

**Carroll County Commissioners' Meeting
Minutes
November 29, 2011**

Commissioners Present: David Sorensen, Dorothy Solomon, Asha Kenney.

Representatives: David Babson.

Public: Steve Brown, Ed Comeau, Daymond Steer.

Commissioner Sorensen called the meeting to order at 9:10 a.m.

Public Input:

Ed Comeau: There was a budget meeting yesterday for the Jail, and I was wondering if minutes could be taken when you have subcommittee meetings, so that the public is aware of what goes on in the meeting.

Commissioner Sorensen: That is not a question for me that would be up to the Delegation.

Representative Babson: We have not taken any minutes in the past. Ed and I discussed this yesterday. You can't take minutes and be concentrating on what you're doing at the same time. We do not have a secretary. If you were not going to use the video, then minutes probably should have been taken.

Ed: It is a concern of the public that we are supposed to have an open democracy and without minutes, the people get suspicious. With a budget of 3.4 million dollars, I think the public would like to know what happens at these meetings.

Commissioner Sorensen: It will all come out at the Public Meeting on 12/12/11 to be held at the Nursing Home. That is when the public gets involved. These sessions held with the subcommittee are really work sessions to look over the budget, and every department will be reviewed by a subcommittee. That is separate from what the Commissioners put in for the budget. That is the time when the public gets to ask questions. Not necessarily questions from the Delegation; that will occur at the end of January or into February 2012.

Ed: When you observe the Delegation meetings, there seems to be a disconnect between what goes on in the County at the subcommittee and when the Delegation meeting occurs. Part of this is that if minutes were taken, at minimum, the Delegates could read the minutes so that they are aware of what is going on. What I see as an observation is that the Delegates are coming in to a meeting and they are completely unaware of what is going on every Wednesday, every subcommittee meeting, etc. There needs to be better communication in order to make the Commissioners' function easier.

Commissioner Sorensen: The Board of Commissioners has no control over that. However, I think you are correct. There needs to be better communication between the subcommittees and the Delegations. I have spoken with the Chairman of the Delegation and she is planning to speak with the Chairman of each subcommittee, who should know what they are responsible for and play a stronger role coming in with their recommendation. If their recommendations are less than what the Commissioners are, then we will dispute the issue(s) and give our reasons for it.

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Ed: A lot of town taxes are increasing. In Brookfield, ours is going up and we have to cut the Brookfield side of services, in order to account for two things; the County and Schools. When there are no minutes taken you lose confidence in how the County is being run, the towns are wondering where's the minutes? where is the oversight?

Representative Babson: I am not sure I agree with Ed because his video is much more genuine than the minutes taken by someone who is trying to run the meeting. Is there money and personnel available for someone to come to these work sessions and take minutes?. Commissioner Sorensen: That is a question for the Delegation. They have a budget for what they do at the County level.

Steve Brown: Not everyone has the internet, so not everyone can see Ed's videos. To follow up on what Ed said, we need to make the Delegation more aware. Isn't there an RSA that mandates that public meetings have minutes taken?

Commissioner Sorensen: I would suggest that when the Delegation meets on 2/12/11, under public input, you say exactly what you just said.

Representative Babson: I have been coming here for 16 or 17 years, and we have been buying computers in the departments time and time again. Now that Cybertron is here telling us that we need to get into a rotation program, what happens to these computers? Never once at any meeting have I heard that these computers were for sale, only that they go to the nursing home for residents to play games on. I would like to know and am asking the Commissioners to find out where they go.

John Rich: The computers we retired from the last year were at the minimum six years old and the bulk of them 10 years old, so they are literally no use to the county itself. We have tried to re-implemented these for the residents. We had three donated by the Jail, to the nurses at the nursing home. We do recycle them. No computer in the last year has actually left the premise

Representative Babson: A few weeks ago, Stephenie came in and talked about DEAS \$700,000.00 line item. Please refer to www.governmentoversite.com

Steve Brown: Did we come up with the money for the truck? Commissioner Sorensen: No, we have not. We have ordered the truck, and it should be here within two weeks. The Delegation said, to take it out of the budget. We don't know where there will be money left over, when we find out where that is, we will take the money for the truck out of the budget for 2011. The truck will be paid when it is delivered.

Discussion Budget 2012

Commissioner Sorensen: There have been many changes in our budget. We have to have this finalized and into the state December 1, 2011. We have had meetings with the subcommittees of the Jail and the Nursing Home. Those budgets are fairly well along, there still may be some changes. The last figure I have, as of this morning, is that our expenses were up 5.1%. You are aware that the Delegation wants our expenses be at 1%. If we take that 5.1% and subtract the revenue from what the different agencies have brought in, that is the figure we will look at comparing it to the 1%.. The Commissioners will have to look at everyone's' budget to try to get it down to 1%. if we don't the Delegation will do it for us. That is a decision that the three Commissioners will have to make. The bottom line is 5.1% total for the whole complex.

Some budgets are up and some are down. I will say that some of the budgets will go down if you put in for raises for the employees at the County level. The recommendation from the Commissioners' is that everybody gets \$.30 Cents per hour increase. That is a little over 1% if you base it on a \$14.00 or

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\$15.00 per hour wage. The Delegation may change it. It may go up or go down. We don't know what is going to happen to that.

Clothing Allowance

There is a policy in effect that county employees would receive a reimbursement for clothing allowance. This came about because of the union contracts. The previous Board of Commissioners approved a \$125.00 clothing allowance for all county employees. It is not fair, some employees put in for it, and some do not even though they could. The Commissioners have agreed that not all non-union employees will be reimbursed the \$125.00, unless they are required to wear a uniform of some type. If they are in civilian clothes, they will not be reimbursed. If they have to wear a uniform, then they will be reimbursed. This will go into effect January 1, 2012.

Union Contracts

Right now, we have no union contracts with the nursing home or the jail. Our next meeting with the Union will be 12/08/11. As the Negotiator for the County, I tried to convince them that if we got our contracts in early enough it could be put into our budget and would know exactly what our budget would be. Since they didn't do that, after we negotiate and come up with an agreement, we still we have to support that, but it is more difficult to do it when it is done outside of our budget. It is looked at differently as far as the union contract is concerned. There are many changes that we are looking at in the union contract both in the jail and the nursing home. The union contract for the Sheriff's Department is in effect until next year.

Ann: I want to clarify that you are saying that all county employees had a clothing allowance, it is now down to all employees who wear uniforms. Commissioner Sorensen: Correct, effective January 1, 2012

Ann: When you are talking labor negotiations, you are saying county employees across the board will receive \$.30 Cents an hour. When you get into negotiations these people, get other perks those others departments do not get through their union contracts. in addition, I think it is unfair for you to put a straight line across everything. I, for one, am tired of trying to working in an atmosphere where I put in for something, and it gets cut, supposedly to cover the increase in insurance and other things that have gone up and it doesn't, their pay has gone down for the second year in a row. I have asked for a \$.50 Cent raise and you are telling me that it will be cut down \$.20. Cents.

I would like to know, finally, who is eligible for lunch? My employees were told by the Delegation, three or four years ago, that no one is to get free lunch, you buy it. I see people coming and going with lunch. Some things need to be leveled here. When you are talking about departments who don't have any labor or negotiation on their behalf, there should be some leeway to compensate these people. They have to wear clothes to work.

Commissioner Sorensen: Thank You Ann for your input. You have an opportunity to talk with the Delegation about any changes that you are in disagreement with what the Commissioners have done. The time to bring this up is at the Delegation meeting. .

Policy

As you are aware, the Commissioners passed a policy that if any department anticipates going over \$1000.00 within a line that they come to the Commissioners with a reason for it going over, and that it would be transferred out of another line item within that department. That was a bill that was presented in Concord. I tried to offset that and get it back to local level so that we can approve it versus the Delegation

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having to approve it. If that bill passes, we will have to go to the Delegation to transfer from one line item to another. Right now if we go into a department like the County Attorneys, that needs money, we have to go to the Delegation to get it out of dietary or out of the nursing home, any transfer of money that way. The Law says you may be required, and the Delegation, in the past, has made that a requirement.

Annual Reports

Commissioner Sorensen stated that all Department Heads must submit their annual reports to the Commissioners by January 31, 2012. Our budgets will not be completed by then, because they do not close out until the middle of February. We are not going to hold up our annual report for the auditing. Last year we published it without the audit. We need to get it out in February to the Selectman.

Evaluations:

Some departments are not evaluating their staff. Our goal for next year is that we evaluate every county employee that works in the complex. I would request that we review the form so that it can be utilized across the board. I am suggesting that two people do the evaluation, because sometimes there is a conflict between the supervisor and the employee, therefore, I want it to go to another level. I want the employee, who is being evaluated, to sign off on the evaluation, stating that he/she may not agree with it, but have seen the evaluation and know what the deficiencies are and the areas they need to work on. I would assume that the evaluations would be done on the anniversary date of hire. They need to be reviewed by the Commissioners.

Items – The Delegation has said that we should take out of our budgets items that we have no control over. We have very little control over six items, which are.

1. Insurance for our building and liability. It has increased considerably this year. We are going to look at that increase, and take that one out. We have no control over it.
2. DEAS is up by \$700,000.00. That is the state's responsibility; they went through their process and said that is an increase that we have to come up with this year. Will take that out of the 1% increase
3. Retirement increased considerably.
4. Unemployment went up considerably
5. Workman's Compensation went up considerably.
6. Ossipee Taxes – we have no control over taxes. that should be taken out of the 1%

Once we take those six items out, we should be close to 1% or lower.

That does not mean that our tax increase to the taxpayers of Carroll County is going to be 1%. If you recall, last year, in order to balance the budget, we had to take out 2.5 million dollars. That has to be made up in this tax year. Whenever we take money out, we have to put it back. Our anticipation, of increased taxes to make up that amount is a 17%% increase even if we stay at a 1% level as far as our expenses this year. As Commissioners, we try to do the best we can, be fair as much as possible, and are aware that there are still some areas that we need to improve upon.

Do the other two Commissioners have any comments?

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Commissioner Solomon: The only thing I would comment on, with regard to evaluations, I would like to see peer review as part of the evaluation process.

Commissioner Kenney: The only thing I would want to say is that Federal employees have had a pay freeze for several years. Just keep that in mind.

Commissioner Sorensen: We will be putting on an OLLI Program, for people 50 years or older. They pay annual dues of \$35.00 a year. They can attend courses and may have to pay \$5.00 + for some events. We, as Commissioners were invited to put on a presentation on Local County Government It has not, been approved yet, but I think it will be. There will be three sessions in January, on Tuesday mornings from 9:30 am to 11 a m held at the Technical Center in Conway. If that were successful, we would want to be offering that same information here at the complex or maybe in Wolfeboro. ,

Commissioner Solomon: We will also be at a presentation put on by the Mt Washington Council. At that event, there will be representatives from the first District.

Representative Babson: We have to work with what we spent over nine months. Wouldn't it be easier to have our fiscal year start July 1, so that Kathy can get all her bills in by February and then you are working with what you budgeted and actually working on what you?

Discussion ensued. Kathy Garry stated that we could find out what other counties have done to arrive at a fiscal year starting July 1. Please refer to www.governmentoversite.com

Health Insurance

Commissioner Sorensen: We are getting bids in for health insurance. This is a sore subject; Representative McConky is heading up a sub-committee on insurance. The quote(s) that I have heard, because Primex is dropping our health insurance, are one at 24% and the other at 10%. We have a \$1,000.00 deductible that the County is picking up. I hope that the subcommittee will come up with a recommendation.

Steven Brown: I did not hear that Fuel was on the list of items out of our control. Commissioner Sorensen: Correct, we will have to look into that.

Pellet Boilers

Commissioner Sorensen: The Town of Tuftonboro has saved up to 50% having a pellet furnace in their facility. We have had some difficulties in getting our facilities ready for the boilers. Right now, it will probably be mid-January before we can get that functioning and start reducing our heating costs.

As you know, the estimate came in at \$300,000 to redo that room, put the pellet boilers it and connect it up to our other furnaces, connect it up to the line that goes from the old nursing home to the new nursing home. That had to be put out for bid because we received Federal dollars for the heating pipes and the furnaces. The RFP has gone out and is due back by December 9, 2011.

Commissioner Sorensen: Next, we will be looking at the Proposed Cybertron Contract. Any one who has IT in their department is welcome to stay. Our initial contract with Cybertron is up in July 2012. Commissioner Kenney informed Commissioner Sorensen that the initial contract with Cybertron is up in March, 2012. In some cases it has added to our budget and in some cases, it has not. We need to look at that very closely and see where the priorities are. We also know that the County Attorney's Office is getting computers. Depending on what John has to say this morning will affect whether or not we go out f

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or re-bidding.. I know that the Sheriff's Department is going to be added on to Cybertron. It has been proposed but we will have to talk with the Sheriff'.

John Rich – Cybertron Proposed Capital Improvement Plan distributed to Commissioners

John: What you have in front of you is two separate items here. In summary for this coming budget year, I am proposing to replace the main network controller and email system, here in the Administration Building, which covers all the departments here with the exception of the Registry. That server is in dire need of replacement, and we are trying to limp it along until we can get this. We are also proposing to replace the County Attorney's server. Again they are under powered, but the bigger critical issue with the County Attorney, is that do not have adequate space to store their information. We are trying to cycle out the remaining PC's purchased in 2003. Commissioner Sorensen: Is your bottom line for 2012 for this building, \$19,195.00. John: that is for the email server itself, and the County Attorneys server is another \$5,800.00

In 2013, we are looking at replacing the Business Officer server and also the Nursing Home's main controller and email server. That server was put in 2004, it is underpowered for what they are doing, but it is stable, doing the job, albeit very slowly. Again, we are trying to cycle out any PC's that are six years or older.

Commissioner Sorensen: You are talking about total for 2012 is \$26,535.40. John: Correct

One of the other things, we discovered, is that no one has taken responsibility to ensure that the Ant-Virus Software in the Administration Building is renewed. The renewal is due in December, and has already been purchased, so that it does not lapse. The cost of which is \$600.00. We now have that in our plan so that it renews on an annual basis.

In 2014, we are now getting around to the Jail. When we did their upgrade a few years ago, we upgraded hardware, but reused their existing software to contain costs. It will be time for them to update the software to current standards. We will not replace the hardware, as it will still be adequate for their needs.

On the final page of this section, I sat down with my team to discuss ways of using new technologies. One the technologies has become very affordable in the past few years, it is call virtualization. In a nutshell, you take one high-powered server hardware box and you can electronically make it operate more than one software server. So to the network it looks like you have several servers running even though they are all on one piece of physical equipment.

What we found was that if we can budget another \$500.00 in the 2012 calendar year, we could save the County almost \$6,000.00 over a two-year period. What that does is get the Business Office server replaced in 2012. The savings would be in buying one high-powered server rather than a couple of servers, one for emails and a separate one for the County Attorney We would combine that money to add a little extra to get the power we need and reducing the overall cost in a two-year period. We would be accomplishing what we had set out to do ahead of schedule for less money.

What we would have to happen is that the County Attorney would have to give up physical control of his server, which resides in his office. It would be moved into the server cage, which is locked and secured and have controlled access. He agreed to that if we could save his department and the County money.

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You have our proposed contract for the coming year. Summarized by combining the Sheriff's contract with the rest of the County contract we can reduce the overall cost to the County by \$9,000.00 in the actual contract itself, and we are willing to absorb the cost of replacing PC's throughout the County which could add up to \$2,000.00 for the County. Please refer to www.governmentoversite.com

Commissioner Sorensen: Sheriff Conley do you have any comments on Cybertron doing the Sheriff's computer. Sheriff Conley: We are very receptive to that, but I haven't done a detailed contract with him to add to this as far as our diagram. I would like to see that and sit down with Mr. Rich.

Commissioner Sorensen: What kind of agreement has been made with Cybertron to do Capt. Meyers work. Sheriff Conley: We made a tentative agreement to the end of the year for \$4,500.00 a month.

Commissioner Sorensen: Tom, are you satisfied with Cybertron's work?

Attorney Dewhurst: Commissioners, as Mr. Rich said I don't have any problem as long as the security aspect of the emails, which he has assured me, will be accomplished in this unified plan. My concern is for the cost allocation to the County Attorney's office because so much of our budget is now focused on the new program and software that will be implemented. I was not aware that the allocation would be \$8988.00 towards our department on this new aspect of the server, and I don't know if this has a place in the budget, if we are going to use the \$8500.00 that was allocated for last year. We put in our IT line item \$13,400,00 which adds another \$5000 to that, so we would be short on that aspect. The \$8500.00 that is allocated to the services that are provided to our offices, needs to be adjusted if this plan is going to be implemented. I don't we are going to need \$8500.00 for services if this is the type of implementation we are going to get. My preference would be that the County Attorney's office, and I can't speak for other departments, that we need this addressed for what we need for IT support. We have different needs as do other departments. It is hard for me to give an opinion until I know how it will all come together. These are some of the unresolved matters.

Commissioner Sorensen: I think we need assistance from the IT Committee, as I am not well-versed on computers. I do not know if this is a good or bad contract. We have some time, but we need to get this into our budget. The IT Committee is made up with representation of different departments. Once they meet, we will sit down with department heads, elected officials and Cybertron.

Kathy Garry: We are talking about two things; the capital equipment expenditures with the virtual server for 2012 is \$24,999.00, and now we are talking about maintenance. Last year we set up that capital expenditures section in the budget for specific years, not for maintenance contracts for IT. I am wondering if we should have that capital amount under the capital expenditures for IT, because that is not for every year, where maintenance or service is going to be every year. It could be broken out by departments, as we did last year, under the IT section. For future budgeting, it is going to get confusing. If we do go with Cybertron, I would ask that it not be mixed in with the capital expenditures.

Discussion ensued. Refer to www.governmentoversite.com

Commissioner Sorensen: Any contracts that are signed, need to come through the Commissioners. we need to be aware of it, review it, and sign it. It may come to the Commissioners as a recommendation from the IT Committee.

Commissioner Sorensen: I am not sure what we are going to be putting in our budget for next year. It looks to me like we have to put in over \$120,000 for 2012. This contract is good for one year but it is noted that it can be for two years at the same cost.

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Commissioner Kenney: This maintenance is strictly maintenance. If we need supplies you do not pay for that?. John: We supply labor and any repairs needed. Supplies, such as ink toner is not covered.

Commissioner Sorensen: We need to notify the public, that we took some action to approve \$10,000.00 for the jail to purchase the Sallie Doors.

Police Departments K-9 Training

Commissioner Sorensen: Welcomed Officer Matthew Tyler, Freedom Police Department, Sgt. Joseph Duschesne, Ossipee Police Department and Officer Jim O'Brien, Wolfeboro Police Department. These Officers are here to discuss the possible use of the old nursing home for K-9 training.

Sgt Duschene: We are all K-9 handlers in the County and are look for a place during the winter to do K-9 training and get out of the cold weather. We didn't know what was going on with the old nursing home. We spoke with Bob Murray and Sandi McKenzie, and they were fine with it.

We teach our dogs to do many things, ideally we are looking at doing room searches. The old nursing home is a perfect layout for this, and if there is ever a situation, the dogs actually go and check each of the doors. We train every Tuesday, it may not be every week. We all train together.

Commissioner Sorensen: Will you be using just one wing? Officer Tyler: We would be happy with just one wing and would leave it as we found it. It is not necessary for the building to have heat and lights. Obviously if the lights and heat were on, it would be a plus, but not a necessity.

Commissioner Kenney: How long do you expect to be there. Sgt Duschane: Basically an hour or two, Will depend on a situation, but it will vary. If someone else is working there, we can work around that. Commissioner Sorensen: How many dogs do you have. Officer O'Brien: No more than five. If Moultonborough or the Sheriff's Department handlers would like to join us that would be possible. There may be an occasion where Fish and Game would be included. Again, usually no more than five, unless we decided to do a training day but if we were to do that, we would ask the Commissioners for permission.

Commissioner Kenney: How long would you use the facility. Officer O'Brien: For as long as you would allow us. Commissioner Kenney: If something occurred, would you have liability insurance? Officer O'Brien: If anything were to happen, it would fall back on that particular agency, the County would not be liable. The dogs are all German Shepherds. Would like to have some cleaning products in case we need for it for any accident the dog may have. Commissioner Solomon: This must be for advanced training, obviously these dogs have been trained if you are using them. Sgt. Duschesene: It is maintenance training. The dogs are all certified. It is a requirement that we have to fulfill every month, and we try to keep up with it weekly..

Daymond: I was just wondering if the rest of the department would need the building for training space for officers. Is there a need for more than just the dogs? Do you need training for officers?

Sgt Duschesene: That would be excellent, we are always looking for buildings to train in. We have used KRHS. If the building is available I am sure the agencies would jump on that. We would start our training the week after next. Commissioner Sorensen: I would suggest that you contract Bob Murray, he has an office in that building or you may find him over at the nursing home.

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Motion

Commissioner Solomon made a motion to approve the use of the old nursing home for K-9 training for the police officers and their dogs. Commissioner Kenney seconded the motion. All agreed. Motion passed.

Representative Babson: I made the motion that 1% was a target, and I am not sure but if you check the minutes, it was 1% intended to include everything with no exception. The six points that you made here should have been included in that 1%.

Commissioner Sorensen: My understanding in speaking with Representative Schmidt from Wolfeboro and Representative Umberg was that there were certain items that we have no control over, and therefore, should take them out of the budget.

Motion

Commissioner Kenney made a motion that the 11/16/11 minutes be approved as corrected.

Commissioner Sorensen seconded the motion. All agreed. Motion passed.

Commissioner Sorensen: I will be out of the country from 12/12/11-12/20/11. I will not be available for 12/14/11 meeting.

Motion

Commissioner Sorensen made a motion to go into non-public session for security at the Jail. .

Commissioner Solomon seconded the motion. All agreed. Motion passed. Roll call vote: Commissioner Sorensen yes, Commissioner Solomon yes, Commissioner Kenney, yes.

The meeting was adjourned at 11:40 am.

Respectfully submitted,

Sandra Twyon Recording Secretary

Corrected/approved minutes for 11/29/11 srt

