

MEETING MINUTES

Carroll County Delegation/Executive Committee Meeting

Date: December 18, 2025

Meeting Title: Full County Delegation/Executive Committee

Time In: 10:00 AM

Location: 10 County Farm Road; Annex Main Conference Room

Present (Representatives): Chair Lino Avellani; Vice Chair Jonathan Smith; John MacDonald; Richard Brown; Joseph Hamblen; Chris McAleer; Brian Taylor; Steve Woodcock; Michael Belcher

Absent (Representatives): Glenn Cordelli; Karel Crawford; Tom Buco

Absent (Commissioner): Harold B. Parker

Electronic (Representatives): Anita Burroughs; David Paige

Public Attendees: Fred Cain; Dallas Emery; Unidentified; Unidentified;

County Officials: Commissioners: Chuck McGee; Gene Chandler; Executive Director: Mellisa Seamans; HR Director: Linda Matchett; Jail Superintendent: Brian King; County Attorney: Keith Blair; Registrar: Karen Rines; Nursing Home Administrator (Mountain View Community): Richard Leboeuf; DPW Director: William DeWitt

Agencies: Cooperative Extension Services: Anne Hamilton; Claes Thelemarck; Karen Deighan; Joy Gagnon

Camera Operator: Hon. Ed Comeau, GovernmentOversite.com LLC

Analysis: Human/Grok A.I. collection technologies

Call to Order

Chair Lino Avellani called the Full County Delegation/Executive Committee meeting to order.

Public Input (First Occurrence)

The chair opened the floor for public comment. Initially, no one responded. Dallas Emery then spoke, introducing himself and expressing his long-term attendance at these meetings while still trying to understand the process, which he finds "a little bit off." He voiced disappointment in the previous day's state budget votes, suggesting some items should have been vetoed. Emery mentioned growing fatigue but considers running for a recently vacated seat "out of spite" to gain voting power, as he disagrees with much of what he hears. He wished the group luck for the day's proceedings. No further public comments were made.

Approval of August 25th Minutes

The chair confirmed that all had received copies of the August 25th minutes and entertained a motion to approve them. A motion was made and seconded. Anita Burroughs was acknowledged on Zoom.

Motion: Woodcock moved to approve the August 25th minutes.

Seconded: Brown

Vote:

- Cordelli: Absent
- Taylor: Yes
- Smith: Yes
- Belcher: Yes
- Brown: Yes
- Hamblen: Yes
- Crawford: Absent
- Macdonald: Yes
- Peternel: Absent
- Buco: Absent
- Woodcock: Yes
- Burroughs: Yes
- McAleer: Yes
- Paige: Yes
- Avellani: Yes

Note: None.

Roll Call

The clerk conducted a roll call to establish quorum. Present in person: Chair Avellani, Vice Chair Smith, Macdonald, Brown, Hamblen, McAleer, Taylor, Woodcock, Belcher. Absent: Cordelli, Crawford, Buco, Commissioner Parker. Electronic: Burroughs, Paige.

Motion: None.

Note: Representative Paige joined via Zoom during the call.

Public Hearing on Commissioner's Proposed Budget

The public hearing on the commissioners' proposed 2026 budget began with the chair opening the floor for comments, but no members of the public initially responded, prompting a reminder about audibility in the room. After repeating the call, still no public input emerged, so a commissioner proceeded to present the budget, which had been distributed on November 26th. He described it as straightforward, with efforts to streamline by eliminating 81 budget lines through consolidations, such as combining all electricity and other utilities into single categories rather than spreading them across departments, noting that these were mandatory payments anyway. Additional changes included minor rearrangements in staff reporting structures, and he welcomed questions from the delegation.

A representative immediately sought clarification on whether an overview of changes would be provided or if the delegation would need to review the document independently, referencing last year's detailed per-department narratives, overall budget summary, and capital expense breakdowns, while acknowledging the separate capital improvement plan. The Director responded that no narrative was prepared this year but offered a brief verbal overview, promising a written follow-up on consolidations. The director explained that the primary goal was better alignment with Department of Revenue Administration (DRA) financial codes for counties, ensuring proper account numbering and categorization. Previously fragmented items like medical, dental, short-term disability insurances were centralized into a new insurance category (4196) for a clearer total cost view, along with property liability and workers' compensation. Utilities, such as electric bills, which previously required division by square footage but were inconsistently applied, were now consolidated into county facilities lines, reducing from multiple entries (9-10 per utility) to one each for electric, propane, generators, and building maintenance, enhancing efficiency by minimizing invoice handling.

Another representative questioned the reversal of prior efforts to break out costs per department for accurate operational insights, wondering why the delegation was undoing that approach. The administrator elaborated that the initial intent was to capture true costs for departments like the jail, county attorney, and sheriff, but implementation only reached about 40%, with inconsistencies like the admin building's eight departments divided only five ways. Opting for simplicity over full completion, the change reduces administrative burden, assigning one responsible person per item. She noted the nursing home budget remained intact to fully capture its costs, except for newly allocated capital previously in the general fund, aiding accurate cost reporting.

A representative via Zoom emphasized the value of an executive summary for both the budget and capital plan to assist the delegation and public in understanding, appreciating the verbal comments but advocating for written aids. The chair echoed this, stating an overview should have been ready and expecting one for the next meeting, while asking the administrator to repeat for clarity: an executive overview of changes and expenditures to facilitate review of the budget's thought process.

A representative posed general questions on the \$309,392 insurance increase, with the administrator attributing it to an expired Primex cap allowing over 5% premium rises, plus a 10-12% cushion for medical rates (fiscal year mismatch, rates post-January 1st; aligning to calendar year for 2027). For corrections' \$267,000 rise, it stems from the recently ratified three-year CBA's 2026 salary increases and payroll expenses. Another representative inquired about the health insurance provider, learning of the switch from dissolved NH Interlocal Trust (Harvard Pilgrim) via Cross Insurance to Anthem's HMO copay plan, slightly less costly and better received by employees per the HR director, who detailed copays (\$20 doctor, \$50 ER) and minimal deductible applicability.

A representative requested an IT project update, with the administrator and IT director reporting it's on track for Cybertron contract end, ahead of schedule, on budget (90% spent), with refined security like multi-factor authentication and connected networks.

A representative asked about revenue projections, including hay sales (TBD). The administrator provided December 12th updates: Mountain View at 113% due to \$978,000 extra pro share; projected \$2.7M positive from improved payer mix (more private pays, Medicare/insurances). For 2026, 5.8% revenue and 5% expense increases anticipated, maintaining pricing amid Medicaid rate uncertainties (fiscal committee review pending; budget conservatively modeled). Agency nursing down 10% year-over-year, under budget by \$100,000, at 800 hours/week with 24 openings (mostly LNAs), projecting a slight decrease.

Subcommittee members emphasized the nursing home administrator's depth of knowledge during their bipartisan visit, leaving confident in operations. The administrator detailed 99/103 occupancy with a healthy waiting list, prioritizing room turnover, referrals, and payer balance (Medicaid vs. private). A representative suggested collaborative housing for nurses to address agency reliance, which the administrator endorsed as a major barrier, especially seasonally. Another highlighted new LNA training programs sponsoring staff transitions and RN contracts with White Mountain Community College for recruitment. No state restrictions remain.

A representative questioned \$860,000 miscellaneous income (ARPA remainder, corrected to GOFERR laundry reimbursement post-June 30 completion, Q4 2026) and \$980,000 interest (includes ARPA, ending funds). Another noted interest jump from \$117,000 actual to \$980,000 proposed. With no further questions, the hearing concluded without motions or votes, as changes are pending.

Public Hearing on Authorization of TAN Line

The public hearing on authorizing a tax anticipation note (TAN) line commenced with the chair explaining the intent to post notices for two consecutive weeks, noting potential calendar disruptions due to upcoming Thursday holidays, and aiming to address it early.

A commissioner elaborated that bond counsel had advised against the past practice of the delegation voting twice annually, deeming it unnecessary, as only a single authorization is required. Consequently, no preparation was made for a vote that day, with a suggestion to revisit in January once the year-end cash flow statement is complete, allowing for a proposed amendment based on accurate figures.

Preliminary estimates targeted a \$17 million line, compared to approximately \$7 million borrowed in 2025, but emphasized the need for final cash flow data to confirm, potentially influenced by recent expenditures. The infusion from former ARPA funds via the supplemental appropriation was highlighted as a factor affecting liquidity. Alignment with the budget posting timeline was preferred, given similar extended notice requirements, ensuring the treasurer's presence as mandated.

Confirmation was sought on whether an initial vote was needed to pursue the TAN, with clarification that only the final authorization of the amount is required once determined. No members of the public spoke during the hearing. The chair then opened and immediately closed the hearing without further action or motions, transitioning to the next agenda item.

Approving the 2025 Auditors

The discussion on approving the 2025 auditors began with the chair opening and immediately closing a public hearing, as no members of the public wished to comment. A commissioner explained that at their Monday meeting, the Board of Commissioners had voted to engage Vachon Clukay & Company again for the 2025 audit, subject to the county delegation's approval, to secure a late February start date. Questions quickly arose regarding costs, with clarification that a letter of engagement was requested in advance but typically provided only after the vote, consistent with prior years' processes.

A representative noted a pending explanation letter from the auditors concerning ARPA funds transfer into the general fund without following established protocols, had not yet been received. Suggestions were made to either delay approval until the letter arrived or incorporate the ARPA review into the audit scope to avoid missing the February window. The chair emphasized reminding the auditors that they require delegation approval and ultimately work for the county. Costs were detailed as budgeted under account 4150 at no more than \$50,000, compared to the previous year's \$47,000 expenditure.

Inquiry followed on the auditors' planned focus areas for the year. The commissioner outlined that the audit would cover general financials, with provisions for the delegation to submit additional items for review, such as means testing to ensure compliance. No specific areas of emphasis had been determined yet. With no further questions, a motion was made and seconded to approve Vachon Clukay & Company as the 2025 auditors.

The clerk conducted a roll call vote on the motion, resulting in unanimous approval from those present: Taylor, Smith, Belcher, Brown, Hamblen, Macdonald, Woodcock, Burroughs, McAleer, Paige, and Chair Avellani voting yes, with absentees noted but not impacting the outcome. The motion passed, concluding the item without additional debate.

Motion: Smith moved to approve Vachon Clukay for 2025 audit.

Seconded: Hamblen

Vote:

- Cordelli: Absent
- Taylor: Yes
- Smith: Yes

- Belcher: Yes
- Brown: Yes
- Hamblen: Yes
- Crawford: Absent
- Macdonald: Yes
- Peternel: Absent
- Buco: Absent
- Woodcock: Yes
- Burroughs: Yes
- McAleer: Yes
- Paige: Yes
- Avellani: Yes

Note: 11-0.

Presentation from UNH Cooperative Extension

Chair Avellani introduced a brief presentation from UNH Cooperative Extension led by Anne Hamilton, who was joined by several colleagues. Anne began by introducing herself as the food safety specialist with UNH Cooperative Extension and the county office administrator for Carroll County. She was accompanied by Karen Deighan (office administrator and 4-H program manager), Claes Thelemarck (4-H field specialist in STEM education), and Joy Gagnon (health and well-being specialist). They distributed handouts tailored to each representative's district, highlighting specific work in those areas, with extras available for others. The presentation aimed to provide an overview of Cooperative Extension's activities in Carroll County.

Karen Deighan started by engaging the audience with interactive questions to illustrate the broad impact of Extension's work: Who has been to a county fair? Tried food from a farmer's market? Spent time in parks, rivers, forests, or recreation areas? Knows someone who used a food pantry? Shared Extension resources? Benefited from technology? She noted that anyone affirming these has benefited from Extension, and that one in four New Hampshire residents receives assistance or education from it annually.

Anne Hamilton provided historical context, referring to a timeline in the handouts. She explained that in 1914, Congress passed the Smith-Lever Act, establishing Cooperative Extension nationwide and formalizing a tripartite funding model (county, state, federal). This system delivers programming in agriculture, natural resources, food safety, 4-H youth development, family and consumer sciences, and economic development. New Hampshire's Extension began in 1914 in Sullivan County, expanding to all counties by 1917. Today, it includes offices in Durham (for state specialists), an education center with an info line for questions on gardening, food preservation, and natural resources, and Memoranda of Understanding (MOUs) that sustain partnerships between county commissioners, delegations, UNH Extension, and the University of New Hampshire.

Anne mentioned absent staff: Olivia Saunders (food and agriculture educator), Wendy Scribner (forester), and Michaela Kearney (administrative assistant). She then handed over to Karen to discuss her 4-H programming.

Karen Deighan shared that she has been in her role in Carroll County for over a year, previously in Belknap County for eight years. Excited to work in her home county, her first initiative was reviving the dormant 4-H shooting sports program, part of the outdoor education pathway (which also includes hiking and ice fishing). As a community-based organization without a dedicated facility, she partnered with the Winnipesaukee Sportsmen's Club. With a field specialist, they trained and screened eight club members as volunteers. Last summer, 12 youth participated in a rifle program, learning safe firearm handling. Next summer, those 12 will advance to rifle level two, with new participants for level one, plus a fall shooting competition inviting statewide 4-Hers. Recently certified in archery level one, they plan a full archery program.

A grant application (with Extension support) seeks funding for shotgun ammunition, aiming for a robust program by fall 2026. She shared a quote from 11-year-old participant Corbin: "I attended 4-H shooting sports at Winnipesaukee Sportsmen Club. Shooting was really fun. At 4-H shooting sports, kids and teens learned how to shoot guns and rifles. Safety first. Never point a gun at someone you don't want to wish or desire to hurt. Never point a gun at someone because you never know if it's loaded or not. If you're shooting at something, always see if there's another animal behind it. Because if you only have one hunting license and you shoot through the first one, you'd be in trouble. Next, I'd like to hunt with my Grandpa." Karen noted this may be some youths' only opportunity for safe firearm education.

Claes Thelemarck introduced himself as a 4-H field specialist in STEM education. His role addresses the need for STEM literacy to prepare future workforces, citing research that positive science attitudes by eighth grade increase STEM career likelihood. STEM underpins built environments, medical/food systems, and technology advances. He focuses on direct youth programming with Karen, such as the Movers and Shakers Club (partnering with a maker-space) and a STEM Fest at Castle in the Clouds (to repeat next summer). Emphasis is on fun, hands-on engagement: e.g., building Rube Goldberg machines for simple machines concepts, robotics, electrical circuits with batteries and LEDs. In 2024-2025, surveys showed ~90% of youth wanted to return for similar programs. A key project: partnering with the NH Institute on Disability, teens 3D-printed and wired adaptive switches (using grant-funded printers) for toys like bubble guns, dancing Spider-Man, and talking dolls. These enable mobility-impaired children to play; toys donated to the Children's Center. Moultonborough teens are involved, excited, and will present statewide in February to expand the program.

Joy Gagnon, from the health and well-being team, passed out cranberry muffins as a snack. She explained recent changes: national SNAP-Ed funding cuts halved her work funding, leading to nine staff losses statewide. She thanked the county funding for retaining her position. The shift reduces direct nutrition education but increases focus on the Carroll County Food Access Network, a coalition of ~25 organizations addressing food access and affordability. She provided a brochure with project stats.

Her role orchestrates collaborations: e.g., NH Food Bank with Tri-County Transit delivered/pick-up meals to 250 kids in summer (bridging school meal gaps).

They created an online resource list for easy access to services, shared during November SNAP disruptions. Goals for next year aim to expand impact.

Anne discussed food and agriculture work. Olivia Saunders assisted Hatch's Apple Orchard during a transition after owner Elaine Hatch's death during peak bloom. Through visits and technical assistance, she helped the daughter and farmhand identify/manage pests/diseases, enabling a successful season. The farmhand passed his pesticide applicator license exam. Collaboration with state specialist Jeremy Delisle. As a former 4-H'er, the daughter donated apples for 4-H's fair booth apple crisp. Wendy Scribner, as county forester/natural resources specialist, will update the county's forest management plan and handle timber sales. She provides free woodlot visits (10+ acres typically), hosted 22 events (640 participants), assisted 130 landowners, supported 12 NRCS-funded plans (2,620 acres), and referred 12 to private foresters. Referrals yield higher timber sale prices: economic impact \$139,778 additional landowner revenue, \$394,668 forest industry value, \$13,978 municipal taxes. Goals: financial benefits and healthier forests.

Anne covered her programs: statewide SAFE (Safety Awareness in the Food Environment) for food pantries/soup kitchens/volunteers (schools, seniors, nursing homes). Partnership with NH Food Bank since 1993; 113 individuals/141 institutions statewide last year, 67/27 in Carroll. Food Bank requires training every five years; positive feedback from Wolfeboro's Life Ministries (all volunteers trained). Anne announced retirement end of March after 37+ years; statewide responsibilities transition to another Extension staff (not Carroll replacement). New Carroll focus: food safety in animal production/slaughter for un-inspected poultry/rabbit sales. Karen assumes county office administrator role.

The chair thanked Anne for her service. Questions followed: Woodcock on funding cuts (layoffs May/August, 2027 anticipated); shooting program (12 youth, Wolfeboro focus, northward expansion, pistol eventual post-certification). Brown on Berlin program (Fish & Game support, instructor training challenges); NRA support (yes for volunteers). Woodcock on outreach (social media, partnerships); 6-8 Hour Hunger (invite Joy later). Smith thanked Anne, asked Second Amendment curriculum (check, safety focus initial, advanced later; age 8 start, certifications). Contacts provided. Paige on schools (after-school/teacher STEM training).

Review of Third Quarter Numbers

The review of third quarter financial numbers commenced with the commissioners presenting data from provided sheets, focusing on actual figures as of September 30th. They reported that expenses were tracking well on budget across nearly all areas, with no anticipated problems for the remainder of the year, while revenues appeared stable without any major concerns or unexpected issues arising. A representative sought clarification on the total expense figure of approximately \$32.3 million, questioning whether it incorporated the \$6 million from supplemental appropriations.

The administrator confirmed that the supplemental funds, approved in August to integrate former ARPA money into the budget, were indeed included in the totals. Specifically, the majority was captured under capital outlay, with about \$2.1 million expended by September 30th. In response to a query on the nursing home's status, it was affirmed to be on budget without delving into further specifics at that point.

Updating to more recent data, the administrator noted actual expenses as of December 12th stood at roughly \$40.8 million out of a \$49 million total, equating to about 83% utilization. This positioning suggested the likelihood of another surplus by year-end. The chair remarked on the short time remaining in the year, and with no additional questions or drama highlighted, the item concluded without motions or votes, transitioning to other business.

Other Business - Registry of Deeds Request

The discussion on other business opened with a request from the registry of deeds, where the registrar sought approval to use the equipment account for funding a software transition in 2026. Specifically, the request was for up to \$27,500, covering a final quarterly payment of \$6,875 to the current provider in the first quarter, followed by estimated quarterly costs of around \$5,750 to the new system's Bastion product, depending on final data size, which was being refined and appeared smaller than initially anticipated, potentially reducing the expense. The equipment account balance was noted at approximately \$132,000, ensuring no solvency issues.

Clarification was provided that the current contract payment would conclude in December for the prior year, with the first quarter 2026 payment necessary as the full transition was not expected until quarter's end. The total requested mirrored previous annual costs to the outgoing provider. For newer members, the registrar explained the shift from the current land records management system to a new one used by eight other registries in the state, citing a more robust support team and the Bastion feature funded by the equipment account for seamless operations, allowing continued functionality even during county system outages and enabling remote work from home computers.

A motion was made and seconded to approve the \$27,500 for the lands management record system on behalf of the registry. No further discussion occurred, and a roll call vote resulted in unanimous approval from present members, passing 11 to 0.

The registrar confirmed the transition was progressing well, with reduced data duplication likely lowering costs. Inquiries touched on protections against title theft, drawing parallels to recent issues in neighboring states. The registrar detailed public outreach efforts, including workshops, and highlighted enhanced safety measures in the new system, such as restricting image access to require credit card or account verification, while keeping indexes publicly available without additional steps. This approach, modeled after one other county, prioritizes privacy amid daily calls from concerned residents about deed visibility, though it might face initial pushback; openness could be revisited if dissatisfaction arises, but the preference leaned toward requiring in-person or verified access for security.

A representative commended the efforts, and the registrar affirmed the system's increased security through closed-domain firewalls and login requirements, preventing open access exploitation. With no additional questions, the item concluded, transitioning to further business.

Motion: Woodcock moved \$27,500 for Lands Management System.

Seconded: Belcher

Vote:

- Cordelli: Absent
- Taylor: Yes
- Smith: Yes
- Belcher: Yes
- Brown: Yes
- Hamblen: Yes
- Crawford: Absent
- Macdonald: Yes
- Peternel: Absent
- Buco: Absent
- Woodcock: Yes
- Burroughs: Yes
- McAleer: Yes
- Paige: Yes
- Avellani: Yes

Note: Passes 11-0.

Other Business - Executive Committee Budget Review Motion

The discussion under other business included a proposal from the chair for a motion authorizing the executive committee to review the 2026 budget in a manner similar to recent years, explicitly excluding the subcommittee handling outside agencies or nonprofits. A representative promptly made the motion, which was seconded by another.

Brief clarification ensued on the committee's composition, noting prior members and potential adjustments, particularly if substitutions were needed from one side of the aisle, with agreement to handle any changes at the delegation level if required. No extensive debate followed, though the chair affirmed that the executive committee would manage all aspects except the specified subcommittee, and expectations were set for minutes and reports from that group. The clerk then conducted a roll call vote on the motion to have the executive committee review the 2026 budget. The vote resulted in unanimous approval from those present, passing 11 to 0, with several members absent but not affecting the outcome. This concluded the item, paving the way for the committee's involvement in budget scrutiny ahead of final approvals.

Motion: Brown moved for Executive Committee budget review.

Seconded: Smith

Vote:

- Cordelli: Absent
- Taylor: Yes
- Smith: Yes
- Belcher: Yes
- Brown: Yes
- Hamblen: Yes
- Crawford: Absent
- Macdonald: Yes
- Peternel: Absent
- Buco: Absent
- Woodcock: Yes
- Burroughs: Yes
- McAleer: Yes
- Paige: Yes
- Avellani: Yes

Note: Passes 11-0.

Other Business - Hire Delegation Coordinator

Motion

The discussion under other business continued with a proposal from the chair for a second motion, authorizing the executive committee to hire a delegation coordinator. It was noted that a candidate had been identified, but a related transfer request had been delayed for unspecified reasons, necessitating further review. The executive committee planned to enter a non-public session immediately following the meeting to discuss the matter in detail and proceed with the hiring decision.

A motion was made and seconded to grant this authority to the executive committee. Brief clarification confirmed the intent to handle the specifics privately. No extensive debate occurred, and the clerk conducted a roll call vote on the motion to empower the executive committee to hire the delegation coordinator.

The vote resulted in unanimous approval from those present, passing 11 to 0, with several members absent but not impacting the outcome. This item concluded with the understanding that the non-public discussion would address any outstanding elements, wrapping up the segment before recessing the meeting.

Motion: Smith moved to hire coordinator.

Seconded: Woodcock

Vote:

- Cordelli: Absent
- Taylor: Yes
- Smith: Yes
- Belcher: Yes
- Brown: Yes
- Hamblen: Yes
- Crawford: Absent
- Macdonald: Yes
- Peternel: Absent
- Buco: Absent
- Woodcock: Yes
- Burroughs: Yes
- McAleer: Yes
- Paige: Yes
- Avellani: Yes

Note: Passes 11-0.

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Other Business - Projects Discussion

The discussion shifted to recent projects approved by the commissioners, with a representative seeking confirmation on whether items like cameras required further delegation approval. The administrator clarified that funds for such initiatives, including the sheriff's department impound lot construction, had already been appropriated through the earlier supplemental process, eliminating the need for additional votes. No outstanding 2025 projects were pending beyond potential capital plan items like a water tank, ensuring all bases were covered before recessing.

Attention then turned to a software change for financial management, moving from the current system to a new one from a New Hampshire-based provider. The administrator explained that the existing software, adopted a few years ago, failed to deliver promised features such as purchase order and budgeting modules, with unreliable Midwest-based support causing frequent inaccessibility and workflow disruptions. The new system, developed specifically for New Hampshire municipalities, offers local support within driving distance, enabling in-system budgeting instead of manual Excel transfers and implementing a purchase order process for the first time. Approximately 50 other municipalities use it, with the county poised to be the first, including custom-built sections for state revenue administration forms.

Pricing was addressed, noted as comparable to the current setup with only a minor difference, plus a standard \$30,000 implementation fee for data migration applicable to any vendor switch. A participant shared positive experiences from a town already using it, emphasizing satisfaction.

The change was delayed due to high demand for the product, but implementation is targeted for spring. No bidding process occurred, as no other New Hampshire providers offered equivalent robust, state-specific support. With discussions concluded, the chair declared the meeting in recess until further call.

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Recess

The full delegation meeting was recessed until the call of the chair. A brief recess followed before the executive committee convened to process line item transfers.

Motion: None.

Note: None.

Executive Committee Non-Public Session

The executive committee (Smith, Avellani, Macdonald, McAleer) entered non-public session under RSA 91-A:3 II (a)(b).

Motion: Avellani moved to enter non-public session under RSA 91-A:3 II (a) and (b).

Seconded: Smith

Vote:

- Smith: Yes
- Macdonald: Yes
- McAleer: Yes
- Avellani: Yes

Note: None.

Executive Committee Re-Enter Public Session

The executive committee re-entered public session.

Motion: Smith moved to re-enter public session.

Seconded: Avellani

Vote:

- Smith: Yes
- Macdonald: Yes
- McAleer: Yes
- Avellani: Yes

Note: Non-public minutes were not sealed.

Executive Committee - Line Item Transfers - 2025-001 (House of Corrections)

The executive committee reviewed transfer request 2025-001 for \$32,000 in the House of Corrections department. This covers overtime due to staffing shortages, increased meal costs from higher food prices, and HiSET (GED equivalent) instructor expenses.

Motion: Smith moved to approve transfer 2025-001 in the amount of \$32,000.

Seconded: McAleer

Vote:

- Smith: Yes
- Macdonald: Yes
- McAleer: Yes
- Avellani: Yes

Note: Motion passes 4-0.

Executive Committee - Line Item Transfers - 2025-002 (Facilities)

The executive committee reviewed transfer request 2025-002 for \$1,000 in the facilities department. This covers overtime for the administration building custodian who performed extra landscaping work at the nursing home, requiring supervision of inmates.

Motion: Smith moved to approve transfer 2025-002 in the amount of \$1,000.

Seconded: McAleer

Vote:

- Smith: Yes
- Macdonald: Yes
- McAleer: Yes
- Avellani: Yes

Note: Motion passes 4-0.

Executive Committee - Line Item Transfers - 2025-003 (Annex)

The executive committee reviewed transfer request 2025-003 for \$2,000 in the annex utilities. This shifts funds from electric to propane, as the propane line was cut during subcommittee review from \$10,945 to \$7,212, leading to overage.

Motion: Smith moved to approve transfer 2025-003 in the amount of \$2,000.

Seconded: McAleer

Vote:

- Smith: Yes
- Macdonald: Yes
- McAleer: Yes
- Avellani: Yes

Note: Motion passes 4-0. Travel expense mention appears to be a typo on the form.

Executive Committee - Line Item Transfers - 2025-004 (Dietary)

The executive committee reviewed transfer request 2025-004 for \$70,000 in the dietary department, shifting from payroll to cover increased costs.

Motion: Smith moved to approve transfer 2025-004 in the amount of \$70,000.

Seconded: McAleer

Vote:

- Smith: Yes
- Macdonald: Yes
- McAleer: Yes
- Avellani: Yes

Note: Motion passes 4-0.

Executive Committee - Line Item Transfers - 2025-005 (Transportation)

The executive committee reviewed transfer request 2025-005 for \$5,000 in transportation for vehicle maintenance (box truck, county car, vans). Notes new bus acquired; future costs expected to decrease with end of laundry transport; discussion on disposing of box truck.

Motion: Smith moved to approve transfer 2025-005 in the amount of \$5,000.

Seconded: McAleer

Vote:

- Smith: Yes
- Macdonald: Yes
- McAleer: Yes
- Avellani: Yes

Note: Motion passes 4-0.

Executive Committee - Line Item Transfers - 2025-006 (Environmental Services)

The executive committee reviewed transfer request 2025-006 for \$10,000 in environmental services, shifting from electricity to overtime and maintenance.

Motion: Smith moved to approve transfer 2025-006 in the amount of \$10,000.

Seconded: McAleer

Vote:

- Smith: Yes
- Macdonald: Yes
- McAleer: Yes
- Avellani: Yes

Note: Motion passes 4-0.

Executive Committee - Line Item Transfers - 2025-007 (HR)

The executive committee reviewed transfer request 2025-007 for \$14,473.33 in HR for advertising, due to increased use of Indeed for recruitment, yielding better results despite higher costs.

Motion: Smith moved to approve transfer 2025-007 in the amount of \$14,473.33.

Seconded: McAleer

Vote:

- Smith: Yes
- Macdonald: Yes
- McAleer: Yes
- Avellani: Yes

Note: Motion passes 4-0. Form reviewed but unsigned; signed post-meeting.

Executive Committee - Line Item Transfers - 2025-008 (Sheriff's Office)

The executive committee reviewed transfer request 2025-008 for \$68,250 in Sheriff's Office for generator repairs, alarm notifications, and underfunded department-specific software due to late billing (not using 2025 funds for 2024 expenses).

Motion: Smith moved to approve transfer 2025-008 in the amount of \$68,250.

Seconded: McAleer

Vote:

- Smith: Yes
- Macdonald: Yes
- McAleer: Yes
- Avellani: Yes

Note: Motion passes 4-0.

Executive Committee - Line Item Transfers - 2025-009 (IT)

The executive committee reviewed transfer request 2025-009 for \$5,443 in IT for salaries, proactively anticipating end-of-year needs based on projections.

Motion: Smith moved to approve transfer 2025-009 in the amount of \$5,443.

Seconded: McAleer

Vote:

- Smith: Yes
- Macdonald: Yes
- McAleer: Yes
- Avellani: Yes

Note: Motion passes 4-0. Transfers 2025-010 to 2025-012 held pending more information.

Executive Committee - Line Item Transfers - 2025-013 (Nursing Home)

The executive committee reviewed transfer request 2025-013 for \$5,000 in nursing home for oxygen supplies, due to increased number of residents requiring oxygen.

Motion: Smith moved to approve transfer 2025-013 in the amount of \$5,000.

Seconded: McAleer

Vote:

- Smith: Yes
- Macdonald: Yes
- McAleer: Yes
- Avellani: Yes

Note: Motion passes 4-0.

Executive Committee - Other Business - Transfers from Capital Reserves

The executive committee discussed a request to transfer \$74,195.59 from non-capital reserve for accrued benefits payouts to general fund payroll, covering through year-end (commissioners approved; balance ~\$127,000). Notes future reductions due to caps and no buyouts. Also, \$45,660 from capital improvement reserve for elevator repairs (suggested February; balance ~\$262,000). Both to be formalized via transfer forms at next executive committee meeting.

Note: To be addressed at next meeting.

Executive Committee - Planning for Future Meetings

The executive committee discussed timeline for budget review: subcommittee after January 7-8; executive late January (e.g., Friday or Saturday). Final approval in March; first quarter follows 2025 budget. Plan department presentations similar to prior years.

Executive Committee Adjournment

The executive committee adjourned. The full delegation meeting remains in recess until the call of the chair.

Signature page:

(Chair) Representative Lino Avellani

(Vice Chair) Representative Jonathan Smith

(Clerk) Representative John Macdonald

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