

**County of Carroll  
Delegation Meeting**  
Carroll County Administration Building  
**January 12, 2024**

**Meeting convened:** 2:00 p.m.  
**Members Present:** Chmn. Lino Avellani, Vice-Chmn. Glenn Cordelli, Clerk Mark McConkey, Richard Brown, Anita Burroughs (remote), John MacDonald, Jonathan Smith, David Paige (remote), Katy Peternel, Tom Buco, Steve Woodcock  
**Members Absent:** Michael Costable, Michael Belcher, Chris McAleer, Karel Crawford  
**Others Present:** Executive Coordinator Mellisa Seamans, Register of Deeds Lisa Scott, Facilities Director Bob Murray, MVC Administrator Rich Leboeuf, HR Linda Matchett, CFO Bonnie Batchelder-Edson, Commissioner Terry McCarthy, Commissioner Chuck McGee, Commissioner Bill Nelson, Sheriff Domenic Richardi, Register of Deeds Lisa Scott  
**Public Present:** Ed Comeau (GovernmentOversite.com), Fred Cain, Dallas Emery Jr, Catherine Dragonfly

Roll Call  
Pledge of Allegiance

*All votes taken during this meeting were done by roll call.*

**2024 Budget Review and Approval**

***Sheriff Department & Dispatch Center***

**MOTION:** To approve the increase in base writ service from \$32.42 to \$33.55 effective July 1, 2024 as requested by Sheriff Richardi and in accordance with NH RSA 104.31 by Rep. Woodcock, 2<sup>nd</sup> Rep. Brown. Passed 11-0

There was a deputy deployed most of the year and one still out on worker's comp, causing need for increased overtime. Generator expenses in this budget are for generators in Madison and Ossipee at communications tower sites.

**MOTION:** Reduce line 100.4211.078 Generator Expense from \$3,600 to \$2,500 by Rep. Cordelli, 2<sup>nd</sup> Rep. Brown. Passed 6-5 with Reps. McConkey, Buco, Woodcock, Burroughs and Paige opposed.

**MOTION:** Approve the Sheriff Department budget at \$2,222,213.16 by Rep. Cordelli, 2<sup>nd</sup> Rep. Woodcock. Passed 11-0

Rep. MacDonald asked if level funding the Dispatch budget would be agreeable. Sheriff Richardi opposed stating with new hires pending, the department will be fully staffed. Opposed Rep. Cordelli motion to reduce education and training line. With the department fully staffed there will be opportunity for staff to be trained outside of the dispatch center. Rep. Peternel noted that providing education opportunities is one way to curb burnout.

**MOTION:**     **Reduce line 100.4217.017 Education and Training from \$3,000 to \$1,500** by Rep. Cordelli, 2<sup>nd</sup> Rep. Smith. Failed 9-2 with Rep. Cordelli and Rep. Smith in favor.

**MOTION:**     **Approve Dispatch Center budget at \$1,108,988.65** by Rep. Cordelli, 2<sup>nd</sup> Rep. Peternel. Passed 11-0

Two cruisers were ordered in September 2023 at the same price (\$36,207 each) as previous cruisers ordered from the same dealer. This order is pending cruiser availability and approval of the 2024 budget.

**MOTION:**     **Approve Sheriff's capital request (\$72,414)** by Rep. Woodcock, 2<sup>nd</sup> Rep. Brown. Passed 10-1 with Rep. Cordelli opposed.

#### ***Convention***

**MOTION:**     **Reduce line 100.4110.100 (Performance Audit Contingency) to \$1** by Rep. Cordelli, 2<sup>nd</sup> Rep. McConkey. Passed 1-0

**MOTION:**     **Approve Convention budget at \$8,681** by Rep. Cordelli, 2<sup>nd</sup> Rep. Brown. Passed 11-0

#### ***Treasurer***

This treasurer budget was held pending approval of the Hale's Location 2024 budget because it contains a \$1,000 stipend for the treasurer.

#### ***Human Resources***

**MOTION:**     **Approve Human Resource budget at \$389,441.77** by Rep. Cordelli, 2<sup>nd</sup> Rep. Brown. Passed 11-0

- Regarding past reports of payroll software problems, Dir. Matchett said it is "tremendously better" with more frequent communication with the vendor
- Bulk of recruiting is at the nursing home (LNAs) and jail (corrections officers). Two RN-level unit manager positions are available
- LNA training policy being worked on with MVC Administrator
- Criminal background checks are conducted by NH State Police

#### ***Finance***

**MOTION:**     **Approve the 2024 Finance budget at \$489,024.36** by Rep. Cordelli, 2<sup>nd</sup> Rep. Brown. Passed 11-0

- Plan is to utilize additional modules in the finance software in 2024. Rep. Cordelli requested that a list including the name of the software and the modules be sent to the full Delegation

#### ***Registry of Deeds***

- Volume down – not much available on the market; large cash purchases still happening. Interest rates make borrowing challenging. Predicted 25% decline in revenue for 2023 but ended with 10% decline
- 2023 expenditures partially funded with ARPA monies. Those not available in 2024
- Contracted fees increase for 2024 due to being partially offset by ARPA in 2023
- Rep. McConkey asked is staffing can be reduced now that electronic filing represents the bulk of filings. Registry of Deeds staffing level the same for past four years. Transitioning to the new system has created additional work. The transition is at about 70% now. Do not anticipate decrease in staffing levels.
- Records management system in the past cost in excess of \$100,000 per year. After initial equipment outlay using ARPA funds and contracting with new vendor, the system is paying for itself quickly.

There is a 10-year contract with level cost first five years. Years 6-10 indexed to the CPI. We are in year 2 now.

**MOTION:**     **Approve the Registry of Deeds budget at \$528,693.39** by Rep. Cordelli, 2<sup>nd</sup> Rep. Brown. Passed 11-0

**MOTION:**     **Approve the Registry of Deeds bond principal payment at \$290,000** by Rep. Cordelli, 2<sup>nd</sup> Rep. Brown. Passed 11-0

**MOTION:**     **Approve Registry of Deeds bond interest payment of \$144,065** by Rep. Cordelli, 2<sup>nd</sup> Rep. Brown. Passed 11-0

**MOTION:**     **Approve Registry of Deed proposed revenue of \$744,208** by Rep. Cordelli, 2<sup>nd</sup> Rep. Brown. Passed 11-0

### ***County Facilities***

- Rep. McConkey asked if there are paving plans for Annex building. Dir. Murray responded it is not in this budget and he has not been directed to pursue
- Rep. MacDonald question on salary increase to which CFO Batchelder-Edson responded for 2024 it is 3% for earners over \$55,000 and \$1.50 per hour for those who earn less than \$55,000

**MOTION:**     **Approve the County Facilities budget at \$253,650.41** by Rep. Cordelli, 2<sup>nd</sup> Rep. Brown. Passed 11-0

### ***Department of Public Works***

- Paving company is working on assessment of the paving at Annex; grants being pursued
- Water upgrades have all been funded with ARPA monies. Pumps replaced. All new water meters and fire hydrants. Looking next at upgrading Old Route 28 line.
- Capacity for wells and storage appears it will be just enough for current users and the County operations. Final analysis expected to be received soon
- Rep McConkey asked if there is enough water and sewer capacity for the proposed future use of the Annex.
- Wastewater treatment system is 21 years old. Grinder had to be replaced in 2023. Lightning strike in August resulted in other sewer system parts being replaced.
- Dir. DeWitte suggested hiring an engineering firm to study the sewer system as it is and what improvements or future expansion would require. Rep. McConkey urged the commissioners to pursue this study with an eye toward 10% expansion. Chmn. Avellani concurred and said this should be included in discussion about renovation of the Annex. It was suggested that the Annex future use plan be conveyed to Underwood Engineers including the renovation of the commercial kitchen
- Rep. Peternel asked if the director has considered using the advertising funding to advertise hay sales
- Dir. DeWitte - The commissioners are developing a hay policy. Most of the hay has been sold this year. The remaining hay is mulch quality
- Rep. Peternel said she owns a farm and getting hay was more difficult in 2022 because of the drought than in 2023's rainy summer. Dir. DeWitte said the hay did grow really well in 2023 but they could not get out on the fields due to wet conditions

**MOTION:**     **Approve the DPW budget at \$365,173.48** by Rep. Cordelli, 2<sup>nd</sup> Rep. Woodcock. Passed 11-0

**MOTION:**     **Approve proposed 2024 DPW revenue at \$30,000** by Rep. Cordelli, 2<sup>nd</sup> Rep. Brown. Passed 11-0

- Comm'r McGee said not having a hay policy brought several issues to light. The commissioners are happy to take input from anyone as the hay policy is being developed. The policy will make the

process of hay sales more transparent. Rep. McConkey asked if the Delegation can make suggestions for the policy. Comm'r McGee agreed.

- Rep. McConkey asked to receive a copy of the DPW maintenance and equipment inventory

**BEAS (Bureau of Adult and Elderly Services) Contract**

- CFO Batchelder-Edson read a definition of BEAS, "The purpose of the agreement is to set forth the procedures in which the County will transfer funds for use as the non-federal share of per diem nursing facility payments and CFI waiver programs".
- Rep. Brown requested a copy of this definition

**MOTION:**      **Approve the 2024 BEAS expense of \$5,829,397.02** by Rep. Cordelli, 2<sup>nd</sup> Rep. Brown.  
Passed 11-0

**Approval of Meeting Minutes**

**MOTION:**      **Approve December 14, 2023 meeting minutes** by Rep. Paige, 2<sup>nd</sup> Rep. Cordelli. Passed 11-3.

**Public Hearing – Proposed 2024 Carroll County Budget**

Mr. Cain:            \$1.7 million spent on agency staffing for the nursing home in 2023. Need to have a committee to make recommendations to retain staff. Two years ago less than \$15,000 was spent on agency staff.

Ms. Dragonfly:    Thanked Rep. Burroughs for sponsoring marijuana bill. Difficult finding agenda, meeting information on the County website. Continue to question the courthouse transaction. Asked why the County charges for tampons in the public bathrooms. Asked for better signage for the Annex.

**Other Business**

Rep. Cordelli said Freedom Logistics will be at the January 18 county commissioners meeting to talk about net metering.

**Budget Process**

Chmn. Avellani proposed a daylong budget session of the executive committee to prepare recommendations to be brought to the full delegation for final approval. Regional appropriations requests will not be part of the executive budget committee process. Rather those requests will be considered by the full Delegation.

**MOTION:**      **The Executive Committee will meet to further discuss the budget, make suggested changes as necessary, at a public meeting. Any changes will be brought forward to the full Delegation for votes** by Rep. Cordelli, 2<sup>nd</sup> Rep. Woodcock. Passed 11-0

Recessed to the Call of the Chair

Approval Date: \_\_\_\_\_

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Rep. Mark McConkey, Clerk