

**County of Carroll**  
**Delegation Meeting**  
Carroll County Administration Building  
**March 21, 2025**

**Meeting convened:** 1:00 p.m.

**Members Present:** Lino Avellani, John MacDonald, Jonathan Smith, Michael Belcher, Richard Brown, Anita Burroughs (remote), Karel Crawford, Steve Woodcock, Brian Taylor, Tom Bucu, Chris McAleer, Katy Peternel, Glenn Cordelli, and Joseph Hamblen

**Members Absent:** David Paige

**Others Present:** Commissioner Chuck McGee, Executive Coordinator Mellisa Seamans, Treasurer Matthew Sawyer, Jr., Facilities Director Bob Murray, MVC Administrator Rich Leboeuf, County Attorney Keith Blair, CCHOC Superintendent Brian King, DPW Director Will DeWitte, Register of Deeds Karen Rines, County Attorney Keith Blair

**Public Present**

**& Participating:** Ed Comeau (GovernmentOversite.com), Dallas Emery Jr, Daymond Steer (Conway Daily Sun), Fred Cain

**Public Comment**

D Steer Asked for more information about the investigative committee

Chmn. Avellani It was pretty clear the direction the Delegation is going

F Cain I've heard many times in the past that the Delegation does not get into personnel matters, only finance, yet is now going to investigate personnel matters related to a contractor. Who asked for the investigation? Based on the hours she was at the County last year, it equates to \$2,746 a day. She is a contractor who resigned on her own

D Emery I keep hearing "we follow the law"; the only people who get held to the law are people like me. Nobody cares about our school costs or taxes going up or about the testimony at the COVID committee. Suggests focus be on the homeless community

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

**Carroll County Coalition for Public Health (C3PH) – Caleb Gilbert, Catalina Kirsch**

Provided handouts describing services delivered in Carroll County

- Maintain Public Health Advisory Council
- Working on update Community Health Improvement Plan
- Substance misuse prevention
- Carroll County Veteran's Coalition
- Community health worker who assists individuals in accessing medical care
- Recovery Friendly Workplace Initiative
- Public Health Emergency Preparedness
- Access to Narcan and prescription drug takeback day

Stakeholder groups have regular contact with local law enforcement. We are working on trying to identify people moving through the criminal justice system to get them access to services they need.

- Current staffing level of 6 full-time
- C3PH is a resource for legislators when considering proposed legislation

- Founded in 2013, on one 13 health networks in the state

### **Authorization for Tax Anticipation Note (TAN) Borrowing**

**MOTION:** To authorize TAN borrowing in the amount of \$17,000,000 as presented by Rep. Smith, 2<sup>nd</sup> Rep. Woodcock. Passed 14-0

### **2025 Budget Review & Approval**

#### **Information Technology Subcommittee – Rep. Belcher**

- Funding two full-time positions for 2025
- Utilize current IT contract as appropriate
- Independent audit of the system when substantially completed
- Utilize grant funding for consultant, as needed
- Future line item for licensing should reduce significantly next year
- Commissioners brought forward a request for three full-time employees; IT Director could not commit that once the main project is complete that three full-time employees on staff will be necessary

Rep Brown Two full-time employees, regardless of the titles, are needed and can be supplemented with outside contractors

Rep. Belcher It was expressed the upgrade could be done with three full-time positions but also that it may be difficult to fill one of those positions

Rep Cordelli What does the current contractor who is contracted through March 2026 currently do?

Comm'r McGee IT is building a new system while maintaining the old system. The contractor is responsible for the old system. The new is an onsite system rather than cloud-based. There is debate about this but with the cyberattacks and other risks, we felt it best to bring it in-house

Coord Seamans Offers a reduction in the operating budget by eliminating the purchase this year of Office 2024. The IT department will use the Microsoft 2019 licenses already on-hand. Offers keeping \$25,000 in the new equipment line and using former ARPA funds (\$45,000)

Chmn Avellani Will this be a complete shutdown rollout or department by department to make sure all the bugs are out?

J Liechty The County Attorney's office switch should be completed by the end of the month, then administration, MVC, jail and then sheriff's department. To be compliant to have trust partnerships with state entities we have to have everything updated to Windows 11. Emergency services are the main priority, where there is the most risk.

Chmn. Avellani Suggests the MSDS subscription be partially charged to the nursing home. Thanked the subcommittee for their work

**MOTION** Approve the IT budget at \$565,852 by Rep. Belcher, 2<sup>nd</sup> Rep. Brown. Passed 14-0

#### **Finance Department**

Coord Seamans Gave overview of the finance budget and requested increases. Plan to recruit a finance director while maintain some funding in the contracted services line in case support services are needed in the interim.

Rep. Cordelli CFO position is being replaced by the Finance Director position?

Comm'r McGee Still trying to determine exactly what is needed for the finance director position. Undetermined if there is enough work to warrant a full-time replacement for the contracted CFO. My guess is \$125,000 annually plus benefits for a finance director.

Coord Seamans In Fall 2023, the HR wage study was released. All other departments worked to bring their employees in line with the wage study, except Finance. The Commissioners took a look at the current staff duties and job descriptions and want to compensate these employees at the grade they should be

Chmn. Avellani In the past the Delegation was included in the placement of CFO for the system we had before. Will that be the case moving forward?

Comm'r McGee is that a trick question?

Chmn. Avellani To make sure the Delegation is aware and has a say into what we need, that we continue on the right track and that it does not exceed the cost of the previous contract

Comm'r McGee All of which we agree with. Confirmed it is the intent of the Board to run the County finances with in-house staff and without contractors. Pointed out that the staff accountant, who has been at County for several years, already does most of the higher level tasks.

**MOTION:** **To approve the Finance budget at \$486,025** by Rep. Woodcock, 2<sup>nd</sup> Rep. Belcher. Passed 13-1 with Rep. Cordelli opposed.

#### **Commissioners**

Coord Seamans request for market adjustment based on the wage survey as approved for the finance staff; requested \$25,000 addition to the budget for the County's portion of the Cain settlement

Chmn Avellani asked for more information into why the Cain lawsuit was settled

Comm'r McGee the Coordinator has been given the responsibility of supervising the finance staff on advice of our attorney that a contractor should not be supervising County employees

Chmn. Avellani and Rep. Cordelli requested a copy of the legal opinion. Chmn Avellani noted "we've had plenty of contracted employees who were supervising other employees and it wasn't a problem in the past".

Chmn. Avellani My concern is we are going to have two administrative level positions at a cost to the County of over \$250,000

Chmn McGee I don't think that is far off from where we were already with the combined CFO contract and expenses plus the Coordinator salary and benefits

Chmn Avellani Why do we need two administrative level employees in two departments when we only had one the past four years and only one previous to the county administrator?

Comm'r McGee That's the Commissioners' feeling

Chmn Avellani I am uneasy approving two administrator level employees for the finance department seeing how we are going to have a finance director and a finance/administrator position. It is a waste of County resources

Rep Cordelli If the finance director is an in-house position, will that person supervise the finance staff?

Comm'r McGee That is likely but I'm not sure if we will be bringing in a full-time person. The increase in Coordinator salary is not only for the increased responsibility of supervising the finance staff

Coord Seamans Asked to speak to the responsibilities of the Coordinator position; offered a copy of the job description and noted that the position has grown substantially over the past 5 years

Chmn. Avellani We know what the executive coordinator position is

**MOTION** **To approve the Commissioners budget at \$272,450** Passed 14-0

### **Convention**

Chmn Avellani Need to add \$35,000 for outside counsel. I don't anticipate using it all or if at all. The Sheriff will participate in the investigation.

Atty. Blair I can only conflict criminal matters to another attorney. This doesn't appear to be criminal in nature. As I may be called as a witness, I have to recuse myself. Recommend that the Delegation seek outside counsel for any matters that may come up

Rep Cordelli Read RSA 24:18 into the record, "The county convention shall appropriate a certain sum for expenses for any committee established pursuant to RSA 24:17. The reasonable expenses of such investigation shall be paid by the county when approved by a judge of the superior court."

Chmn Avellani this is why we need counsel. I think the other matters can be handled by other agencies.

**MOTION** **Move the sum of \$43,681 for the Convention 4110** by Rep. Cordelli, 2<sup>nd</sup> Rep. Belcher. Passed 14-0

Chmn Avellani Rep MacDonald has scheduling conflicts coming up so I will be replacing him on the committee with Rep. Peternel

### **Capital Expenses**

**MOTION** **To approve \$395,877 Interest Expense.** Passed 14-0

### **Capital Reserve**

**MOTION** **To approve \$100,000 to be added to the capital reserve** by Rep. MacDonald, 2<sup>nd</sup> Rep. Brown. Passed 14-0

**MOTION** **To approve \$100,000 to be added to the non-capital reserve** by Rep. Smith, 2<sup>nd</sup> Rep. MacDonald. Passed 14-0

Chmn Avellani The transfers from this account should have been approved by the Delegation from day one

### **Other**

Rep Burroughs suggested MVC partner with colleges for nurse training. Rep. Cordelli will suggest to White Horse to start billing for services at the jail. They provide classes, transportation, and are a great asset.

**MOTION**                      **To approve the General Fund budget of \$22,580,116 by Rep. Smith, 2<sup>nd</sup> Rep. McAleer. Passed 14-0**

*Rep. Cordelli left the meeting*

**MOTION**                      **To approve total expense budget of \$42,066,282 by Rep. Peternel, 2<sup>nd</sup> Rep. Smith. Passed 13-0**

**MOTION**                      **To approve the March 7 meeting minutes as corrected by Rep. Woodcock, 2<sup>nd</sup> Rep. MacDonald., Passed 10-0-3 with Reps. Taylor, Peternel and McAleer abstaining.**

Rep. MacDonald asked that the statement from the county attorney that there are 7 attorneys in the department be added to the minutes

**Hale's Location**

**MOTION**                      **To approve the Hale's Location Town budget of \$168,167 by Rep. Crawford. Passed 12-0**

**MOTION**                      **To approve the Hale's Location Town warrant article of \$168,167 by Rep. McAleer, 2<sup>nd</sup> Rep. Peternel. Passed 12-0**

**MOTION**                      **To approve the Hale's Location School budget of \$100,127 Passed 12-0**

**MOTION**                      **To approve the Hale's Location School warrant of \$100,127 Passed 12-0**

**Standard Allowance (formerly ARPA)**

Chmn Avellani                      Requested Director DeWitte give an update on the water system project  
Dir DeWitte                      Started with the wells, have a contract to improve the tanks and electronics. We put new water meters in all buildings. All new fire hydrants and the Old Route 28 water main are set to be replaced this year. The sewer system is barely hanging on. The control boxes are failing. NH DES came out to inspect the system. All the improvements will be tough with the gross understaffing in our department. It will be hard to get everything done. Want to give that forewarning to everyone.

**MOTION:**                      **To approve \$2,670,333 for the below expenditures from the formerly ARPA funds by Rep. Woodcock. Passed 12-0**

\$2,138,833	Water System Improvement Project
\$70,000	Wastewater Treatment Plant Repairs/Upgrades
\$1,500	Waste Management invoices
\$93,000	Wheelchair Van
\$60,000	Design – MVC Laundry
\$50,000	Annex Roof Repair
\$55,000	Asbestos Abatement
\$45,000	IT Equipment
<u>\$157,000</u>	<u>IT Project</u>
\$2,670,333	

Chmn Avellani ARPA is not part of our budget process so it can be tracked and audited separately. Future requests from the fund will be handled by the full Delegation.

### Revenue

**MOTION To approve \$26,588 Unincorporated Places revenue** by Rep. Smith. Passed 12-0

**MOTION To approve total anticipated revenue of \$14,895,754** by Rep. Smith, 2<sup>nd</sup> Rep. Hamblen. Passed 12-0

### Fund Balance

Chmn Avellani ARPA money is not fund balance. ARPA money shouldn't be commingled with general fund. The ARPA money is not unassigned so I would suggest you tell the auditors to fix that. It was appropriated to the Annex project and encumbered by the Delegation. It shouldn't be in the fund balance.

The auditors are saying we have \$18 million in fund balance because they are including the ARPA funds. I don't agree with that.

**MOTION Use \$5,000,000 of fund balance** by Rep. Smith, 2<sup>nd</sup> Rep. Crawford. Passed 12-0

**MOTION Approve other income total to offset taxes of \$5,150,000.** Passed 12-0

Rep. Woodcock The finances we are being presented doesn't give us adequate data.

**MOTION Approve County Revenue of \$6,724,972** by Rep. Smith, 2<sup>nd</sup> Rep. Brown. Passed 12-0

**MOTION Approve total County revenue in the amount of \$19,894,666** by Rep. Smith, 2<sup>nd</sup> Rep. Belcher. Passed 12-0

**MOTION Approve \$22,171,616 to be raised through taxation** by Rep. Smith, 2<sup>nd</sup> Rep. Belcher. Passed 12-0

**MOTION Allow the Executive Committee to handle any last minute changes to the budget** by Rep. Woodcock, 2<sup>nd</sup> Rep. Avellani. Passed 12-0

### Resignation

Chmn. Avellani Today I received the resignation of Commissioner McCarthy and that was also followed up with a phone call. I will leave it up to other people to surmise, that's you Daymond (Conway Daily Sun)

Recess to the Call of the Chair  
5:30 pm

Minutes Approved \_\_\_\_\_

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Rep. John MacDonald, Clerk