

Carroll County Commissioners Meeting

Minutes

November 16, 2010

Commissioners Present: Chip Albee, David Sorensen, Dorothy Solomon

Public: Daymond Steer, Maureen Spencer, Henry Spencer, Asha Kenney.

Meeting called to order at 8:15 am by Commissioner Sorensen

Public Input

1. Kenney: Asks when the budget season started.

2. Com. Sorensen: It started about 3 weeks ago. The department heads come in with their proposed budget. We sent out a notice to all department heads to keep it to 1% increase not including the health care costs. The Commissioners will then make changes to whatever criteria we have.

Minutes

Corrections: Page 1, reports, 7 lines down, change anterior to interior.
Page 3, Conley, #14, cost OF ammunition.

MOTION: Commissioner Solomon moves to approve the minutes of 11/10/10 as corrected.
Commissioner Albee seconds this motion. So voted.

Reports

1. Com. Albee: Building meeting was held this morning with EGA and BPS. Things are moving right along. Windows are starting to be put in today. Framing continues. Some roof trussing in the middle of the building continues. Insulation on the east wing has started. In two weeks, brick and siding will be put up on one section. Randy Remick is going through the budget with Kathy Garry right now to see how we are standing. It appears as though we are well in excess of \$2 million under. Currently, we need to make some decisions with regard to landscaping which we will discuss over the next few weeks. There is a \$200,000 line item for landscaping, whether we want to put that out to the 501C3 for fundraising opportunities should be discussed. There is a \$25,000 line item for designing a garden specific for Alzheimer's patients. There is an RFP that is going to be created for that. BPS will be here on the 1st of December for a meeting with the Commissioners at which point an RFP will have been created for the old nursing home building. The generator is now in.

Maria Gonzalez, Commissioning

1. Maria: We had a hard time getting people to respond to our advertisement for the commissioning services, but we did finally get three proposals. From my discussions with you and BPS, it looks like there were two proposals they we were not pleased with. That leaves Rist-Frost-Shumway out of Laconia.

2. Com. Albee: I know why SMRT has gone off the list because we are probably going to sue them because of their involvement with the jail. What about John Penney?

3. Maria: BPS has worked with John Penney in a commissioning capacity and it did not go well at all. It was a fight all the way. It was a school project and the school was not happy with him at all. It sounded like it was a lot of scheduling issues, him not being responsive, him not responding to subs and just not working with the team which in this capacity, you really need someone to work with the team. That leaves Rist-Frost-Shumway who were the highest bid, but what I would like to do is work with them on getting the bid down. They have included 35 site visits. I think that's a little bit high. I would like to have a conversation with them and see if we reduce that scope a little bit. They are at \$68,000 .

4. Com. Albee: We have a \$50,000 line item in the budget, so we need to stay within that \$50,000.

5. Maria: I think that would be doable for them. I think that with Rist-Frost-Shumway being the preferred commissioning agent at this point, we should give them another chance.

6. Com. Albee: Do you think you can get that done my next week?

7. Maria: I think so. I think they will be pretty responsive to me.

8. Com. Albee: Randy Remick mentioned that he is really not comfortable trying to put out an RFP or gather up a designer for the landscape gardens. I am not sure if that was part of your package.

9. Maria: I will have to check on that. I don't think it was included.

10. Com. Albee: If landscaping and particularly the landscape design for the garden was not in that, then we need to put that out on the street. We are looking at the landscaping as a probable fundraising opportunity. We just need the design. The other big item that needs to get packaged up in the next 6 weeks is furnishings.

11. Maria: Everything has been pretty much decided on. I will talk to interiors and see exactly where they are in that process.

New plants and moving of existing plants to new gardens were discussed.

Sandi McKenzie, Paula Coates - MVNH, approval of new equipment

1. Paula: Quotes for 12 new computers. Dell \$15,266.00. HP \$12,852.00. Cybertron

\$12,600.00. Installation for 12 computers done by Cybertron will be \$3,600.00.

MOTION: Commissioner Albee moves to purchase 12 computers and installation done by Cybertron for \$16,200.00. Commissioner Sorensen seconds this motion. So voted.

2. Sandi: Dietary Department needs a new food processor. Five quotes were received. The best price is a Robot Coupe R301 Ultra Food Processor from Wasserstrom for \$1,282.20 with shipping included.

MOTION: Commissioner Solomon moves to purchase the Robot Coupe R301 Ultra Food Processor from Wasserstrom for \$1,282.20. Commissioner Sorensen seconds this motion. So voted.

3. Sandi: We need a portable rehab mat table. We have needs for treating for residents in an additional area and we have created an area in the activity department for this. This table would also move to the new facility. Sammons Preston price is \$608.10, including freight. Direct Supply was \$804.00. McKesson was \$825.00. We are suggesting we purchase the portable mat from Sammons Preston.

MOTION: Commissioner Albee moves to purchase a portable rehab mat table from Sammons Preston for \$608.10. Commissioner Solomon seconds this motion. So voted.

Budget Changes

1. Paula: There is a change in maintenance. We have two additional employees. They won't start until April of 2011 for the new nursing home. The line items of salary and insurance has increased.

Jason Johnson, Mike Fowler, Jail/HOC

1. Jason: We have done some revisions in the budget. We took quite a few things out. We moved some of the expenditures, as far as the building goes, to the capital expense. Line item 082, we have moved \$53,828.00 into the capital improvement budget. So that line item is \$18,000.00. We were requesting five new hires and we have dropped that down to two. I would like to have it on the table that if it appears that our budget is going to be coming under in the later part of the year, I would like to ask the Delegation if I can take whatever surplus there is and bring an additional two officers in later in the year. We also haven't replaced Cheryl's position yet and if there is any surplus from this year, I would like to bring in a new person this year. This is a full-time position. She was a correctional officer.

2. Mike: We have also made some changes in the training schedules. We are trying to do more training on shift, so the overtime budget will be reduced.

3. Jason: Cameras and five monitors replacement, recommendation by Tri-State Fire. Line item 080, care of grounds increased. We have budgeted 1200 a month for snow removal and then we averaged a monthly cost of \$188.00 for the incinerator and \$13.30 for cardboard.

Report

1. Jason: 52 in house, 3 on electronic monitoring, 13 on pre-trial release, admitted 13, 4 repeaters, released 15: total population of 76.

Will Dewitte, Farm

1. Com. Albee: I had asked Kathy Garry to reconcile the numbers for maintenance and farm against the expense numbers in each department and I was coming up with a shortfall of \$85,000; meaning that we are charging the departments \$85,000 more than what we are crediting the farm and maintenance. Page 12, Line 080 - Administration building: Care of grounds is \$23,500. For the jail, Line 080: Care of grounds is \$6,000 with another \$3,000 on maintenance labor.

2. Kathy: I can run a detail of all care grounds actual and then you can see what is being done.

Kathy provided a detail and discussion was had regarding the numbers.

Kathy Garry, Business Office and Commissioners

1. Kathy: I had mentioned to you about the NACO county marketing program that was available to us at no cost. I spoke with Rockingham County because the company said they were working with them. They had their attorneys review all the documents, they had Primex review all the documents, and they are going to forward that. They sent me their addendum to the contract. I think it is something that we should go forward with. It will take time to do this and it's to market the county, not just county government. We will have a link to this on our website.

I reviewed the adjustments from the Sheriff department. They are adjusting their revenue to what the actual was in 2009 for 2011 budget. Do you want to go through each department on the budget?

2. Com. Sorensen: What is the bottom line?

3. Kathy: The budget is up \$3.1 million. The nursing home payment is in there which is \$2 million of the 3.1. The capital expenditure new department is in there at \$203,000. Medical insurance is \$206,000. The new IT line that we created for the various departments is \$63,000. With taking those things out, the actual budget is up \$686,000 over the proposed, so that's up 2.9%. I did not put in a budget for the old nursing home for the end of next year for heat and electricity. We used have a budget for what we called the Annex building and it basically had heat, electricity and cleaning, so it was a small budget line item. I could reincorporate for the old nursing home.

Report

1. Com. Solomon: I have been in touch with the Secretary of State's office regarding Hale's Location. Hale's is going to lose their ability to vote in Conway. I finally spoke with

David Scanlon and he said he doesn't see a problem with Hale's voters voting at the Location, but he thinks it is going to have to be a legislative process. I have advised Hale's board to get in touch with their representatives and see that somebody put in for this change. I have also advised them that if they do this, they are going to need to have people manning the voting on election day as well as having Selectmen at the polling place. They have to get a moderator and a clerk. They need two ballot clerks and at least two people to do the checklist and everybody should get paid.

2. Com. Albee: This brings up another revenue issue. I think you will need to put \$15,000 down on revenue line in our budget to charge Hale's for Commissioner's work.

Public Input

1. Maureen: Asks if the maintenance position has been posted.

2. Robin Reade: It will be posted on our website and will be going into several papers this upcoming week.

3. Asha: Asks what the actual operational budget for the nursing home.

4. Com. Sorensen: \$11,339,434.00.

MOTION: Commissioner Albee makes a motion to go into non-public session for the purpose personnel issues. Commissioner Sorensen seconds this motion. So voted.

Meeting adjourned at 11:28 a.m.

April Carpenter, Recording Secretary