

Carroll County Commissioners Meeting

Minutes

March 17, 2010

Commissioners: David Sorensen, Dorothy Solomon, Chip Albee

Public: David Babson, Tina Savage, Wendy Scribner

Meeting called to order at 6:35 pm by Commissioner Sorensen

Nancy Davis, Hale's Location – Budget talks

David presented to Nancy a copy of her budget.

David: Did the person doing the evaluation for Hale's indicate how much it was going to cost?

Nancy: He stated that he was going to send a contract.

David: There is \$4,700.00 in the budget for evaluation, it was less then \$1,000.00 last year. Shouldn't be more then \$4,700.00. We cut back on legal, increased the auditing, and the other question was a laptop. Is there enough money in supplies and equipment for this?

Nancy: Yes, there is and I sent a suggestion to you that we should switch from dial-up to DSL and also switch the long-distance plan. This would result in almost \$400.00 in savings. In speaking with Computer Port he indicated that it would be approximately \$1,100-\$1,200 for the software and Windows 7. Currently I am not able to work on files at home and email it back to the office because it is an older version. The Microsoft Office upgrade would be \$215.00.

Dorothy: How many houses are there in Hale's?

Nancy: The number 135 comes to mind. I sent out the PA-28's and I thought I sent about 135.

Chip: Do we have a census of the place? Does education need to be kept at \$40k?

David: The issue is, if a family moves in with 2 students, that is \$40k right there. It is \$20k per student.

Chip: Are there any houses for sale currently?

Nancy: I'm not sure about that.

David: That figure is lower then last year due to the fact that the two students spend several months in Florida and that fee is reimbursed.

Nancy: I spoke with the family and verified they would be in Florida until late April.

David: That figure needs to stay. There is \$150,000.00 in the CD the only thing on that line is interest.

Nancy: I noticed from the statement we were averaging last year \$60-\$70 per month.

David: It is probably less then \$1,000.00. that won't make a big difference in the budget.

Chip: Do we borrow in anticipation of taxes in Hale's?

David: No.

Chip: What do we have in reserves?

David: About \$150,000.00 in a CD plus what is in the checking account.

David: So, there is enough money for a laptop, you're going to change over to DSL.

Nancy: The only other minor cost might be we need to get a new email address. We are going DSL vs. Cable as we would have to dig a ditch to run the cable adding cost. DSL would be no infrastructure cost to put that in place. It is a bundled package and it is going to be about \$180/month. Right now we are paying 12cents a minute changing plans will reduce it to 6cents a minute. We can get rid of the feature package at \$12/month and just get Caller Id, which is helpful, at \$4/month.

David: Do you have any conferences lined up?

Nancy: The new tax collector's training which is 2 days in Concord and one in Littleton in late April.

David: Were you audited last week?

Nancy: Yes, John Lyford came in. He had a question about the education notice and he was going to follow up on that.

David: Here are the MS22's that have to go in before April 1st. You will need our signature's on those, so if you could mail those back to sign. We will make a copy for the Delegation meeting on Monday and they will approve it then, you don't need to attend the meeting.

David: You're going to get the MS22's done before the end of the month, you're switching over the telephone.

David: Insurance; that came up when the Hale's Association came down here.

Nancy: I had a question for Amy regarding it as it didn't have it's own line item and appeared to be under the legal line item last year and I wasn't sure where it should go. There wasn't an account for it in quick books.

Chip: Do we pay rent to Hale's Association for office space?

David: No, but we have insurance on the items in the office, such as equipment. There is a policy for the office items.

Chip: The Association was talking about liability/personal injury. If you slipped in the parking lot, who pays for that?

David: If you would look into liability insurance for Hale's, check with a couple of companies for quotes. We might start charging for the Sheriff's Dept. for covering Hale's as there is no police coverage up there.

Nancy left the meeting.

Public Meeting called to order by Commissioner Sorensen

Public Input 7:00 pm

David B: 2 issues tonight. One, at the Delegation Meeting Monday, you stated you were splitting the plow truck three ways, between maintenance, farm and sewer. Is that the most efficient way to do it? I know why you are doing it, so the farm doesn't show quite the loss that it is. I'm not convinced that it is split evenly three ways.

David: Well we have to plow out the sewer.

David B.: Then give it to the sewer then.

David: What does the farm have then?

David B: Give it to the sewer and use the backhoe and other trucks for the other departments.

David: What do they use to go to their meetings or when they have to get licenses for pesticides or water licenses.

David B: It might be cheaper to charge it off at 50cents a mile.

David: Are you saying the truck ought to be charged strictly to sewer?

David B: Yes, if you want to make the farm look good and sewer is using it the most.

David: The farm is going to be down \$27k.

David B: We have discussed this once before.

David: We are trying to put the right amount in the right place. This was changed this year and we didn't put it all under maintenance as some day we hope to eliminate that and have a maintenance department.

Chip: When this happens the truck would be charged mostly against maintenance. I agree that if employees are running to Concord to get a pesticide license it would be cheaper to pay them mileage then take that truck.

David B: You budgeted the same this year as last and we should see a reduction with the rates increasing, but we don't.

David: Our revenue has increased, but our expenses probably are the same.

David B: Two, I think the discussion on Monday showed that the taxpayers in the County ought to come up with a definition of an increase in the budget. I asked about 244 and something else and it was more then a 1% increase for the Registry of Deeds. There are several ways you can describe a budget, increase over the proposed budget, increase over the adopted budget, or increase over the money spent. You ought to come up with a standard definition.

David: We did, they are not getting over a 1% increase in wages from last year.

David B: Is that adopted last year or spent last year.

Chip: Illustrated the wage increase.

David B: That's fine, in talking about wages, but you're not talking about the overall budget.

Chip: What I said the other day was "there is a 1% increase in wages this year over last with the exception of a few departments, Sheriff's and the County Attorney."

Chip: There is confusion in the % in wage increase and what the actual % increase in the overall budget, not just wages. We are taking about 2 different things, wages and overall budget.

David B: Wages are not the issue.

Chip: Look at the budget you were given. I never told you there was a 1% increase in the budget total. Wages have a 1% increase, the general budget does not.

David B: Then what is the actual increase over what was adopted in the budget last year?

Chip: It is minus \$15,000.00 and change. We just got the interest payments in our TAN money and that is going to drop by another \$50k. Sandi is doing a bang up job increasing our revenue at the nursing home and Deeds will turn around we are hoping to bring in a lower budget next year.

David: Dorothy, fill us in on the Co-operative Ext. meeting Tuesday night.

Dorothy: Can we accept the minutes first.

Commissioner Solomon moves to accept the minutes of March 10, 2010 with one correction, on page 3, (can't understand what is recorded), David moved to accept, all in favor, so voted.

Commissioner Solomon moves to accept the non-public minutes of March 10, 2010 as corrected, Commissioner Sorensen seconded, all in favor, so voted.

Commissioner Solomon moves to unseal and accept the non-public minutes presented from June 24, 2009 thru December 31, 2009 with some redactions, Commissioner Albee seconded the motion, all in favor, so voted.

David B: What is the story with the young man walking down the street last week?

David: Jason will be here later we will ask him, but the jail does provide coats for inmates released.

Dorothy: At the Co-operative Ext. meeting yesterday we did get the opportunity to talk about the office assistant, no definitive decision has been made as to whether this person would be a UNH or County employee. Strafford and Belknap have both moved those employees to UNH employees. Ann Hamilton reported on working with the inmates and they are very receptive to the food safety course (Serve Safe) and will offer this again. There is a charge for this and the inmates will have to have money in their accounts to participate. Those attending must have a high school diploma or GED. The parenting course has been very successful and she will be offering a course in money management in April.

Chip: We need to know the cost of the books and can it stay in our library.

Chip: We got our TAN interest rate after the last Delegation meeting it is .9% that should reduce our budget by approximately another \$50k. We need to report on current status of the building committee meeting we had. Minutes are not available yet.

Chip: Current state of bids we are sitting with about \$1.2million in contingency and another \$60k for piping and that will get added to the \$1.2million. We were awarded the two energy grants. Included in this number is what was in the design, landscaping, elevator, bricks, windows in bathroom these are back in. We tentatively all agreed that we need to stay \$1million under budget, have options to do designs professionally, but fundraise for specifics. Our priorities are the brick, gardens and tracks and lifts second, and design of the garden fourth priority. The mechanical meeting discussion is when we go to biomass in the old building and pipe it to the new building can we reduce the number of propane boilers we have, we will have 5, 2 in old nursing home and 3 in the new home. Discussion of boilers and grant money and the specifications in which the grant has to be used. Some changes that are being made will need to be re-bid, such as the bricks and the siding.

Will DeWitte, Farm Supervisor

David: In the past the farm crew has been out logging in the woods when the snow is minimal, are there plans to do that? Farm crew did the cutting, not a logger.

Will: Probably not this year due to some things that have come up, such as moving the blueberries, etc. I also want to look at the area with Wendy, because the area that is accessible with the dozer was already done by Allen.

David: There is more though.

Will: We'll take a look at that. From a management point does it make sense to send a whole crew into the woods when I can have them making money doing something else. I

need to put it in perspective on what is the most efficient and cost effective way to do things.

Will: The wood is all cut that Commissioner Albee has been asking about. I talked about starting a campfire wood program, we bagged some wood and I called a contact I know and we have secured a 5,000 bag commitment with this individual to furnish 3 state parks. The price is \$275.00 a bag, conservatively it figures out to be just over \$400.00 a cord.

Chip: Once you get further into this project you can give us a net cost.

David: How many bags do you have done?

Will: Just over 1,100. The 5,000 is for the season and they typically don't need them until just before Memorial Day.

Chip: Do they want it all at once?

Will: No, it is throughout the season. It will be purchased through the State. They bought mulch hay from us last year and we now have an account with them, so we are back in their system. We are utilizing inmate labor to do this and George to supervise them. I also want to look at doing a cost analysis on renting a street sweeper to do the Admin Building and Nursing Home parking lots. It takes almost 3 weeks to sweep these lots and this could be done in 2 days over a weekend with a street sweeper.

David: Allen did have it in the budget for a couple of years to get an attachment for the backhoe, but it wasn't able to accommodate the sweeper.

Chip: How many bags to a cord?

Will: I'm averaging about 150 bags a cord, which comes out to about 33 cords on the 5,000 bags and the gross profit is just shy of \$14k. In the future we will bag these in the winter so it is all ready to go for the summer and hopefully pick up more customers.

Chip: We don't have to limit ourselves to the state, either. I don't want you to over market yourself, but we are buying in wood, so picking up other business would be good.

David: Check with the Forest service on the Kanc they have that one campground in Albany, see if there is any interest there.

Chip: As we do this you need to develop a spreadsheet, cost, mileage, labor and see how much money we are really going to make on this deal.

David: When you have time if you could put together a 5 year plan for the farm, so we can determine where we are going to be at that time.

Chip: I'm not going to ask the nursing home or the jail to do a 5 year plan.

Will: What are you expecting in this 5 year plan? You're not expecting revenues are you?

David: Capital improvements, mostly. Any building projects, logging, etc.

Will: Commissioner Sorensen saw the wood bin we built, if all goes well with the budget we hope to build a few more. I am pleased with the end result. The vehicles are all registered and inspected. We put an agricultural plates put on the GMC, the government plates we don't get charged for and those are good for 5 years. The Agricultural plate has to be registered every year and it cost \$19.00, but we will have a different inspection standard for this vehicle which will save us a lot of money. We had one vehicle we had to put a little bit of money into to pass inspection, but it did pass. I've been working with Rob H. and we are changing some things in the garden. We will be growing additional vegetables this year, tomatoes, peppers, beans, lettuce.

Chip: We had a discussion about putting the cutting across Rt. 28 out to bid, we don't have 20 or 30 days and have to move on this. We thought of calling our current logger to see if he can do this next week.

David: If you could give him a call and see if he can come in and do that for us, it is a small job.

David: Wendy, you have the Ad ready for the paper?

Wendy: Yes, I can send that to Lory and she can put in whatever papers you want. I was planning to send the notice out to 35 loggers who want to get notice of state land sales. This is from a list the Ext. has. I chose those in a reasonable distance around 45 minutes away. This is not a certified logger list, we do have those and they go through a certified logging training program.

Chip: Advertise in the Granite State News and the Conway Daily Sun.

Wendy: I will be listed as the contact and keep track of who is bidding.

David: When will this go out?

Wendy: This week.

David: I checked with the guy that did my blueberries and he is willing to charge \$400/for half a day to come and dig up the plants, put on a trailer of backhoe and replant them. Or we can borrow his equipment and put it on our tractor, which is big and we risk damaging his equipment.

Will: I would like to hire him do it, where he's done it before we might have a less mortality rate on the bushes. We did get an estimate on cost for installing the water line to service the blueberries and vegetables

David: Tina, do you have a place where we can buy hay?

Tina: People that buy are bringing it in from out west or Canada. You contract by tractor trailer loads.

David: How do we know if it is good hay?

Tina: You can ask to have a guaranteed feed analysis. Then you will know what percent of protein and digestibility that load is. Tina will get list of contacts. Cost will depend on how far hay is traveling.

Kyle Fritz, CMC Technologies

Kyle: I have had a conversation with Sandi McKenzie in regards to phone systems and Captain Meyers and what the needs of other departments in the Complex might be. I would like to put together a needs assessment for the County. I have done a brief survey of the buildings and can give you some brief numbers today. You have 3 facilities, 6 separate phone systems, 55 plus phone lines. The County is going to be building a new facility and it is in good proximity to the Admin building and it is a good opportunity to start some inter-connectivity. We specialize in setting up multi-tenant systems, whether it is across a campus or state. I got some costs tonight on what the County is paying and I can start to take a look at those numbers on what a monthly recurring cost would be for a telecommunications plan vs. what you are paying now. If it is a consolidated plan then there would be some infrastructure costs.

Chip: What exactly does your company do, are you a designing company, a hardware company?

Kyle: We are a hardware company a systems integrator and some consulting.

Chip: We need to pick a role for you and have more direction on what our options are.

Kyle: I will put together a general outline on a direction to go.

David: You just do telephones?

Kyle: We do telephones, data networks. I talked with Sandi about surveillance and cameras.

Chip: We are planning a wireless interface. There are going to be 5 buildings to connect.

Kyle: One of the options is a wireless microwave antenna. The best way to connect 2 buildings is to run underground fiber run through PVC piping.

David: Do you need more information?

Kyle: I have some information and I will do an initial assessment for you. After that I would need some direction on how you want to proceed with that. I would assume that you would need to do an RFP at that point.

Chip: We need to get our Tech Committee involved as it has representation from all County departments. Need a list of needs and expectations and come up with a plan. If you can get all the hard data from Paula, Kathy and Jason. Talk with Robin Reade to coordinate the Tech meeting. Need to know the ROI. Where planning on breaking ground April 1st.

Hank Emerson, Skanden Energy

Hank: Introduces himself and his company Skanden Energy.

David: Are these American made?

Hank: No, they are made in Denmark. We are a Maine based company. The owner is a NY based attorney. Chuck Tripp is the installer and builder and has been working on wood boilers for about 30 years. These boilers go from 100kwatts to 3megawatts. Reka is the name of the company in Denmark that makes these boilers.

Chip: We are limited to 2.5million BTU's.

Hank: We have one that size. McGill stated you wanted 700kwatts.

Chip: We are limited in our grant as to the size of the boiler.

Hank does presentation on biomass boilers, slides handed out.

Hank: Boiler on moving floor so fuel burns better, easier then a woodstove to clean. Drawing of boilers and discussion of how they work. It takes about an hour or two to clean and the boiler does not have to be shut down. Skanden can supply the building to house the boiler. Skanden would use the contractors that are here to install the boilers.

David: Are any of the parts in the boiler made in the US?

Hank: The air compressor is made in the US.

David: What is the availability of these boilers can they be installed within a couple of weeks?

Hank: It would be more like 3 or 4 months and they take a while to install.

David: What's the cost of the biggest boiler you have?

Hank: I don't have that information with me but I can get back to you on that.

Chip: Wait on that because we are going to be putting out an RFP. We may want to look at a heating boiler and a hot water boiler, the hot water output is constant.

David B: Where do you purchase chips that are 30%-50% moisture?

Hank: You can get them right here in Madison. They are about \$66.00 a ton. The range is from \$32.00 to \$70.00 depending on the quality.

David B: Are the boilers installed in the Maine schools up and running.

Hank: Not yet, they will be soon.

David B: What size building do you need for the boiler?

Hank: It doesn't need to be much bigger then the boiler. It does need to be 2x the length. They don't have to have a sprinkler system. There is a dousing apparatus with the boiler. You need a reinforced concrete floor.

Chip: We will have another meeting with McGill to tighten up the design and then put it out for RFP.

Jason Johnson, DOC

1. Current population is 50 in house, 1 weekender, 3 transfers, 2 electronic monitor, and 18 on pre-trial release for a total population of 74.
2. Total number of admitted inmates for the week was 15 (9 repeaters) and total number of released inmates for the week was 20.
 - Repeater Charges:
 - 1) 3 in for warrants
 - 2) 1 in for operating after suspension
 - 3) 1 in for theft by unauthorized taking
 - 4) 1 in for simple assault, obstructing the report of a crime, and criminal threatening, breach of bail conditions
 - 5) 1 in for unlawful possession of alcohol, loitering, criminal trespass and shoplifting.
 - 6) 1 in for DWI 2nd
 - 7) 1 in for control drug act
3. Farm has been taking out an average of 4 inmates a day. They have nine available.
4. Captain Fowler returned from training in Texas and it far exceeded his expectations. He has been asked to sit on a leadership development committee sponsored by the American Jail Association.
5. DSI will be in next week to conduct their system upgrade. Training for staff will be conducted Monday through Thursday next week. Training will be in three hour blocks of time.
6. We are currently reviewing and revising policies. Please review the updated policies for approval. Captain Fowler and I met with Dave Tower, CEO Huggins Hospital to discuss hospital policy as it relates to inmates, they will mimic our policy. We will tour the new hospital in the near future.
7. Went to Cheshire County DOC last Friday for the Superintendents meeting. They are having an Open House on Sunday, April 11th at 1pm. Supt. Omera announced that Commissioner Toumpas is attempting to set up meetings with the County Commissioners and/or Administrators to talk about budget issues as it relates to the DHHS.

Chip: We need to start to inform the area police the amount of service being performed by the jail, that normally they would be doing themselves.

8. Found out last week we will not be receiving the grant through the Dept. of Juvenile Justice. I will need to inform the Delegation on Monday to reduce the overall budget by \$10,000.00.

Chip: The revenue is going down \$10k and the expense going down \$10k, so a change of net zero.

Jason: Correct.

Chip: I will inform them of the revenue changes that you told Kathy G. about.

9. We will have our second audit on Friday from the Dept. of Juvenile Justice to ensure compliance with the Juvenile Justice Delinquency Act.

Jason: I was approached by one of the LADC today to provide services directly to the County instead of going through Joe Kilcullen. We don't have an official contract with him and he charges us \$65.00/hour. His bills range from anywhere between \$4k to \$7k. This person will come in and provide the same level of service for \$40/hour.

David: What other service does he provide?

Jason: He provides substance abuse and anger management.

Chip: Work with Robin R. to set up what you need to do in working with this person.

Go to the AA website and check out their re-entry program it has some good information.

Jason: We are going to work with Rob to utilize the nursing home kitchen after hours and save \$2,000 for equipment.

Discussion of the Serve Safe program.

Jason: The books are \$60 or \$70 and the certificate is on the back of the book.

Supt. Cunningham from Sullivan is working with a re-entry consultant and we volunteered as a test site and train our staff on re-entry and UNH will collect all the data and help build policy for programs.

Chip: Look into the issue with the inmate released without a jacket.

Public Input

David B.: Why would you let a kid out of that facility without a jacket? He had on a T-shirt and pants.

Jason: I will address that with my staff.

David B.: Grant for \$20k, expenses for \$10k, then we will break even.

Chip: It was in the budget for \$10k.

David: The original grant was \$20k and the state was going to decrease it by a certain percentage.

David B.: Is the CMC gentlemen going to look at cell phones?

David: Yes, he will.

David B.: Question why presentation done with kilowatts vs. BTU's

Tina: Was there any discussion on the Administrative Assistant? I want to get this started and if it is a County employee this can be done sooner. Starting salary would be \$12.00/hr. We compared the two and I have a \$7,000. difference. UNH benefits cost 46% (\$11,481.60) of total salary at 37.5hours a week. County is a 40 hour week. \$16,701.00 total benefit cost. I want to move the process forward.

David B: This is to start, but in a few years this person will starting moving up the UNH pay scale. Discussion of the wages. You also have more control if it is a County employee.

Tina: Has a decision been made about the space in the old nursing home.

David: We need to look at that. We will get back to you soon on that.

Commissioner Albee made motion to go into non-public session pursuant to RSA91A; 3 for personnel. Motion seconded by Commissioner Sorensen. Commissioners Solomon, Albee, and Sorensen in favor. So voted.