

County of Carroll
Delegation Meeting
Carroll County Administration Building
September 21, 2022

Meeting convened: 10:00 a.m.

Members Present: Chairman Lino Avellani, Vice-Chairman John MacDonald, Clerk Brodie Deshaies, Mark McConkey, Anita Burroughs, Steve Woodcock, Chris McAleer, Glenn Cordelli, Karen Umberger (remote), Jonathan Smith, Karel Crawford, Jerry Knirk

Members Absent: Tom Bucu, William Marsh, Bill Nelson

Others Present: Treasurer Joe Costello (remote), Executive Coordinator Mellisa Seamans, CFO Bonnie Batchelder, Ed Comeau (GovernmentOversite.com)

Roll Call
Pledge of Allegiance.

Approval of Meeting Minutes

By unanimous roll call votes (12-0) the Delegation approved the following meeting minutes:

1. February 28, 2022 Delegation Meeting
2. March 4, 2022 Delegation Meeting
3. May 18, 2022 Delegation Meeting
4. February 18, 2022 MVC Subcommittee Meeting
5. March 1, 2022 MVC Subcommittee Meeting
6. March 4, 2022 MVC Subcommittee Meeting
7. May 18, 2022 Executive Committee Meeting

Review of July 31, 2022 Financials

- 42% of the General Fund budget remaining for the year; 43% of MVC budget
- Received 2nd half of ARPA funds; \$1.2 million spent - \$500,000 premium pay, \$500,000 to nonprofits, water system study, website upgrade contract, \$30,000 to broadband consultant
- \$7 million of the tax anticipation note has been drawn so far
- The archival restoration project in the Registry - \$2.8 million of the \$5 million bond has been spent year-to-date; Register Lisa Scott will be invited to the next meeting to give a project update
- Petty cash is important but not on top of priority list. Review of the petty cash and other internal control policies in process.
- Rep. Smith questioned the electric expense percentage spent at 78%; deductible pay fund at 108%
- CFO Batchelder brought up concern about line item transfers. The process has the department heads getting approval from commissioners and then waiting sometimes months before the transfers are also approved by the Executive Committee. This causes confusion for department heads because the transfers are not posted in the finance software until approved by Committee. Rep. Umberger suggested setting a standing monthly Committee meeting that could be

cancelled if not needed in a particular month. Rep. Knirk suggested amending the RSA to increase the transfer limit that triggers the transfer process. NH RSA 24:13-d was adopted specifically for Carroll County in 2015. Coord. Seamans asked at what point the Delegation might consider legislation to rescind this law. Members spoke in favor of increasing the threshold rather than rescinding the law at this point.

- Still unsuccessful at finding an auditor who is taking on new municipal clients for the 2021 audit. Changes in the peer review standards and difficulty recruiting staff has led to many leaving the auditing field.
- All required paperwork has been submitted to NH DRA for the 2022 tax rate setting.
- Coord. Seamans distributed the Commissioners' 2023 budget timeline so those interested can attend the meetings to hear the budget presentations.

Other Business

Rep. McConkey thanked Rep. Deshaies, especially for his responsibilities as clerk; Rep. Marsh, especially for his time afforded to constituents in opening a boys' camp; and Rep. Nelson for his 10 years as State Representative. Rep. Avellani echoed the sentiments, said it was an honor to serve as Chair and thanked members for keeping the partisanship out of the Delegation room. Rep. Burroughs thanked Rep. Deshaies for his bipartisanship and always being willing to talk about the issues.

Minutes voted approved on: _____

Rep. Brodie Deshaies, Clerk