

**“DRAFT”**

**Carroll County Delegation Meeting**

**Minutes**

**August 22, 2011**

**Delegation Members Present:** Betsey Patten, Chris Ahlgren, Joseph Fleck, David Knox, Frank McCarthy, Mark McConkey, Harry Merrow, Steve Schmidt, Norman Tregenza, Karen Umberger.

**Commissioners Present:** Commissioner Sorensen, Commissioner Solomon, Commissioner Kenney.

Meeting called to order at 9:03 a.m. by Rep. Betsey Patten, Pledge of Allegiance.

**Public**

1. Carol Delorey, Brookfield: Supports the renovation of the old nursing home to house UNH Cooperative Extension.

**Expenditures - 2<sup>nd</sup> Quarter**

Enterprise Fund - Nursing Home Administration: Sandi McKenzie looks at bottom line, subtracting the revenue, we are in the black of \$682,023.00. We have been looking at nursing initiatives to work on the nursing overtime. One open position was hired as two part time positions. We have also had 6 or 7 staff members out on Family Medical Leave Act which does impact the salary line items.

**Minutes**

MOTION: Rep. Umberger moves to approve the minutes of 2/7/11, 2/14/11, 2/28/11, 3/21/11, 3/28/11, 3/31/11, 6/27/11 and 7/18/11. Rep. Fleck seconds this motion. Motion carries.

MOTION: Rep. Fleck moves to go into Convention. Rep. Umberger seconds this motion. Motion carries.

MOTION: Rep. Umberger moves to ratify the motion to approve the minutes of 2/7/11, 2/14/11, 2/28/11, 3/21/11, 3/28/11, 6/27/11 and 7/18/11/ Rep. Fleck seconds this motion. Motion carries.

MOTION: Rep. Fleck moves to go out of Convention. Rep. Umberger seconds this motion. Motion carries.

## **Expenditures - 2<sup>nd</sup> Quarter**

### General Fund - Ending June 30, 2011

Commissioners are at 48%  
Treasurer is at 37%  
Special Fees and Services is at 22%  
Human Resources and Services is at 40%  
Water Works is at 36%  
County Attorney is at 45%  
Victim/Witness Assist Grant is at 45%  
Registry of Deeds is at 45%.  
Sheriff's Department is at 40%  
Dispatch Center is at 45%  
Medical Referee is at 27%  
Administration Building is at 46%  
Human Services Dept is at 53%  
Maintenance is at 44%  
Sewer System is at 54%  
Jail and House of Corrections is at 45%  
Farm is at 40%  
Cooperative Extension Services is at 50%  
Interest Expense is at 44%  
Long Term Debt is at 7%  
Regional Appropriations is at 49%  
Capital Reserves is at 0%  
Carroll County Convention is at 33%  
Capital Expenditures is at 33%  
MVNH Annex is at 33%  
Overall General Fund is at 41%

### Enterprise Fund - Ending June 30, 2011

Nursing Home Administration is at 47%. Rep. Umberger states that the nursing home department heads and commissioners are monitoring expenses quite well and is very pleased.

Nursing Home Dietary Dept is at 43%  
Nursing Department is at 44%  
Plant Operations is at 42%  
Laundry Department is at 37%  
Housekeeping Department is at 44%  
Physicians and Pharmacy is at 38%  
Physical Therapy Department is at 60%  
Recreational Therapy Department is at 38%  
Social Services Department is at 46%

Special Services Department is at 62%  
Overall Enterprise Fund is at 45%

### **Revenues - 2<sup>nd</sup> Quarter**

County General Income is at 50%  
Sheriff's Income is at 46%  
Registry of Deeds Income is at 48%  
Jail and HOC Income is at 73%  
Farm Income is at 36%  
Maintenance Income is at 83%  
Interest Income is at 57%  
Other Revenue is at 50%  
Overall General Fund Income is at 50%

Enterprise Fund overall is at 55% as of June 30, 2011

**Renovation and Use of old nursing home** (this presentation can be seen at [governmentoversite.com](http://governmentoversite.com) - Plan drawing used)

Com. Sorensen: Estimated costs were asked to be presented at last meeting. Randy Remick from BPS has a preliminary cost study for various options (Handouts are passed around to the Delegation members).

1. Demo the remainder of the facility (includes and allowance for asbestos abatement, decommission of utilities, etc.) \$300,000.00
2. Replace the areas of the facility if demolished with alternate solution (UNH Coop, maintenance and repair area, resident laundry, wood pellet boiler house and support area, etc.) These are all questionable at this point.
3. Options if green outlined sections are retained (approx. 15msf core and 1 ½ wings).
  - a. Renovate the potential Coop space into "like new - \$500,000.00
  - b. Renovate the Coop working with existing office layout and systems - \$300,000.00
  - c. Create a shop area for the facilities dept at the old dining/activities area - \$50,000.00
  - d. Improvements to laundry room (flow & dirty / clean separation) - \$125,000.00
  - e. Add a pitched roof system to retained areas (options e, f & g based on 15msf) - \$600,000.00
  - f. Add new internally drained membrane roof system to retain - \$500,000.00
  - g. Repair/patch the exiting metal roof system (allowance) - \$50,000.00
4. Construction of a new 3 bay bus/equipment barn - \$175,000.00

5. Add soft costs to the selected options (add approx. 15% for design and contingency) - TBD

Costs are discussed amongst the delegates. Two wings vs. four wings were discussed as being taken down. Rep. Merrow asked about cost for demolition of the whole building vs. demolition cost for the "red area". Mr. Remick explains that some of the costs are already included in the new nursing home project. "Green areas" and "red areas" were discussed as being taken down. The cost of taking down the "red area" is already included in the new nursing home budget.

Rep Fleck has questions about the buses and housing of equipment. It was thought that discussion was had previously about accommodating that within the old facility rather than constructing a new barn. Mr. Remick doesn't think that it would be possible due to height constraints. Measurements have been taken to look at this option. Rep McConkey asks about the square footage of the cooperative extension that is outlined in the drawing. Mr. Remick replies that it's a little over 4,000 sq. ft. Rep. McConkey recalls speaking in the past of a 3,000 sq. ft. area and asks why this is now increased to 4,000. Mr. Remick states he was asked to apply that space for the cooperative extension area. This area is discussed more and the plans looked at. Rep. McCarthy recalls already budgeting \$100,000 for the demolition of part of the old nursing home. Now he is realizing that most of the old nursing home (2 and ½ wings) has already been budgeted in the cost of the new nursing home. He asks if the \$100,000 budgeted for that could be used for something else. Mr. Remick replies that the \$100,000 that was budgeted is for keeping the "green area". That money is dedicated to taking down some of the wings. This is explained further. Rep. Schmidt asks about having a second stand alone building that would accommodate the buses and equipment, laundry and maintenance. Mr. Remick talks about piping systems and relocating the pellet boiler, etc. Com. Sorensen adds that the pellet boiler was obtained with a grant and has to be housed in the location they obtained the grant for. Rep. Ahlgren proposes that he would like to set an amount of money and do with that what can be done. Lower cost options discussed such as not bringing the cooperative extension to Ossipee. Building a new building and taking down the old nursing home discussed. Com. Sorensen talks about other potential uses for the wings including other that are asking to rent office space, private child care, county attorney needing more storage space. Rep. McCarthy does not think Coop extension should be here. Rep. Fleck states that he believes the Coop extension belongs here on campus.

Rep. McConkey reports on the public hearing that was held on July 18, 2011. We had good representation. The majority of those present were in favor of bringing the UNH Cooperative Extensive to the campus.

MOTION: Rep. Fleck makes a motion to retain the core of the old nursing home with the cost not to exceed \$1,000,000.00 Rep. McConkey seconds this motion.

A long discussion amongst the representatives ensued regarding whether the motion includes the housing of the UNH Cooperative Extension, roofing issues, tearing down part of the core part of the building and keeping a new part, the cost limits, etc.

Votes are taken:

Algren	No
Fleck	Yes
Knox	Yes
McCarthy	Yes
McConkey	No
Morrow	Yes
Patten	Yes
Schmidt	No
Trogenza	No
Umberger	Yes

Motion carries with a vote of 6 to 4. Rep. Patten states we need a plan that determines the core facility.

MOTION: Rep. Ahlgren makes a motion to keep the core of the old nursing home, not to exceed \$1,000,000.00 with the inclusion of the UNH Cooperative Extension in the plan. Rep. Knox seconds this motion.

After further discussion, Rep. Ahlgren and Rep. Knox withdraw the motion.

MOTION FOR RECONSIDERATION: Rep. McCarthy asks to reconsider his previous vote to keep the core facility, not to exceed \$1,000,000.00. Rep. Trogenza seconds this.

Ahlgren	No
Fleck	No
Knox	No
McCarthy	Yes
McConkey	No
Morrow	No
Patten	No
Schmidt	Yes
Trogenza	Yes
Umberger	No

Motion for reconsideration fails with a vote of 3-7.

## **Policy Committee Report**

Rep. Fleck: Policy Committee did meet on August 15, 2011. The representatives there were Rep McCarthy, Rep. Merrow, Rep. Schmidt and myself. Com. Solomon and Com. Kenney also attended. I started out by stating the purpose of the meeting. (copies of the minutes were provided). Rep. McCarthy thought that we would deal only with the proposal that he put forth at an earlier delegation meeting. We did go ahead and again hear Rep. McCarthy's resolutions. I can sum it up by saying the issue hinged on whether or not, legally, the Delegation appropriated funds to specific lines. That discussion continued and finally, we determined that we could not go further because we wanted a legal opinion as to whether or not transfer of funds could be made between lines without Delegation approval. Rep. McCarthy also stated that he felt that we were the only county transferring funds between lines and Com. Solomon indicated that she was going to get in touch with NHAC for a reading on what other counties do. Another item did come up was whether or not Delegation members should be involved in negotiations and it was the consensus that that was not appropriate. That it was essentially confidential negotiation processes and that only those people directly involved in the negotiations should be involved in that process. We did come up with several other items for continuation. One was a concern that county equipment not be used off the complex grounds, a point that Rep. Schmidt brought up and he will address that in his memo. We have some comparative data that would give us a sense of whether or not our agencies, our departments are operating effectively and efficiently. We also decided that the Delegation should set parameters for employee negotiations. The Commissioners should have a handbook on policies for the employees. Policy was discussed regarding that Commissioners develop a policy governing line item accounting, ie; would you restrict your department heads from transferring funds between lines within certain boundaries. Continued discussion on these items will continue.

Rep. Schmidt reports regarding his memo, regulations within a particular department. The jail for example; how does the jail rate in comparison to the nine other counties? What are their key measurements? It's a basic management tool that we always used to use. If you can't measure it, then you can't manage it. What is our expense as compared to the other nine counties? The would hold for all other departments. Within county government, we have nondiscretionary spending that we have to do and we have discretionary departments that we maintain, hopefully for the benefit of the county. My question is to the departments heads - How do you measure your effectiveness? I would like to have them be in contact with their peer groups and tell us how they are doing. That is what I would like to propose on a going forward basis. Rep. Umberger states that the end goal wouldn't be to compare us to other counties. I think that we should ask the Commissioners, the department heads, elected officials, etc. to come up with a set of metrics. The key is that we should have something within our county to measure us. I doubt that any other county has come up with a measurement system. We can't get the state office to come up with a measurement system. Rep. Schmidt states that he would just like to

know where this county stands, ie; most expensive, least expensive, etc. Rep. Fleck states that the subcommittee will meet again and perhaps at that meeting, we could have one or more of the commissioners come in to address what we might do.

### **Public Input**

1. Chip Albee: Regarding Rep. Schmidt's memo, two major portions of the county government has already been done; the jail and the nursing home. The jail in the form of the study that was done a year ago. The nursing home in the form of personnel. There is no way you can accurately know what the cost of certain commodities are going to be down the road, such as fuel costs. In order to effectively manage, you have to be able to say to someone like Jason at the jail, your fuel cost has gone up \$40,000, we need to find \$40,000 in other purchases that you are not going to make and move that money over into the fuel line because you need to keep the place heated. That's the discussion that needs to happen. The bigger issue is the Sheriff's department, who think they are constitutionally empowered to ignore any advice or direction from the Commissioners. The sheriff insists that he is not under the oversight of any purchases in his department by the commission. Until the commissioners can weigh in actively in that argument or in that discussion, you aren't going to change anything. I think it's going to take some strong minds from the Delegation to straighten that out.

2. Bob Bridgeham addresses heating costs. As treasurer of my church, we have exactly the same problem, faced with heating costs in the first part of this year and looking at the degree days in the first few months was significantly higher this year than in the past year and continued into the later spring. I am not surprised by the fact that your heating costs are up and I think they are up across all the facilities. It's not unreasonable to check your degree days and costs.

MOTION: Rep. Umberger moves to adjourn at 1:12 p.m. Motion seconded by Rep. Knox. Motion carries.