

County of Carroll
Delegation Meeting
Carroll County Administration Building
November 29, 2021

Meeting convened: 10:00 a.m.
Members Present: Chairman Lino Avellani, Clerk Brodie Deshaies, Glenn Cordelli, Jonathan Smith, Karen Umberger, John MacDonald, Mark McConkey, Karel Crawford
Members Remote: Tom Buco, Steve Woodcock, Jerry Knirk, Bill Nelson, Anita Burroughs, Chris McAleer, William Marsh
Others Present: Commissioner Terry McCarthy; Commissioner Matthew Plache (in-person and remote), Treasurer Joe Costello, CFO Bonnie Batchelder, Register of Deeds Lisa Scott, Ed Comeau (GovernmentOversite.com), David Babson (Ossipee), Mitch Yeaton (White Horse Recovery Center-remote)

Executive Coordinator Mellisa Seamans was present and prepared the minutes.
All votes this meeting were taken by roll call.

Pledge of Allegiance

Moment of Silence for NH State Troopers Gary Parker and Joseph Gearty who were killed in the line of duty on this date in 1989.

Chmn. Avellani apologized to Comm'r Plache for "strife" at the last meeting.

Appointment of Vice-Chair

MOTION: "To accept the resignation of Rep. William Marsh as vice-chairman" by Chmn. Avellani, 2nd Rep. McConkey. Passed with Reps. Nelson and McAleer absent for this vote, Rep. Marsh voting "present" and Rep. Woodcock opposed.

MOTION: "To nominate Rep. John MacDonald to the vice chair position" Passed 10-4-1 with Rep. McAleer absent for the vote and Reps. Cordelli, McConkey, Smith and Avellani opposed.

Subcommittee Assignments

Chmn. Avellani announced that the executive committee will now consist of Reps. Avellani, MacDonald, Deshaies, Buco and Burroughs. He thanked Rep. Umberger for her service to the committee.

The Mountain View Community subcommittee membership will change from last year and will now consist of five members to be named in the future. Rep. Knirk requested that Rep. Marsh remain on the MVC subcommittee given his experience. Rep. Knirk was asked to send the names of two Democrat members who would like to serve on the committee.

Approval of Meeting Minutes

MOTION: "To approve the August 26, 2021 meeting minutes" by Rep. Umberger, 2nd Rep. McConkey. Passed 14-0

Public Hearing – Proposed 2022 Budget

CFO Batchelder announced the proposed budget is \$35,392,115 with \$18,862,505 to be raised from taxes and \$2,423,102 from surplus. The budget is pretty lean overall. Most increases due to inflation, payroll and retirement costs.

Rep. Umberger: Please provide NH Retirement System rates to the Delegation.

2022 Tax-Anticipation Borrowing

Treas. Costello requested authority to borrow up to \$17 million. Rep. Umberger and Chmn. Avellani thanked Treas. Costello for the work he has done in the past on the TAN notes and on the bonds this year. The interest rate is unavailable at this time.

MOTION: “To accept the treasurer’s 2022 proposed tax-anticipation note of \$17 million” by Rep. Umberger, 2nd Rep. Cordelli. Passed 14-0 with Rep. McAleer absent for this vote.

Registry of Deeds Equipment Account – Register Lisa Scott

MOTION: “To authorize the expenditure of an additional \$20,000 from the Equipment Account for the Registry of Deeds” by Rep. Umberger, 2nd Rep. McConkey. Passed 14-0

Rep. McAleer joined the meeting at 11:05 a.m.

Review of 3rd Quarter 2021 Financials

CFO Batchelder presented the 3rd quarter report explanation. Total expenses through September 30 represent 69% of the budget, on track for this quarter. Keep in mind that departments tend to do heavy spending in November and December. Caution that the \$5,000,000 for the Registry bond project is included in the revenue report. Major grant with the sheriff’s department will be invoiced by the end of the year, about \$500,000.

Rep. Cordelli objects strenuously to departments overspending at the end of the year. For example, purchasing in bulk to stock up for the following year. He will be like “a dog after a bone when it comes to department spending at the end of the year.” Chmn. Avellani anticipates the year-end numbers being a lot timelier with the presence of the new CFO.

Rep. Umberger questioned the budget going up due to Covid funds when it technically should not be incorporated into the budget.

Discussion – 2020 Financial Audit, 2021 Audit Recommendations

Rep. Cordelli said a request was made, as part of the 2020 audit, to look at credit card usage and at the migration of data in the accounting software

Tested credit statements, processes and receipts. The system was found to be very good. CFO Batchelder questioned the need for the number of credit cards. Internal control was found to be satisfactory.

Rep. Cordelli said there was no documentation verifying the balance in the accounting system and the migrated balance matching. In the auditing capacity, CFO Batchelder did not find issues with the migration. The 2020 audit was fairly stated and felt comfortable that the numbers that came into the ACS system were good, solid numbers.

At this time, Rep. Cordelli excused himself from the meeting.

Rep. Knirk is struck by the number of material weaknesses and deficiencies. CFO Batchelder is not suggesting the departments are doing anything wrong but rather the finance office was not inquiring with the departments in understanding what the departments were doing and the impact this would have on the County records.

Rep. Marsh said this audit shows more weaknesses and deficiencies than he has seen in an organization this size. He would appreciate a management letter detailing the plan of correction.

Rep. Umberger pointed to the 2014 performance review and the problems that were found in finance office. She suggested the commissioners pull that report back out and compare it to where we are now. Unfortunately, the processes that the performance audit put together were not followed.

Comm'r Plache said the auditor who identified the problems is now in charge of fixing them as the CFO. Very substantial change is in the works.

It will be a challenge to find a 2021 auditor. Twenty-five have been called, three do municipal audits. This leaves two options.

Comm'r McCarthy said she is ecstatic CFO Batchelder accepted the job.

Acceptance of Coronavirus State and Local Fiscal Recovery Fund (SLFRF) Disbursement

MOTION: “To accept the second disbursement of \$4,750,000 in ARPA funding” by Rep. Umberger, 2nd Rep. Crawford. Passed 14-0 with Rep. Cordelli absent for the vote.

MOTION: “To accept the full 2021 ARPA disbursement of \$9,500,000” Passed 14-0 with Rep. Cordelli absent for the vote.

Other Business

Treas. Costello suggested the proposed tax anticipation note interest budget is too high and he is comfortable with \$65,000.

Treas. Costello asked for the representatives’ support in increasing the percentage of the transfer tax that the registry of deeds can keep. Currently, 4% is retained and 96% sent to the State.

Treas. Costello asked advice about how to require towns to submit county tax collected when received versus once a year in December.

Adjourned 12:14 p.m.

Executive Committee

MOTION: “Approve 2021-007 for the Jail/HOC” by Rep. MacDonald, 2nd Rep. Deshaies. Passed 5-0

MOTION: “Approve 2021-008 for the Finance Department” by Rep. MacDonald, 2nd Rep. Burroughs. Passed 5-0

MOTION: “Approve 2021-010 for the Special Fees” by Rep. MacDonald, 2nd Rep. Burroughs. Passed 5-0

MOTION: “Approve 2021-011 for MVC” by Rep. MacDonald, 2nd Rep. Burroughs. Passed 5-0

MOTION: “Approve 2021-012 for MVC” by Rep. MacDonald, 2nd Rep. Deshaies. Passed 5-0

MOTION: “Approve 2021-013 for MVC” by Rep. MacDonald, 2nd Rep. Burroughs. Passed 5-0

MOTION: “Approve 2021-014 for MVC” by Rep. MacDonald, 2nd Rep. Burroughs. Passed 5-0

The chairman also signed transfer requests 2021-009 for the County Attorney and 2021-15 for Human Resources. These transfers are less than \$1,000 and do not require a formal vote.

Minutes voted approved on: _____

Rep. Brodie Deshaies, Clerk