

County of Carroll
Commissioner's Meeting
Carroll County Administration Building
October 14, 2020

Meeting convened: 9:00 a.m.
Members Present: Amanda Bevard (Chair), Terry McCarthy (Vice-Chair), David Babson (Clerk)
Others Present: Treasurer Joe Costello, CFO Fergus Cullen, Maintenance Dir. Bob Murray (remote), DPW Director Will DeWitte, County Attorney Michaela Andruzzi,
Public Present: Rep. Ed Comeau (www.governmentoversite.com), Rep. Glenn Cordelli
Recorded by: Executive Coordinator Mellisa Seamans

Call to Order
Pledge of Allegiance

Approval of Minutes

MOTION: "To approve the October 7 meeting minutes" by Comm'r Bevard, 2nd Comm'r McCarthy. Passed 3-0.

Manifest

Chmn. Bevard announced the October 9 manifest total of \$432,180.68

Media Questions

None

Public Comment

Rep. Cordelli request a list of problems, solutions, responsible parties and date of completion be created in response to previously stated issues with the Checkmate payroll service. The HRIS (human resources information system) module is included in the budget line for Checkmate. Has anyone analyzed the HRIS module? Why is there an increase in the contract if there are problems?

Budget Presentations

Department of Public Works – Will DeWitte

Due to Covid restrictions, no inmate assistance has been available since March. Proposal to increase one summer employee from part-time to 40 hours per week for 12 weeks in Summer 2021. No salary increases have been figured into the proposed budget. Has submitted a capital request for new plow truck. Water system software subscription (\$500) will be moved to the IT budget. Chmn. Bevard suggested the water/sewer budget should be separate from the DPW budget. Suggested to rename line .081 maintenance repairs to reflect this line is primarily for water/sewer expenses. Line .099 purchase/resale is a fund to provide Dir. DeWitte the ability to purchase used equipment. The board suggests renaming the line. Dir. DeWitte is working on obtaining an estimate from an engineering firm for a capacity study of the County water system.

Administration Building, County Facilities – Bob Murray

Currently seeing reductions of approximately 10% in electric and 25% in propane costs due to the Siemens energy project. This budget proposal is down 8.4% overall. Proposed projects include replacement of the Annex boiler room door and condenser coil replacement of the administration building rooftop unit. Siemens proposed that the energy savings would be \$180,000 to \$190,000 per year. Chmn. Bevard would like to use the savings to offset the project's bond payment.

Victim Witness Grant – Michaela Andruzzi

This budget is level-funded at \$32,500. Atty. Andruzzi explained there is a prohibition on “supplanting” meaning a grant cannot be received to pay for services already being provided. Should the need continue to expand services, an expanded grant can be applied for. Federal grant that has not changed in many years. The County has to match a percentage. Grant pays partial salaries, telephone, travel and education for the two victim services department staff.

Medical Referee – Michaela Andruzzi

The budget was presented at \$24,600.

DV Prosecutor – Michaela Andruzzi

The budget includes \$1/hour increases for all staff. Atty. Andruzzi has included \$7,000 in the budget to either create office space in the building or pay rent for office space off campus. In 2021, non-union raises will be effective on April 1 as is the practice in other departments. Because the County does not pay the attorneys equal to their counterparts across the state, Atty. Andruzzi said she tries to find creative incentives and is once again proposing student loan reimbursements at an annual amount.

Victim Witness Services – Michaela Andruzzi

Chmn. Bevard asked Atty. Andruzzi to take all of the proposed salary increases out of her budgets because the commissioners have not decided on non-union staff raises. Chmn. Bevard said there is no inflation or cost of living increase. Atty. Andruzzi disagreed and noted that her employees are earning “considerably less” than their counterparts in other parts of the state. Comm’r Babson said the department heads should be recommending what they see as reasonable raises for their staff.

County Attorney – Michaela Andruzzi

Atty. Andruzzi noted that, like most County department heads, have to track their own budgets. This is something she hopes to get away from and rely on the numbers from the finance office. CFO Cullen noted we are trying to get away from the need to maintain two sets of books. Coord. Seamans noted that once the new Avenu purchase order and accounts payable modules are working, “real time” expenditures will be available from the finance office and will allow department heads to view their budget status.

Chmn. Bevard requested that Atty. Andruzzi remove the suggested salary increases and resubmit her proposal. After discussion, the commissioners agreed that the department heads should submit their budgets, including salary increases, if any, with a written explanation of the increases. CFO Cullen was asked to convey this to the department heads.

Treas. Costello offered that the inflation rate for 2020 is .62%, 2019 was 1.81%, and 2021 is projected to be 2.24%. Social Security just sent notice that increase for 2021 is 1.3%.

Discussion about developing a capital reserve fund or contingency to set aside for civil commitment.

CFO Report – Fergus Cullen

CFO Cullen provided a written weekly report (Attached).

Line-Item Transfers

CFO Cullen will contact department heads about necessary line-item transfers to prepare the transfer requests for consideration by the commissioners at their October 19 meeting.

Hale's Location

Starting November 4, and each first Wednesday of the month at 9:00 a.m., the commissioners will conduct a Hale's Location Selectmen's Meeting at County.

The County finance office sent an invoice to Hale's Location requesting payment for "services performed" by Carroll County in the amount of \$27,000 total for the years 2012, 2013, and 2014. Treas. Costello noted that Hale's did not receive an invoice for those years. He added that if a vendor suddenly billed County for services provided six years ago, the commissioners would not pay it.

MOTION: "To pay the bill from County" by Chmn. Bevard. The motion failed for lack of a second.

MOTION: "To tell Hale's Location we will settle for \$12,000" by Comm'r Babson, 2nd Comm'r McCarthy for discussion only. Withdrawn.

The commissioners have been informed that Hale's Location tax dollars cannot be used to pay tuition at Fryeburg Academy in Fryeburg, Maine. Counsel has informed the board that there is a law requiring students from unincorporated places attend school within the county where the place is located. Comm'r Babson will contact the parents of one student currently attending Fryeburg Academy.

The commissioners and treasurer will attend the Hale's Location Association Annual Meeting October 17, 2020 at 1:00 p.m. They will speak to the issues of Fryeburg Academy tuition, invoice from County for past services, and proposed 2021 Hale's Location budget.

Executive Coordinator Report – Mellisa Seamans

MOTION: "Sign the agreement with Action Ambulance for one year for a total not to exceed \$560.39 per transport and authorize the Chair to sign the agreement" by Comm'r McCarthy, 2nd Chmn. Bevard. Passed 3-0

MOTION: "Approve the forest service patrol agreement and authorize the Chair to sign the agreement" by Chmn. Bevard, 2nd Comm'r Babson. Passed 3-0

NH DOL Inspection

New Hampshire Department of Labor received an anonymous complaint about workspace being utilized in the administration storage area "vault". The inspector found no safety issues.

TAN Borrowing

The request for the Delegation to authorize the treasurer to borrow in anticipation of taxes in 2021 will have to wait until the Delegation December meeting given the posting requirements.

Checkmate Agreement

MOTION: "To contract with Checkmate for payroll services for a period of one year and authorize the Chair to sign the agreement" by Comm'r McCarthy, 2nd Comm'r Babson. Passed 3-0

Commissioners Comments and Reports

Chmn. Bevard met with Mr. Laurent to allow him the opportunity to review the 91-A materials requested. A second request to view the same materials has been withdrawn.

Chmn. Bevard proposed giving those employees that worked during the pandemic but did not receive additional compensation an additional four paid days off. Her idea is to give employees three days at

Thanksgiving and three days at Christmas, understanding that it has to be at the discretion of the department head. The administrative offices will be closed November 25-27 and December 23-25.

MOTION: "Give all staff that did not get supplemental Covid payments three days off at Thanksgiving and three days off at Christmas at the discretion of the department heads" by Chmn. Bevard, 2nd Comm'r McCarthy. Passed 3-0

Public Input

None

Media Questions

In response to a question from Rep. Comeau, CFO Cullen read the following 2019 audit update received October 9 from Melanson:

"The audit team spent Thursday and Friday last week continuing to audit the items that were recently provided by the County. That work needs to be reviewed in order to provide you with an updated list of open items. Most of the requested information has been provided by the County, however certain information is still needed in order to complete fieldwork. As a result, we are unable to provide a date for a presentation at this point. Open items from fieldwork will be provided within 2 weeks after fieldwork completion. I hope that gives you an understanding of where we are in the audit process. Thank you."

Non-Public Sessions

On a motion by Comm'r Babson, 2nd by Chmn. Bevard and a 3-0 roll call vote, the commissioners voted to enter into nonpublic under NH RSA 91-A:3, II (a) (session 1 and 2) and NH RSA 91-A:3, II(c) (session 3 and 4).

Minutes approved on

Oct 21, 2020

Amanda J. Bevard

Amanda Bevard, Chairman

David K. Babson Jr.

David Babson, Clerk

Terry McCarthy

Terry McCarthy, Vice-Chairman