center Grants expenditure (200.4142.096) to \$672,419 and the bottom line for federal grants expenditure to \$902,539” by Rep. Umberger, 2nd Rep. Butler. Passed-unanimous

MOTION: “To approve the revised total Carroll County 2018 budget expenditures at \$31,419,444” by Rep. Marsh, 2nd Rep. Umberger. Passed-unanimous

MOTION: “To approve Sheriff’s Income (200.4010.019) at \$672,419 and revised federal grant total revenue of \$902,539” by Rep. Umberger, 2nd Rep. Marsh. Passed-unanimous

MOTION: “To use \$1 million from unassigned fund balance to reduce taxes (100.9500.007)” by Rep. McConkey 2nd Rep. Chandler. Passed-unanimous

Amendment “To increase this amount to \$1,500,000” by Rep. McCarthy, 2nd Rep. Schmidt. Failed-12-2

MOTION: “To approve Income from Taxes (100.4000.010) at \$16,521,886” by Rep. Avellani, 2nd Rep. Butler. Passed-unanimous

MOTION: “To approve grand total revenue for 2018 at \$31,419,444” by Rep. Avellani, 2nd Rep. Marsh. Passed-unanimous.

CONVENTION

MOTION: “To move into Convention” by Rep. Chandler, 2nd Rep. Buco. Passed-unanimous

MOTION: “To ratify all votes taken during the regular meeting including sealing the non-public meeting minutes” by Rep. Chandler, 2nd Rep. Umberger. Passed-unanimous

CALL OF THE CHAIR: “Recess until March 28 at noon to reconvene at Legislative Office Building, 33 North State Street, Room 201, Concord, New Hampshire”

PUBLIC COMMENT

Mark Hounsell, Conway NH

Thanked the delegation for the hard work bringing the county budget to fruition
Daymond Steer, Conway Daily Sun

Regarding assisted living feasibility study (Rep. Umberger noted \$10,000 encumbered from 2017 but no additional funds in 2018 budget. Rep. Chandler noted that spending the \$10,000 requires approval from the delegation.

Regarding union contracts (Rep. Umberger noted it is unclear if or when these will be brought forward or if there will be a need for a supplemental budget)

Regarding removal of delegation secretary (Rep. McConkey declined to discuss as is a personnel issue; noted there is \$2,800 in the budget to reinstate this position)

Adjournment

Minutes approved by majority vote on _____

Rep. Ed Butler, Clerk

**County of Carroll
Carroll County Delegation
March 28, 2018 12 p.m.
LOB Room 201 – Concord NH**

Representatives Present:

Chairman Mark McConkey	Vice-Chair Lino Avellani	Clerk Ed Butler
Karen Umberger	Tom Buco	Bill Nelson
Glenn Cordelli	William Marsh	Ed Comeau
Jerry Knirk	Steve Schmidt	

Representatives Absent: Gene Chandler, Frank McCarthy, Edie DesMarais, Karel Crawford
Others Present: County Commissioner Amanda Bevard
County Administrator Ken Robichaud

Call to Order: 12:05 p.m.

Adjournment: 12:25 p.m.

MOTION: “To approve \$31,419,444 as the revenue figure for 2018 to include \$1,000,000 to be used from surplus to offset taxation and \$16,521,886 to be raised through taxation” by Rep. Avellani, 2nd Rep. Umberger. Passed-unanimous

MOTION: “To approve \$31,419,444 as the Carroll County expense budget for 2018” by Rep. Avellani, 2nd Rep. Comeau. Passed-unanimous

MOTION: “To enter into Convention” by Rep. Avellani, 2nd Rep. Umberger. Passed-unanimous

MOTION: “To ratify the budget figures as presented and approved this date” by Rep. Avellani, 2nd Rep. Schmidt. Passed on a roll call vote-unanimous

MOTION: “To come out of Convention” by Rep. Avellani” 2nd Rep. Buco. Passed-unanimous

MOTION: “To appoint Reps. Avellani, Buco, Comeau, Cordelli to the performance audit subcommittee and that the subcommittee deliver a report to the delegation by June 1” by Rep. Avellani, 2nd Rep. Cordelli. Motion passed-unanimous

MOTION: “To enter into Convention” by Rep. Avellani, 2nd Rep. Comeau. Passed-unanimous

MOTION: “To ratify the performance audit subcommittee vote” by Rep. Avellani, 2nd Rep. Butler. Passed-unanimous

MOTION: “To come out of Convention” by Rep. Avellani” 2nd Rep. Buco. Passed-unanimous

Discussion Points

- Commissioner Bevard reiterated the commissioner’s position that an administrative assistant position is needed in the county business office and that “we are not going to be able to function appropriately without” an assistant.
- Rep. Butler said if the union contracts are renegotiated and brought to the delegation for a supplemental budget request he will also urge addition of funding for the administrative assistant.
- Mr. Robichaud reported the re-negotiation of the Mountain View Community union contract begins Thursday, April 5. He reported that the Sheriff is working to schedule a meeting to re-open negotiations on the sheriff/dispatch contract. Chmn. McConkey and Rep. Umberger said the delegation is not allowed to be part of the negotiation of collective bargaining agreements as involvement could be construed as unfair labor practices.
- Mr. Robichaud said NH DRA form MS-42 (County Appropriations as Voted) is not due until September 1. The forms will be presented to the delegation for signature at the next meeting.
- Rep. Cordelli noted that NH SB 443 passed the Municipal and County Government committee yesterday *and proceeds to House vote. The bill includes a non-germane Amendment (#2018-1124h) to give Carroll County the authority to employ a delegation coordinator and other employees who shall perform duties as required by the executive committee, subcommittees, and the legislative delegation (amending NH RSA 24:12-a to add Carroll County).*

MOTION: “To adjourn” by Rep. Umberger, 2nd Rep. Cordelli. Passed-unanimous

Minutes approved by majority vote on _____

Rep. Ed Butler, Clerk

County of Carroll
Carroll County Delegation
May 21, 2018 9 a.m.
Carroll County Administration Building – Ossipee

Representatives Present:

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

Representatives Absent: Jerry Knirk

Commissioners Present: Amanda Bevard, David Babson, Mark Hounsell

Pledge of Allegiance

Moment of silence to recognize passing of County Administrator Ken Robichaud's father.

UNH Cooperative Extension

UNH Cooperative Extension operates through a memorandum of understanding (MOU) with the County typically renewed every six years. Claas Thelmarck, Office Administrator for Carroll County Office of UNH Cooperative Extension, described the MOU as a "good faith agreement" and that Extension will offer programs in agriculture, education, natural resource management, support youth and families, and food safety. The new MOU will be forthcoming later this year.

MOTION: "To approve the MOU as presented" by Rep. Avellani. Passed unanimous with Rep. Chandler abstaining.

1st Quarter Budget Review

Administrator Robichaud said the first quarter budget versus actual report is not available as the comptroller has too much work to do and not enough time. Second, there was a problem with the payroll outsource interface that is in process of being resolved. Rep. Cordelli voiced disappointment that his written questions submitted into the record at a previous meeting regarding the interface and related questions was never responded to by administration.

Medicare Expansion Study

Rep. McCarthy inquired about the \$10,000 appropriated by the County for an assisted living study to be conducted by the state. It was clarified that the study was relative to Medicare expansion and that each of the 10 counties gave \$10,000 that was then matched with \$100,000 in state funds and a Boston-based firm was hired to conduct the study. The preliminary report has been issued and Commissioner Hounsell will forward a copy to Rep. Cordelli. The final report is due this summer.

Performance Audit Subcommittee

This committee includes Reps. Avellani, Buco, Comeau and Cordelli. Rep. Cordelli reviewed the draft scope of work prepared by the subcommittee.

MOTION: "To accept the performance audit proposal with the adjusted dates to reflect the vote of this delegation" by Rep. Avellani, 2nd Rep. McCarthy. Passed unanimous.

Elected Officials' Salaries

MOTION: “To increase by three percent the salaries of sheriff, registrar of deeds and county attorney” by Rep. Avellani, 2nd Rep. Chandler.

Amendment: “Move that elected officials be offered family plan medical and dental leave in line with other county employees” by Rep. Cordelli, 2nd Rep. Marsh. Passed unanimous.

Amendment: “Market place adjustment to the sheriff (\$86,331), attorney (\$72,739), and registrar (\$58,735)” by Rep. Marsh, 2nd Rep. Knirk. Failed 7-6 with Reps. Avellani, Chandler, McCarthy, Comeau, Cordelli, McConkey, Nelson opposed.

A vote was taken on the original motion as amended but failed 6-7 with Reps. Buco, Butler, DesMarais, McCarthy, Marsh, Knirk and Crawford opposed.

A brief recess was taken

MOTION: “Increase registrar \$5,000 (to \$55,000), attorney \$5,000 (to \$77,932) and sheriff \$2,000 (to \$65,018) for the term 2019 and 2020” by Rep. Avellani, 2nd Passed 12-1 with Rep. Butler opposed.

Amendment: “Offer medical and dental benefits to elected officials as offered to county employees” by Rep. Knirk, 2nd Rep. Marsh failed 6-7 with Reps. Avellani, Comeau, Chandler, McCarthy, McConkey, Nelson, Cordelli opposed.

There was much discussion about the disparity between Carroll County elected officials’ salaries versus their counterparts across the state and the need for market analysis.

MOTION: “Set district one and district two commissioner’s salaries at \$9,500” by Rep. Chandler, 2nd Rep. Butler. Passed unanimous.

MOTION: “Set treasurer salary at \$6,000” by Rep. Buco, 2nd Rep. Chandler. Passed-unanimous.

Other

Rep. Knirk suggested the delegation and commissioners improve working relationship to better serve the citizens of Carroll County.

Rep. McConkey announced that NH Senate Bill 443 to allow the delegation to hire a coordinator and others as necessary has passed and awaits the governor’s signature.

Rep. McCarthy announced that the bill to allow delegations to pay for forensic audits through contingency funds has also passed and awaits the governor’s signature.

CONVENTION

MOTION: “To move into Convention” by Rep. Chandler, 2nd Rep. McCarthy. Passed-unanimous

MOTION: **“To ratify all votes taken during the regular meeting”**” by Rep. Chandler, 2nd
Rep. Avellani. Passed-unanimous

MOTION: **“To move out of convention”** by Chandler, 2nd Avellani. Passed-unanimous

All minutes of previous meetings not approved will be reviewed and approved at the next meeting*

PUBLIC COMMENT

Commissioner Hounsell noted respect for the delegation’s work and said the people of Carroll County are well-served.

Rep. Comeau noted that the relationship between the county administration and delegation has greatly improved in the seven years he has been recording county meetings.

Adjournment

Minutes approved (with amendment) by majority vote on _____

Rep. Ed Butler, Clerk

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

Representatives Present:

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

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

Commissioners Present: David Babson, Mark Hounsell

Call to Order: 9:00 a.m.

Recess: 12:39 p.m.

ACTIONS TAKEN

MOTION: “To compensate the delegation coordinator at a rate of \$200 per meeting and \$20 per hour for other duties as assigned” by Rep. Chandler, 2nd Rep. McCarthy. Passed unanimous.

MOTION: “Appoint Mellisa Seamans as delegation coordinator” by Rep. Chandler, 2nd Rep. McCarthy. Passed unanimous.

MOTION: “Approve as presented the March 26, March 28 and May 21 meeting minutes” by Rep. Butler, 2nd Rep. Chandler. Passed unanimous.

MOTION: “To accept the sheriff and dispatch contracts as negotiated with related cost items” by Rep. Chandler, 2nd Rep. Comeau. Passed unanimous.

MOTION: “To approve the MVC contract with related cost items” by Rep. Chandler, 2nd Rep. McCarthy. Passed unanimous.

MOTION: “To table the proposed Head Start lease” by Rep. Chandler, 2nd Rep. McCarthy. Passed 14-1 with Rep. DesMarais opposed.

MOTION: “To pare down the five 2017 audit questions to those related to Eastern Propane and county credit card use” Passed 13-1-1 with Rep. McCarthy opposed and Rep. Chandler absent for the vote.

MOTION: “To appropriate \$19,942.40 to return administrative assistant position to the business office” by Rep. Butler, 2nd Rep. Marsh

MOTION: “To table the administrative assistant position discussion” by Rep. Avellani, 2nd Rep. McCarthy. Passed with Rep. DesMarais opposed.

Discussions

Delegation Coordinator Position

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

UNH Cooperative Extension – Memorandum of Understanding

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

Presentation – NH DHHS Commissioner Jeffrey Meyers

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

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

Collective Bargaining Agreements

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

Head Start Lease

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

First Quarter Budget Review

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

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

Performance Audit Update

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

2017 Audit Questions

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

Seimens Energy Audit Overview

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

Other

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

Convention

MOTION: "To go into convention" by Rep. Avellani, 2nd Rep. Butler. Passed unanimous.

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

MOTION: “To move out of convention” by Rep. Avellani, 2nd Rep. Butler. Passed unanimous.

Line-Item Transfer Requests

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

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

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

MOTION: “To approve this transfer request” by Rep. Butler, 2nd Rep. McCarthy. Passed unanimous.

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

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

MOTION: “To approve this transfer request” by Rep. Butler, 2nd Rep. Avellani. Passed unanimous.

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

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

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

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

Minutes approved by majority vote on _____

Representative Ed Butler, Clerk

County of Carroll
Carroll County Executive Committee
August 27, 2018 2:30 p.m.
95 Water Village Road, Ossipee

Representatives Present:

Chairman Mark McConkey	Vice-Chair Lino Avellani	Clerk Ed Butler
Glenn Cordelli	Ed Comeau	Frank McCarthy

Commissioners Present: Amanda Bevard

Others Present: Ken Robichaud, Howard Chandler

Call to Order: 2:44 p.m.

Rep. Avellani participated by telephone. He could not attend the meeting due to travel obligations. Per NH RSA 91-A:, III, (e) all votes taken this meeting were taken via roll call.

ACTIONS TAKEN

MOTION: “To approve funding transfer request#5 to move \$90,000 from 300.5140.007 (LNA salary) to 300.5140.005 (Overtime) by Rep. Butler, 2nd Rep. Avellani. Passed 5-0 by roll call.

MOTION: “To approve funding transfer request#6 to move \$85,000 from 300.5140.023 (Nursing Retirement) to 300.5140.023 (Nursing Agency) by Rep. Cordelli, 2nd Rep. Avellani. Passed 5-0 by roll call.

MOTION: “Notify Matrix Consulting that the executive committee has awarded their bid for services and the County proceed with contractual process and the full delegation be notified of the progress at the delegations next meeting and any additional votes required be taken at that time” by Rep. Cordelli, 2nd Rep. Avellani. Motion withdrawn with consensus of the committee noted for the record.

Discussions

Mr. Chandler presented a document explaining the need for transferring funds for LNA Salaries. He noted the nursing shortage is a very difficult and tight market. There may be an opportunity to work with Vermont Technical College to offer higher-level nursing certification courses on the county campus in the old nursing home. Chm. McConkey asked about supervisory nursing staff covering some of the open shifts rather than using agency. Mr. Chandler will follow-up and provide more information. Mr. Chandler will be budgeting new scheduling software for 2019 to streamline the process. Mr. Chandler noted there is a change of culture and employees do not want the overtime. Rep. Cordelli asked for an organizational chart. Rep. McCarthy asked for a staff roster noting how many hours of annual overtime each works.

Transfer requests #7 through #10 were presented to the committee for informational purposes only as each is less than the \$1,000 threshold.

Regarding the performance audit, Rep. Butler said he is hopeful in the future the delegation works with the administration rather than telling them what to do. Rep. Cordelli noted that during the

last performance audit, commissioner and administration input was sought by the auditing firm. Rep. Butler said this process would be more valuable if supported by both the delegation and the administration. Rep. McCarthy noted that commissioners and county administrator were present during the subcommittee meetings. Rep. Comeau spoke to the benefit, as noted in the law, of separation of power of the two bodies. Chm. McConkey spoke to the continued lack of communication between the two bodies that has led to this performance audit update. Rep. McCarthy suggested Matrix be notified they tentatively have been awarded the contract pending ratification of the contract. Rep. Cordelli will request a sample contract from Matrix.

Discussion ensued about the supplemental appropriation process.

Recess at 3:40 p.m.

Minutes approved by majority vote on _____

Clerk

County of Carroll
Carroll County Delegation
September 17, 2018 9:00 a.m.
95 Water Village Road, Ossipee

******PUBLIC HEARING MINUTES******

Representatives Present:

Chairman Mark McConkey
Tom Buco
Glenn Cordelli
Jerry Knirk
Bill Nelson

Vice-Chair Lino Avellani
Gene Chandler
Karel Crawford
William Marsh
Stephen Schmidt

Clerk Ed Butler
Ed Comeau
Edith DesMarais
Frank McCarthy
Karen Umberger

Commissioners Present:

Amanda Bevard, David Babson, Mark Hounsell

The following notice was mailed to selectmen in all Carroll County towns, each member of Carroll Delegation and Office of New Hampshire Secretary of State. Further this notice was published in Conway Daily Sun, posted to the County Administration Building lobby board and to the County website:

Carroll County Delegation will meet Monday, September 17, 2018 at 9:00 a.m. at 95 Water Village Road, County Administration Building, 2nd Floor Meeting Room, Ossipee, New Hampshire to hold a public hearing on a supplemental appropriation in the amount of \$382,852. The purpose of the supplemental appropriation is:

- \$18,000 Market adjustment salary increase for non-union nursing staff***
- \$10,400 Administrative Assistant for County Administrator***
- \$80,000 Funding for the ratified collective bargaining agreement with the Mountain View Community staff***
- \$65,000 Funding for the ratified collective bargaining agreement with the Carroll County Sheriff's Department deputies and dispatchers***
- \$10,000 To fund a feasibility study for affordable assisted living for county elders***
- \$199,452 The return of excess ProShare revenue to State of New Hampshire to benefit Carroll County and its residents through the Integrated Delivery Network***

Following the public hearing, Carroll County Delegation will act on the approval of the supplemental appropriation. The Delegation will also consider and act on other agenda items including approval of a performance audit contract, review of 2nd Quarter 2018 financials, consideration of Siemens county campus energy contract, and any other business brought before the meeting. Ed Butler, Carroll County Delegation Clerk

The public hearing was convened at 9:10 a.m.

The public hearing was closed at 9:50 p.m.

Immediately following the public hearing and after discussion the following actions were taken:

MOTION: “166,209.75 to be appropriated from the fund balance for the Behavioral Health Waiver Program through the IDN for 2018” by Rep. Marsh, 2nd Rep. Umberger. Passed on a roll call vote 14-1 with Rep. Comeau opposed.

MOTION: “Move \$18,000 for the market adjustment salary increase for non-union nursing staff” by Rep. Umberger, 2nd Rep. Avellani. Failed on a roll call vote 0-15.

MOTION: “Approve \$80,000 for the ratified collective bargaining agreement with Mountain View Community staff to be taken from the fund balance” by Rep. Chandler, 2nd Rep. Butler. Passed 13-2 on a roll call vote with Reps. Avellani and Comeau opposed.

MOTION: “Approve \$65,000 funding for the ratified collective bargaining agreement with the Carroll County Sheriff’s Department deputies and dispatchers to be taken from the fund balance” by Rep. Chandler, 2nd Rep. Umberger. Passed 13-2 on a roll call vote with Reps. Avellani and Comeau opposed.

MOTION: “10,400 to come from the fund balance for an administrative assistant for the county administrator” by Rep. DesMarais, 2nd Rep. Butler. Failed 4-11 on a roll call vote with Reps. McConkey, Avellani, Bucu, Chandler, Comeau, Cordelli, Crawford, McCarthy, Nelson, Schmidt, and Umberger opposed.

MOTION: “Appropriate \$10,000 from the fund balance to fund a feasibility study for affordable assisted living for county elders” by Rep. Butler, 2nd Rep. Knirk. Failed 3-12 on a roll call vote with Reps. McConkey, Avellani, Bucu, Chandler, Comeau, Cordelli, Crawford, Marsh, McCarthy, Nelson, Schmidt, and Umberger opposed.

MOTION: “To go into Convention” by Rep. Chandler, 2nd Rep. Avellani. Passed unanimous on voice vote.

MOTION: “To ratify all the actions taken in the meeting of the delegation regarding the supplemental appropriations” by Rep. Chandler, 2nd Rep. Avellani. Passed unanimous on voice vote.

MOTION: “To come out of Convention” by Rep. Avellani, 2nd Rep. Butler. Passed unanimous on voice vote.

Minutes approved by majority vote on _____

Representative Ed Butler, Clerk

DRAFT

**County of Carroll
Carroll County Delegation
September 17, 2018 9:00 a.m.
95 Water Village Road, Ossipee**

Representatives Present:

Chairman Mark McConkey
Tom Buco
Glenn Cordelli
Jerry Knirk
Bill Nelson

Vice-Chair Lino Avellani
Gene Chandler
Karel Crawford
William Marsh
Stephen Schmidt

Clerk Ed Butler
Ed Comeau
Edith DesMarais
Frank McCarthy
Karen Umberger

Commissioners Present: Amanda Bevard, David Babson, Mark Hounsell
Meeting called to order at 9:00 a.m.
Pledge of Allegiance

MOTION: “To adjourn the August 27, 2018 meeting” by Rep. Avellani, 2nd Rep. Comeau. Passed unanimous.

MOTION: “To amend the May 21, 2018 meeting minutes to correct the county attorney’s salary from \$75,229 as written to \$77,932 as voted” by Rep. Avellani, 2nd Rep. Cordelli. Passed unanimous.

The meeting then went into a public hearing regarding a supplemental appropriation (9:10am-9:50am) followed by deliberation and voting. The minutes of that hearing are prepared separately.

Performance Audit Contract

Copies of the request for proposals were sent to seven firms. One firm, Matrix Consulting, responded with a proposal. The work will be completed within 120 days of execution of the contract. Rep. Cordelli will forward a copy of the contract to the commissioners for approval.

MOTION: “Award the contract with Matrix Consulting to do the performance audit for the not to exceed total of \$24,750” by Rep. Cordelli, 2nd Rep. McCarthy. Passed unanimous on a roll call vote of 13-0.

Approval of Minutes

MOTION: “To approve the July 2, 2018 meeting minutes with a correction to add ‘withdrawn’ to the administrative assistant salary motion” by Rep. Avellani, 2nd Rep. Schmidt. Passed on voice vote.

MOTION: “To approve the August 27, 2018 meeting minutes” by Rep. Avellani, 2nd Rep. Cordelli. Passed on voice vote.

Registry of Deeds Equipment Fund Request

MOTION: “Pending approval by the commissioners, approve the register of deeds request to spend \$11,689.90 from the registry equipment account for the purchase of shelving,” by Rep. Chandler, 2nd Rep. McConkey. Passed unanimous on voice vote.

County Attorney Staffing Update

Attorney Steve Briden explained the full-time office manager has resigned. A full-time paralegal and full-time legal assistant position are being created to replace the current full-time office manager and part-time legal aid positions. No action taken. Informational purposes only.

Siemens Energy Contract

Siemens’ representatives presented a project summary. The total cost, to be funded with a tax-exempt lease purchase over 17 years is \$3.4 million. Some capital improvements include a new HVAC system in the administration building, new lighting, new boilers in the administration building and jail. Bob Murray said a study was completed and the report is available regarding asbestos in the old nursing home. The two remaining wings and laundry area have asbestos/lead issues in the tiles and caulking. The dining room and kitchen are post-1980 and do not have these issues. The county’s legal counsel is reviewing the contract. The contract will have an escape clause. Rep. Avellani asked administrator to consult with NH Department of Revenue about using the lease purchase agreement process versus bonding for this 17-year project.

MOTION: “To support the commissioners developing a lease purchase agreement with Siemens for the purpose of improving the energy systems throughout the County complex and to bring the contract and financing plan to the delegation for approval” by Rep. Avellani, 2nd Rep. McConkey. Passed on roll call 12-1 with Rep. Bucu opposed and Reps. Chandler and Umber absent from the vote.

MOTION: “To give the executive committee the authority to approve the contract” by Rep. Avellani, 2nd Rep. Knirk. Passed on a voice vote 11-2 with Reps. Bucu and Nelson opposed and Reps. Chandler and Umberger absent from the vote.

Second Quarter Budget Review (12:45pm)

Electric Costs – Will go out to bid in 2019. Currently in a two-year contract.

Elected Officials’ Salaries – Beginning in 2019, elected officials will be paid 1/12th of their annual salary at the last pay period of each month. Mr. Robichaud said an exhaustive review was done on the “lag” in elected officials receiving their full salary. A combined \$8,500 is owed to current officials.

Encumbered Funds – Discussion ensued about whether enough funds were encumbered from 2017 to pay final 2017 bills in the first quarter 2018. One item in the performance audit will be explanation/recommendation for the encumbrance process.

Sheriff Department Overtime – Rep. Butler requested Mr. Robichaud provide clarification on this line item.

CCHOC Vehicles – The facility has five vehicles: two cars to transport inmates, one to transport meals from the nursing home, and two 2018 leased Ford Explorers. After Mr. Robichaud declined to answer Chm. McConkey’s question about a jail employee using a leased vehicle to commute to work, Commissioner Babson explained. “We have a car over at the jail that the superintendent drives back and forth to work because he’s law enforcement. He needs to get calls. He needs to go out. At the time we hired him we didn’t have the money in the budget and we helped him out by giving him a company vehicle to use with his law enforcement to get back and forth to work so no one else would hire him away. We were paying not the going rate for a good superintendent.” Rep. Avellani suggested administration review IRS Publication 5138 regarding personal use of government property.

White Horse Addiction Center – Mr. Robichaud will forward the organization’s monthly report to the delegation.

Revenue – Mr. Robichaud estimates the DPW income will be \$5,000 less than budgeted and the registry of deeds \$60,000 less. He agreed to provide his analysis of the registry income to Chm. McConkey.

Other Business

Chm. McConkey spoke to the inconsistency of business office staff posting delegation meetings and minutes to the County website. Mr. Robichaud said he will encourage the commissioners to allow website access to the delegation coordinator. County IT contractor Jon Rich said he is willing to work with the coordinator to set this up.

Rep. Cordelli met with community college representatives regarding training of RNs and LPNs. He suggested the nursing mix be looked at for the 2019 county budget season given the shortage of LPNs.

Rep. McCarthy read NH RSA 672:6 and 672:8 into the record.

Public Comment

Steve Brown spoke against the expenditure of county tax dollars used to fund a vehicle for the jail superintendent. He also noted lack of certainty in any monetary amounts presented on any topic in this five-plus hour meeting.

Convention

MOTION: “To move into Convention” by Rep. Avellani, 2nd Rep. Marsh. Passed unanimous on voice vote.

MOTION: “To ratify all previously made motions” by Rep. Avellani, 2nd Rep. Cordelli. Passed unanimous on voice vote

Line Item Transfer Request

MOTION: “To approve line item transfer #11” by Rep. Schmidt, 2nd Rep. Butler. Passed unanimous on voice vote.

Adjournment

MOTION: “To adjourn” by Rep. Avellani, 2nd Rep. Comeau. Passed unanimous on voice vote.

Minutes approved on _____

Representative Ed Butler, Clerk

DRAFT

County of Carroll
Carroll County Delegation
December 10, 2018 9:00 a.m.
95 Water Village Road, Ossipee

Representatives Present:

Chairman Edith DesMarais	Vice-Chair Susan Ticehurst	Clerk Lino Avellani
Jerry Knirk	Karel Crawford	William Marsh
John MacDonald	Anita Burroughs	Bill Nelson
Ed Butler	Glenn Cordelli	Ed Comeau
Harrison Kanzler	Tom Bucu	
Steve Woodcock (by telephone)		

Commissioners Present: Amanda Bevard, David Babson

Call to Order: 9:00 a.m.

Adjourn: 12:39 p.m.

ACTIONS TAKEN

MOTION: “To nominate Edie DesMarais for Chair” by Rep. Butler, 2nd Rep. Knirk. Passed by unanimous consent. Rep. Avellani was also nominated by Rep. Cordelli and Rep. Marsh was nominated by Rep. Crawford. By roll call, Rep. DesMarais received eight votes.

MOTION: “To nominate Susan Ticehurst for Vice-Chair” by Rep. Knirk, 2nd Rep. Kanzler. Passed by unanimous consent. Rep. Avellani was also nominated by Rep. Cordelli. Roll call vote was 8-7.

MOTION: “To nominate Lino Avellani for Clerk” by Rep. Ticehurst, 2nd Rep. Knirk. There were no other nominations.

MOTION: “To nominate Rep. Marsh and Rep. Bucu to the executive committee” by Rep. Butler, 2nd Rep. Knirk. Passed unanimous.

MOTION: “The Delegation meetings will be held in the evenings rather than mornings” by Rep. Knirk, 2nd Rep. Kanzler. Amendment by Rep. Butler to leave to discretion of the Chair to schedule some meetings in the evenings. Passed 10-4.

MOTION: “To approve the minutes of July 2, August 27 (Exec Comm), September 17 (Hearing), September 17 (Delegation), October 15 (Exec Comm)” by Rep. Avellani, 2nd Rep. Marsh. Passed unanimous voice vote.

Public Budget Hearing

Administrator Ken Robichaud presented the following highlights from his notes:

- Proposed new employee positions include 32-hour investigator and 40-hour second victim witness advocate for county attorney’s office, 40-hour nurse for jail, a second full-time employee relations assistant, full-time administrative assistant for business office and three summer part-time high school students for landscaping duties.
- For many years County has been receiving and depositing payments in lieu of taxes for White Mountain National Forest land in Hale’s Location and Conway. The error has been corrected and County will no longer receive the payments. Town of Conway is requesting reimbursement of the 2018 payment (\$12,176).
- Siemens Contract is \$2 million of “new” money for \$3.5 million of energy upgrades. The upgrades include new roof, HVAC, lighting, building envelope improvements, boilers, etc. Chm. DesMarais asked that this be further explained during the Dec. 17 County orientation.
- Electricity rates to be negotiated in May; propane in September.
- The administration building generator failed during a recent storm. The request is to use the

unexpended parking lot paving money appropriated in the 2018 budget for the \$65,000 generator replacement. County is currently renting a \$5,200/month generator.

- The two-year nursing home collective bargaining agreement was approved by the employees on Dec. 7, awaiting ratification by the commissioners.
- Non-union employees (87+/-) will receive 2% pay increase
- Regional appropriations request up \$22,000 including a new request
- UNH Cooperative Extension budget includes increasing half-time 4-H educator to full-time
- \$50,000 capital reserve started to save for replacement of water tower
- Not in the presented budget but needs to be considered addition is moving air valve, gate valve and relining of pipes for the water system lines crossing through the proposed location of traffic roundabout at Route 28/171. There is no estimated cost as of this date.
- Capital expenditures include three police cruisers, plow truck/sander, skid steer/snowblower and nursing home equipment.
- \$2.2 million to be used from undesignated fund balance
- \$25,000 for elderly assisted living study

Other Discussion

- The commissioners voted 9/19/18 to not send ProShare funding back to NH DHHS for the IDN-7 as approved at the September 17 delegation meeting. Robichaud will request attendance of NH DHHS representatives at the 12/27/18 delegation meeting.
- The need for improved communication between the delegation and administration was stressed. A request of more thorough postings to county website and publishing public notices more widely were made. A member of the public asked for microphones in the meeting room to make meetings more audible and discernible. Lengthy discussion about conducting some delegation and subcommittee meetings (at the discretion of the chairpersons) in the evening.
- Rep. Cordelli suggested that NH RSA _____ may require that the Governor and Executive Council to approve the Siemens contract. Administrator Robichaud will contact Ms. Seamans with legal counsel's response to this concern. Treasurer Joe Costello noted that time is of the essence and that delaying approval of the contract could jeopardize the current "excellent" finance rate.
- Future meetings will call the Convention to order at start of agenda.
- Subcommittees – Chm. DesMarais will gather input of assignment preferences
- Meeting cancellation policy: "There may be times, typically due to inclement weather, that it is necessary to cancel a Delegation meeting. At least two hours prior to the scheduled meeting start time, the Chairman will confer with the Vice-Chairman and Clerk and reach a mutual decision whether to cancel the meeting. If the meeting is cancelled, the Chairman will notify the Delegation Coordinator who will notify the business office, dispatch, and all delegation members (via email and phone call).

Convention

MOTION: "To go into convention" by Rep. Avellani, 2nd Rep. Comeau. Passed unanimous.

MOTION: "To ratify all actions taken during the meeting" by Rep. Buco, 2nd Rep. Avellani. Passed.

MOTION: "To move out of convention" by Rep. Avellani, 2nd Rep. Comeau. Passed unanimous.

Minutes approved by majority vote on _____

Clerk: _____

**County of Carroll
Carroll County Delegation
December 27, 2018 9:00 a.m.
95 Water Village Road, Ossipee**

Representatives Present:

Chairman Edith DesMarais	Vice-Chair Susan Ticehurst	Clerk Lino Avellani
Ed Butler	Anita Burroughs	Karel Crawford
Harrison Kanzler	John MacDonald	William Marsh
Bill Nelson	Glenn Cordelli (via telephone during audit discussion and vote)	

Representatives Absent: Tom Bucu, Ed Comeau, Jerry Knirk, Steve Woodcock

Commissioners Present: Amanda Bevard, David Babson, Mark Hounsell

Others Present and Participating: County Administrator Ken Robichaud, County Treasurer Joe Costello, CCHOC Superintendent Jason Henry, MVC Administrator Howie Chandler, NH DHHS Commissioner Jeffrey Meyers, NH DHHS Medicaid Director Henry Lipman, Nancy Frank and April Levine of North Country Health Consortium

Call Convention to Order: 9:04 a.m.

ACTIONS TAKEN

MOTION: “To approve the minutes of December 10 as corrected” by Rep. Avellani, 2nd Rep. Marsh. Passed unanimous voice vote.

MOTION: “To adopt a continuing resolution permitting the County to continue spending funds at the 2018 level pending approval of the 2019 budget” by Rep. Ticehurst, 2nd Rep. Avellani. Passed unanimous voice vote.

MOTION: “To authorize the county treasurer to borrow up to 17 million dollars in anticipation of taxes in 2019” by Rep. Ticehurst, 2nd Rep. Avellani. Passed unanimous voice vote.

MOTION: “To move that the Carroll County Convention 1) approve the capital lease cost items reflected in the proposed Siemens performance energy contract and the Bank of New Hampshire financing proposal and 2) authorize the commissioners to enter into all necessary transactions associated with such items. The proposed transactions require principal and interest of \$3,443,264 and \$881,781.32 respectively for a cost total of \$4,325.045.32 repaid over a period of 17 years” by Rep. Ticehurst, 2nd Rep. Avellani. Passed unanimously 10-0 on a roll call vote.

MOTION: “To authorize the commissioners to engage the services of Melanson and Heath to complete the 2018 Carroll County Audit” by Rep. Ticehurst, 2nd Rep. Butler. Passed on a roll call vote 10-1 with Rep. Cordelli opposed.

MOTION: “To have a representative of Melanson and Heath in attendance to clarify that they follow NH RSA 28:3-a and discuss the timeline for financial audits” by Rep. Cordelli, 2nd Rep. Nelson. Passed on a roll call vote 8-3 with Reps. Ticehurst, Burroughs and MacDonald opposed.

MOTION: “To take the Delegation Coordinator job description under advisement” by Rep. Avellani, 2nd Rep. Nelson. Passed unanimous voice vote.

MOTION: “To reallocate the money appropriated for capital expenditures to purchase a diesel generator” by Rep. Marsh, 2nd Rep. Avellani. Passed unanimous voice vote.

Discussions

ProShare/IDN Funding – Meyers, Lipman

- Awaiting decisive action from Rockingham County Delegation; commissioners willing to potentially support 30% funding rather than the requested 50%
- Meyers said it would be helpful next year if the counties could work together to reach allocation consensus. He will work on requiring the IDNs to report at least quarterly to county commissioners and delegations.
- Work was done by NH DHHS to find about \$24 million eligible but not being matched by federal dollars. Given this work, counties received an unanticipated excess return of ProShare funds. Meyers is requesting the county return an amount equivalent to 30% of the excess funds received (\$81,442.78). Those funds will then be matched by federal grant dollars and distributed through the Integrated Delivery Networks to improve efficiencies in healthcare delivery to Medicaid eligible patients, focusing primarily on mental health and substance misuse issues.
- Providing there is no “fundamental shift” in MVC operations, Meyers said the 2019 ProShare payment should be close to the 2018 payment amount.
- Commissioner Hounsell asked if the commissioners vote to send the \$81,442.78 to NH DHHS and then the remainder of the 9/17/18 delegation appropriation in a separate transfer – can that second disbursement be matched in full and distributed specifically to Carroll County programs. Meyers said he would need approval from the federal government for this but is willing to explore all avenues. [The delegation did approve, on 9/17/18, in a 14-1 vote, “166,209.75 to be appropriated from the fund balance for the Behavioral Health Waiver Program through the IDN for 2018”]

Siemens Performance Energy Contract

- Minimal impact on daily operations at jail and nursing home during equipment/systems installation.
- Cost savings could potentially be more than Siemens predicts but their conservative projections are guaranteed.
- All funds will be received and kept in escrow. As Siemens submits invoices and the work is confirmed and approved, payments will be made.

Subcommittee Assignments

Subcommittee	Members
Multi I (UNH Extension, Outside Agencies, DPW, Farm)	Ticehurst (Chair), Buco, Comeau
Nursing Home/Annex/BEAS	Butler (Chair), Burroughs, Cordelli, Marsh, Nelson
Jail/HOC Sheriff/Dispatch	Knirk (Chair), Crawford, MacDonald, Ticehurst, Woodcock
County Atty, Victim Witness, Medical Referee, Registry of Deeds	Buco (Chair), Avellani, DesMarais, MacDonald, Ticehurst
Multi Dept. II (Commissioners, Admin. Bldg., Treasurer, Special Fees, Long Term Debt, Capital Reserves, County Convention, Information Technology, Capital Expenditures)	Marsh (Chair), Butler, Cordelli, Kanzler, Woodcock

Public Comment

Chandler announced that the nursing home has returned to 5-star status.

Chandler acknowledged the MVC nutritionist Lisa Garcia for being recognized as top in the State.

Babson asked that contingency funds for emergencies be put aside in the 2019 budget.

Hounsell offered parting comments.

Convention adjourned at 11:20 a.m.

The Executive Committee convened at 11:30 a.m. for the purpose of considering line-item transfers. Transfer requests 22-43 were all approved individually by voice votes (4-0) with each motion made by Rep. Marsh and each seconded by Rep. Ticehurst.

Minutes approved by majority vote on February 11, 2019.

Clerk: _____



Statement of Appropriations and Revenue as Voted

Carroll County



For the period beginning January 1, 2018 and ending December 31, 2018

Form Due Date: **September 1 (or 20 Days after 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.

CERTIFICATION OF VOTE

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

Name	Position	Signature
Mark McConkey	Chairperson	
Ed Butler	Clerk of County Convention	

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:

<https://www.proptax.org/>

For assistance please contact:

NH DRA Municipal and Property Division
(603) 230-5090

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



New Hampshire
Department of
Revenue Administration

2018
MS-42

Appropriations

Account	Purpose	Article	Appropriations As Voted
General Government			
4110	County Convention Costs	MS-46	\$36,046
4120	Judicial		\$0
4122	Jury Costs		\$0
4123	County Attorney's Office	MS-46	\$569,841
4124	Victim Witness Advocacy Program	MS-46	\$29,649
4130	Executive	MS-46	\$951,230
4150	Financial Administration		\$0
4151	Treasurer	MS-46	\$7,937
4153	Other Legal Costs		\$0
4155	Personnel Administration		\$0
4191	Planning and Zoning (Unincorp. Places)		\$0
4192	Medical Examiner	MS-46	\$18,000
4193	Register of Deeds	MS-46	\$528,789
4194	Maintenance of Government Buildings	MS-46	\$183,872
4196	Insurance Not Otherwise Allocated	MS-46	\$483,779
4198	Contingency		\$0
4199	Other General Government	MS-46	\$316,993
General Government Subtotal			\$3,126,136
Public Safety & Corrections			
4211	Sheriff's Department	MS-46	\$1,692,516
4212	Custody of Prisoners		\$0
4214	Sheriff's Support Services	MS-46	\$714,967
4219	Other Public Safety		\$0
4230	Corrections	MS-46	\$3,794,548
4235	Adult Probation and Parole		\$0
Public Safety & Corrections Subtotal			\$6,202,031
County Farm			
4301	Administration		\$0
4302	Operating Expenditures		\$0
4309	Other County Farm	MS-46	\$223,890
County Farm Subtotal			\$223,890
County Nursing Home			
4411	Administration	MS-46	\$3,000,537
4412	Operating Expense	MS-46	\$9,963,972
4439	Other Health		\$0
County Nursing Home Subtotal			\$12,964,509



**New Hampshire
Department of
Revenue Administration**

**2018
MS-42**

Appropriations

Account	Purpose	Article	Appropriations As Voted
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	MS-46	\$5,250,000
Human Services Subtotal			\$5,250,000
Cooperative Extension Services			
4611	Administration	MS-46	\$238,937
4619	Other Conservation		\$0
Cooperative Extension Services Subtotal			\$238,937
Economic Development			
4651	Administration	MS-46	\$327,750
4652	Economic Development		\$0
4659	Other Economic Development		\$0
Economic Development Subtotal			\$327,750
Debt Service			
4711	Principal - Long-Term Bonds/Notes	MS-46	\$1,182,834
4721	Interest - Long-Term Bonds/Notes	MS-46	\$582,418
4723	Interest on Revenue Anticipation Notes		\$0
4750	Fiscal Agents' Fees		\$0
4760	Bond Issuance Costs		\$0
4790	Other Debt Service Charges	MS-46	\$80,000
Debt Service Subtotal			\$1,845,252
Intergovernmental Transfers			
4800	Intergovernmental Transfers	MS-46	\$902,539
Intergovernmental Transfers Subtotal			\$902,539
Capital Outlay			
4901	Land and Improvements		\$0
4902	Machinery, Vehicles, and Equipment	MS-46	\$158,500
4903	Buildings	MS-46	\$157,700
4904	Improvements other than Buildings	MS-46	\$22,200
Capital Outlay Subtotal			\$338,400
Depreciation Expense			
4905	Depreciation		\$0
4906	Amortization		\$0
Depreciation Expense Subtotal			\$0



New Hampshire
Department of
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Appropriations

Account	Purpose	Article	Appropriations As Voted
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
Interfund Operating Transfers Subtotal			\$0
Total Voted Appropriations			\$31,419,444



New Hampshire
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Estimated Revenues

Account	Source	Article	Estimated Revenue Ensuing Fiscal Year
Assessments/Taxes			
3110	Property Taxes (Unincorp. Places)		\$0
3111	Municipal Assessment		\$0
3120	Land Use Change Taxes (Unincorp. Places)		\$0
3180	Resident Taxes (Unincorp. Places)		\$0
3185	Yield Taxes (Unincorp. Places)		\$0
3186	Payments in Lieu of Taxes (Unincorp. Places)		\$0
3187	Payments in Lieu of Taxes		\$0
3189	Other Taxes		\$0
3190	Interest and Penalties on Delinquent Taxes (Uninco		\$0
3191	Penalties on Delinquent Municipal Assessments		\$0
3200	Licenses, Permits, and Fees		\$0
Assessments/Taxes Subtotal			\$0
Licenses, Permits, and Fees			
3220	Motor Vehicle Fees (Unincorp. Places)		\$0
3230	Building Permits (Unincorp. Places)		\$0
3290	Other Licenses, Permits, and Fees		\$0
Licenses, Permits, and Fees Subtotal			\$0
From the Federal Government			
3319	Federal Grants and Reimbursements	MS-46	\$902,539
From the Federal Government Subtotal			\$902,539
From the State of New Hampshire			
3351	Shared Revenue - Block Grant (Unincorp. Places)		\$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
From the State of New Hampshire Subtotal			\$0
Revenue from Other Governments			
3379	Intergovernmental Revenues		\$0
Revenue from Other Governments Subtotal			\$0



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Estimated Revenues

Account	Source	Article	Estimated Revenue Ensuing Fiscal Year
Charges for Services			
3401	Sheriff's Department	MS-46	\$353,819
3402	Register of Deeds	MS-46	\$969,500
3403	County Corrections	MS-46	\$125,420
3404	County Nursing Homes	MS-46	\$11,449,180
3405	County Farm	MS-46	\$50,200
3406	Cooperative Extension Service		\$0
3407	Maintenance Department		\$0
3409	Other Charges	MS-46	\$23,400
Charges for Services Subtotal			\$12,971,519
Miscellaneous Sources			
3501	Sale of County Property	MS-46	\$6,000
3502	Interest on Investments	MS-46	\$500
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	MS-46	\$17,000
Miscellaneous Sources Subtotal			\$23,500
Other Financial Sources			
3911	Transfers from General Fund		\$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
Other Financial Sources Subtotal			\$0
Total Estimated Revenues			\$13,897,558

Budget Summary

Item	Ensuing Year
Total Voted Appropriations	\$31,419,444
(Less) Total Estimated Revenues	\$13,897,558
(Less) Fund Balance to Reduce Taxes	\$1,000,000
Amount Certified to be Raised by Taxes	\$16,521,886