

Carroll County Commissioners' Meeting  
October 31, 2012

In attendance: Commissioners David Sorensen, Dorothy Solomon and Asha Kenney and 4 others from public.

Commissioner Sorensen called the meeting to order at 8:30am

Public comments can be seen at [www.governmentoversite.com](http://www.governmentoversite.com)

**The meeting opens to public input**

**Commissioner Sorensen** responds to a public question from Daymond Steer of the Conway Daily Sun regarding his Right to Know Requests that he filed asking for the results of the investigation into the grievances. He responds: Per our attorney's recommendation not to release any investigation reports.

**Commissioners Report**

**Commissioner Solomon** reports on a meeting she attended last Monday and Tuesday. Association of Counties met at the North Conway Grand Hotel. Discussions were on Medicare and Pensions. Annual Banquet on Monday night, two awards were given to Carroll County employees, Ann Aiton, Registry of Deeds, received a Team Award and David Sorensen received the Commissioner of the Year Award.

**Commissioner Sorensen** reports there was a talk on Bath Salts, which is a drug that is becoming more prevalent around the area. There is a distribution Center in Somersworth and Nashua. It is a dangerous drug and people are getting addicted to it. It affects the entire family. It is a problem that we have to deal with.

**Commissioner Solomon** reports on her attendance at the North Country Council Dinner Awards Night held in Whitefield. It was a very nice dinner, lots of people there and awards given out. Governor Lynch was in attendance. She also attended the Mount Washington Valley Chamber of Commerce Annual Dinner last night, where many awards were given to people in that area. Over 400 people were in attendance.

**MOTION**

**Commissioner Sorensen** makes a motion to go into non-public session for the jail union contract at 8:39am. Seconded by **Commissioner Solomon**. Roll Call. All in Favor. Motion passed.

Back in regular session at 8:55am

**Jerry Gagne, Administration Building Budget Review** (Copies available at the Commissioners Office)

Decreased the budget for electricity by \$3,000. Fuel decreased by \$1,000. **Commissioner Sorensen** states the line item names Impound Yard has \$1.00 in it. More money will be put there because the police departments want it. Maybe \$20,000 to \$30,000 for fencing, lights and road work. **Commissioner Sorensen** compliments Jerry that he is very pleased with his work, and that he has done an excellent job of maintaining the building.

**MOTION**

Commissioner Kenney makes a motion to approve the October 17, 2012 public meeting minutes, as corrected. Seconded by Commissioner Solomon. All in favor. Motion passed.

**Janice Sullivan, Human Resources Director, Budget Review**

\$3,500 more than last year because of the advertising. Reduction in Medical Insurance of \$6,000. Other fees and services up by \$500.00. Office Supplies up by \$1,000. Wages up by \$5,500. Training up \$4,000. Dental Insurance is down. The Kronos Payroll Training and will be 100% implemented by the end of January. The scheduling function of the Kronos needs to be utilized more. With training, we will utilize it more in the next few months. People need to be retrained because it has been 2 years. Janice would like to see terminals at various locations, so employees can swipe their card or have employee numbers, using their number to clock in. Cards get demagnetized and damaged over time. Commissioner Kenney asked what the line item of \$10,000 for I.T. was for. Janice responded: it was budgeted for \$9,790. She was hit with another \$1,000 for an adjustment from January through June. She is trying to track down what that adjustment is for. In 2011, spent \$11,606. 2012, spent \$8,258.50. Commissioner Kenney agrees with Janice that the end of January is sufficient amount of time to retrain and a refresher on the system and to get this system utilized. It has been two years, but Janice just joined us a few weeks ago and is focused on this and not to rush it and to give it time to work out the bugs and kinks. **Commissioner Sorensen** states to make this a priority and get the system 100% implemented. Line Item Other Fees and Services 2012 \$1,695 was for a legal bill, employment advice, painting supplies, notary public and 91A disclosure fees. These are some of the fees for this line item. Telephone \$1,078.95 to \$2,000. New Equipment line item, make a list of new equipment. Janice responds: Last year, a new computer was purchased for Human Resources, but then Kathy Garry of the Commissioners Office, her computer crashed and

the new one was transferred to her. Janice still needs a new computer. **Commissioner Sorensen** asked Janice to make a list for Technology, new equipment and advertising. Advertising has spent \$5,900 as of October 26, 2012. **Commissioner Kenney** asked Janice, the I.T. portion of \$10,000 was for a new computer? No, the new computer is under New Equipment. The \$10,000 was for monthly charges, maintenance. Kenney: The New Equipment line has also I.T.? Janice: The I.T. bills are for the monthly charges, Kronos, backup, annual maintenance, employee badges. The computer parts go under equipment.

**Commissioner Sorensen** asked Howard Chandler if Lisa Howard could purchase office supplies for the county? He responds: She uses multiple suppliers, WB Mason, Staples and Quill for the best prices. It should be considered. **Commissioner Solomon** states that if one person was ordering then we would get a better price in larger quantities. **Commissioner Sorensen** asked Howard to talk with Lisa, get it started, how to charge back to departments with vouchers and if there is a better savings with larger orders.

#### **Howard Chandler, MVC**

Census 103. 2 residents coming today. 5 skilled. Because of the storm, no major problems, but there were some problems. There are three elevators, one was not working. Computer rooms have their own air conditioning and is not supported by the emergency power. The whirlpool tubs do not work under emergency power. In those cases, some adjustments need to be made. They met on Friday for a Disaster Preparedness, preparing for the worst, but did very well under the circumstances and was tested to the limit. Working with a Staff Committee for the Wait List Policy. Working on Staffing Issues, creating a Social Service Department and standardizing some protocols.

#### **Ann Aiton, Registry of Deeds - Budget Review** (Copies available at the Commissioners Office)

Ann asks for the parking lot to have painted lines to show parking spots. Even a painted line for the first row, to show those how far to pull up. As of September 30, 2012, estimated . \$90,000 more than last year. General Fund \$704,000 was for last year, \$789,000 projected for next year.

#### **Attorney Tom Dewhurst and Melissa Smith - Budget Review for Attorneys and Victim Witness**

(Copies available at the Commissioners Office)

Certified Legal Assistant for 2 part time positions has an increase of 6.75%. Office Administrator increase of 5%. In the past, salaries are far below where they should be at compared to statewide. Tom is trying to get salaries up to a normal pay rate. Assistant County Attorney approved \$180,000. Deputy County Attorney 3.57% at \$72,500. Middle Entry County Attorney \$60,000 to \$65,000. Entry level ASA II \$50,000 to \$55,000. Tom explains: These salaries are asked to be brought up to statewide standards. To keep attorneys employed, and their case loads becoming more, salaries need to compensate their experience and staying employed. It costs the county more every time we lose an attorney who goes somewhere else because of a pay increase.

**Victims Witness Programs - Budget Review.** Melissa is asking for her and Wanda's salary be competitive with other Witness Protection program's salaries are currently at. She is asking for a 13% increase to split for both positions. She is also asking it be changed from an hourly position to a salary position. She works a lot of overtime, after hours and weekends. Other counties pay salary and not an hourly wage for this program. Melissa only puts in 8 hours, even though she works more hours than that. Budget is up \$10,298. Grant is coming in for \$26,000.

#### **Kathy Garry- Commissioners Budget Review**

**Commissioner Sorensen** asked Kathy about the new computer that was purchased for the Human Resource Dept. but was transferred to her, because her computer crashed. Kathy responded: No, we already budgeted one for us, so it got charged to New Equipment, line 097. We have \$1,500 budgeted, my computer went to that line. **Commissioner Kenney** asked Kathy if she did get the computer from the Human Resource Dept? Kathy: No. It was charged to our budget. **Commissioner Sorensen** stated this needs to be check out and see what happened to that new computer. Information Technology line, the committee will be meeting to see if there is anything else that will be added to this line before the budget is done. Budget is up \$4,343.00. **Commissioner Kenney** asked Kathy who is hourly? Kathy: Employees in the Commissioners Office are all hourly, not salary. The Commissioners are salary. Mileage will go over. Now it is \$5,586.94. \$6,000 was budgeted. In 2010 Mileage was \$7,095. In 2011 was \$5,993.

#### **Open to public comments**

Steve Brown asked how many people have access to make adjustments to the Kronos Payroll? Kathy responded: Only myself, Human Resources and Director of Nurses. Only 4 people. Brown: who oversees the operation: Commissioner Sorensen responded: Janice oversees all of it. HR puts people in the system. Becky, Jason, Janice, and Debbie oversees, not to make corrections. Kathy has access, but does not make any changes. **Commissioner Kenney** asked Kathy about the workers compensation and is there an increase? Kathy responded: Rates are higher depending on the departments. The numbers are showing each department. It is broken down by a total from each department. We pay 10% into it.

Rep. Babson asked about the thermostats if they had been moved and is there a bill? Commissioner Solomon seen the bill and it was for \$900 and she had it sent to the engineer. He also asked if the Wi-Fi will be in place for less than \$100? **Commissioner Sorensen** stated he would try. Impound Yard, he would never vote for it. This goes back about 8 years ago. The excuse to having it was to become it becomes county property and the county attorney needs to have it protected. Now, the county attorney comes in stating he does not want it on his budget. **Commissioner Sorensen:** He does not want it on his budget, but he does want it. The county attorney has the support from other towns. He asked Mr. Brown to find out whether the police department would rather have an impound yard here or to keep their own? Brown: He will check into it. Rep. Babson states even taking pictures or a video of the property should suffice for evidence.

**MOTION**

**Commissioner Solomon** makes a motion to adjourn the meeting at 12:20pm. Seconded by **Commissioner Sorensen**. All in favor.  
Motion passed.

Recorded by,  
Michelle Clancy