

**“DRAFT”**

**Carroll County Delegation Minutes**

**August 31, 2009 - 9:00 A.M.**

**County Administration Building**

**Present:** Reps. Bridgham, Bucu, Butler, Chandler, Fleck, Knox, McConkey, Patten, Roberts, Scala, Stevens, Umberger, Wiley; Rep. Ahlgren not present. Commissioners Sorensen, Solomon and Albee present;

Carroll County Delegation meeting called to order by Chair Rep. Patten at 9:00 a.m.

The focus of today’s meeting is to review the proposed Supplemental Budget; review the bidding process for the project coordinator on the proposed nursing home project; Second Quarter Budget; Expenditures and Revenues; interview and hire new Carroll County Treasurer; review 5013(c) Nonprofit Report.

*Chair Rep. Patten opened the floor for fifteen (15) minutes of public input.*

***There is no public input.***

*Chair Rep. Patten closed the floor for public input.*

Chair Rep. Patten advised that questions had been brought up about the bidding process on the Project Coordinator advertisement - and how the Commissioners went about the process and if the Delegation felt the Commissioners should repeat the bidding/advertisement process. A packet of information was provided which included the actual advertisement and project coordinator position guidelines for the Delegation’s review, the six (6) respondents, and the five (5) newspapers/websites where the advertisement was placed; and correspondence dated November 12, 2008 – awarding the project coordinator position to Bonnette, Page & Stone Corporation. Rep. Patten asked the Commissioners to provide the Delegation with an explanation as to why they felt their decision was justified.

Commissioner Sorensen discussed the interviewing and advertising process that was used for the Project Coordinator’s position to the Delegation. Commissioner Albee advised that even if they were to go back out to bid – he is not certain that they would find a company that would exceed their expectations for less money . Rep. Chandler felt that the way the advertisement was handled

and the contract signed – the taxpayers of this county do not know for sure that they have made the best deal possible with the best company possible. Commissioner Albee re-stated that he felt they had made the best deal possible. Chair Rep. Patten summarized that based on the advertisement and the project coordinator position guidelines – was this an appropriate process the Commissioners followed? If the Delegation felt that this was not the appropriate process – then in the alternative – the Delegation would need to ask the Commissioners to go out to bid again. Rep. Umberger asked the Commissioners who would be the “watch dog” for the Project Coordinator? Commissioner Albee stated that Bonnette, Page & Stone’s only function is to make sure the subcontractors will construct the building exactly as designed by architects’ specifications and agreed to by the Commissioners. Rep. Bridgham stated that the question here is whether the advertisement that was placed was “sufficiently incomplete” and whether we would need to stop what we are doing and go through a process of re-hiring. He feels that there would be substantial risks financially - if the Delegation decides to “delay” the process. Rep. Bridgham further stated that in his opinion – the process should “continue without delay” - that the Delegation should have no reservations with Bonnette, Page & Stone and their work so far. That they are capable of doing the job and the Commissioners are convinced that we are getting a good price. Chair Rep. Patten asked the Commissioners if they went out to bid “again” - could the Commissioners give an accurate time-line for a delay? Commissioner Albee stated that it depended on the Delegations’ expectations. Rep. Bridgham stated a 3, 6 or 9 month delay is not simply a “re-bidding” process – bringing someone new in who is not familiar with the whole project would not be “trivial”. Rep. Chandler stated that in his opinion, the Commissioners did not fully explore – and the public was not able to respond to what the actual “contract” called for. Rep. Wiley stated that she felt the process was open, honest and transparent. Rep. Umber asked who the individual is who will serve as project coordinator? Commissioner Sorensen advised that Randy Remick will serve for thirty (30) months as the project coordinator. Rep. Bucu felt that this should not be put out to bid again and that we would be placing the project at a “disadvantage” to do so. Rep. Butler stated that in his opinion - the advertisement was more than comprehensive and the follow-up documents have fully defined the phases of the project. He further stated that the Commissioners have done a reasonable job and should be supported in the process. Chair Rep. Patten asked the Delegation for a motion whether to agree or not to agree with the Commissioners.

**MOTION**: Rep. Stevens made a motion to agree with the Commissioners bidding process for a project coordinator for the Mountain View Nursing Home Replacement Project , seconded by Rep. Butler .

*A brief discussion follows....*

Rep. Umberger stated that she agreed with Rep. Roberts and anticipated there would be a second bidding for Phase(s) II and III. She asked if

other members of the Building Committee were of the same understanding. Rep. Butler advised that at building committee meetings he attended – there was no open discussion about the ongoing responsibilities of Bonnette, Page & Stone. The meetings focused on design process, costs and how to move forward. Rep. Bridgham and Chair Rep. Patten agreed with Rep. Butler that they did not get the impression or the discussion that they would “bid out” for the project coordinator. Rep. McConkey was also inclined to agree with the decision of the Commissioners.

Chair Rep. Patten asked if there was any further input relating to the bidding process. There is no further input. Rep. Patten calls to the motion on the floor by Rep. Stevens, seconded by Rep. Butler. **Vote was taken. Yes: 11, No: 1. Motion carries.**

Chair Rep. Patten stated that next item on the agenda is a proposal for the Supplemental Budget. Commissioner Sorensen presented a summary of the funds requested for the continuation of the design stage relating to the nursing home project. The breakdown of the \$300,000 portion of fees would be distributed as follows: EGA - \$250,000 and BPS - \$50,000. Rep. Chandler stated that he felt \$300,000 could be approved within the existing budget. Commissioner Albee advised the Delegation that the \$300,000 in addition to the \$23 + million the Delegation approved in July – this amount is “part of that”. Chair Rep. Patten asked the Commissioners if there are adequate monies in the Enterprise Fund to cover the \$300,000. Commissioner Sorensen replied that he did not believe there was. Commissioner Sorensen stated if there is not enough money in that “Department” then the Commissioners will go before the Delegation in the future for “transfer of funds”. After a brief discussion, Chair Rep. Patten asked the Delegation to delay making a decision until the Commissioners can determine that this Supplemental Budget request will not impact this year’s County taxes.

The two applicants for the County Treasurer’s position, Jack Woodmere and David Reel provided brief presentations to the Delegation and Commissioners. The Delegation had several questions for Mr. Woodmere relative to the qualifications and requirements for the County Treasurer’s position. Chair Rep. Patten advised that the County Treasurer’s salary is \$ 47.25/hr. David Reel stated that he could not “match” Mr. Woodmere’s background and qualifications.

Chair Rep. Patten suggested that a letter of appreciation be composed to Godfrey Howard, Carroll County Treasurer, for all the work he has done for Carroll County – signed by Delegation and Commission members.

**MOTION:** Rep. Stevens made a motion to appoint Jack Woodmere, as Carroll County Treasurer, filling the remainder of Godfrey Howard’s term through

2010, seconded by Rep. Umberger. A vote was taken, all in favor. **Motion Carries.**

Chair Rep. Patten advised the Delegation that 64% of the 2009 Carroll County Budget had been spent as of August 31, 2009 – which comprises most of the 3<sup>rd</sup> quarter. That is about 2% under last year. If everything goes accordingly for the rest of the year – that would give the County an approximate estimate projection of \$450,000 left over at the end of this fiscal year.

Chair Rep. Patten calls for a Motion to make a line item in the Enterprise Fund for the additional funds for project continuation relating to the proposed nursing home project in the amount of \$300,000.

Rep. Umberger advised that at the last Delegation meeting – a ratification was made for a supplemental budget request in the amount of \$300,000. Rep. Stevens advised that the “action” taken was to go forward with a request for a supplemental budget. Chair Rep. Patten advised that this Motion today will supersede previous motions.

Rep. Chandler suggests making a motion to add a line item to the Enterprise Fund under plant Operations – Acct. # 5150-098, and that \$300,000 be transferred into that account for project continuation on the next phase of work relating to the proposed nursing home project. The breakdown of the \$300,000 portion of fees will be distributed as follows:

EGA and their various engineers:	\$ 250,000.
Bonnette, Page & Stone:	\$ 50,000.

**MOTION:** Rep. Chandler made a Motion that the Delegation authorize the Commissioners’ spending up to \$300,000 additional funds for the purpose of continuation of the proposed nursing home project. This amount will be taken out of the existing budget. A proposed supplemental budget will not be necessary. This motion is for purposes as stated in a Motion from the July 20, 2009, minutes. A Line Item # 4100-098 in the amount of \$1.00 will be added to the Commissioners’ proposed budget, seconded by Rep. Umberger. A vote was taken. All in favor. **Motion Carries.**

Chair Rep. Patten asked Rep. Wiley to present a brief report on the 501(c)3 Non-Profit Corporation/Foundation. Two (2) mission statements were proposed to the Delegation and the second mission statement was chosen and approved as follows:

**“The Mountain View Foundation exists to support the mission of the Carroll County nursing home and to help provide for the quality of life and quality of care for its residents by securing financial contributions and those of time, talent and gifts in kind.”**

The Delegation proceeded to discuss and review the 2<sup>nd</sup> Quarter expenditures and revenues relating to the 2009 Budget. Rep. Stevens asked the Commissioners if they could prepare a Capital Reserve Report for the 2<sup>nd</sup> Quarter. Chair Rep. Patten agreed and confirmed that the Commissioners will prepare a status report for the Capital Reserve 2<sup>nd</sup> quarter. Chair Rep. Patten advised the Delegation that the General Fund through July 30, 2009 is at 43% - which is a "good place to be" at the end of half of the year. The Enterprise Fund was at 47%. Overall grand total of funds spent at the half-year mark was at 45%.

The Delegation asked the Commissioners to provide a status report for Acct. # 5140.023 – (Agency Staff) - Enterprise Fund at a later date.

Chair Rep. Patten advised that the Revenues General Fund was at 49% and Enterprise Fund was at 51% of the revenues the Delegation expected. Overall, at the half-year, Chair Rep. Patten stated the grand total of the two funds for Carroll County was 50%.

The Delegation scheduled their next meeting for Tuesday, September 22, 2009 to begin discussions/negotiations for next year's budget. The Commissioners and Delegation members briefly discussed potential goals for a possible "zero" rate of inflation and looking into insurance cost adjustments/decreases at the next meeting.

Commissioner Sorensen provided an update relative to their efforts to attend various town selectmen meetings. The Building Committee has been working on changes to the proposed nursing home plans by elimination some windows in bathrooms and also looking at the roof design – changing the plan from two levels to one level. These factors should decrease some of the maintenance costs in the future. The Commissioners plan on proposing a recommendation for restructure of the old nursing home for use by the Cooperative Extension. Commissioner Sorensen advised they are still in the planning process – and the recommendation should not affect the size or cost to renovate the current nursing home. Commissioner Albee stated there is \$15,000 available to study renovating the old nursing home.

Rep. Butler advised the Commissioner that the Dept. of Insurance will hold a public hearing on October 1, 2009, to discuss how credit scores are used in rating factors for auto insurance and how they impact insurance rates.

**Chair Rep. Patten opened the floor for Public Input. *There is no public input.***

**Chair Rep. Patten closed the floor for Public input.**

**MOTION:** Rep. Stevens made a Motion to go into Convention, seconded by Rep. Bridgham . ***A vote was taken. All in favor. Motion***

**Carries.**

**IN CONVENTION**

**MOTION:** Rep. Stevens moved to ratify actions taken in Executive Committee, seconded by Rep. Umberger. ***All in favor. Motion Carries.***

**MOTION:** Rep. Butler made a Motion to come out of Convention; seconded by Rep. Roberts. A vote was taken. ***All in favor. Motion Carries.***

**OUT OF CONVENTION**

**MOTION:** Rep. Bridgham moves to adjourn the meeting, seconded by Rep. Stevens. A vote was taken. ***All in favor. Motion Carries.***

*Meeting adjourned at 11:40 A.M.*

Respectfully submitted