

DELEGATION EXECUTIVE COMMITTEE MEETING MINUTES

Meeting Date: March 20, 2026

Location: 10 County Farm Road, Annex Main Conference Room

Present: Representatives: (Chair) Lino Avellani; (Clerk) John MacDonald
Chris McAleer; Bobbi Boudman

Absent: Representative: Jonathan Smith

Tardy: (Clerk) John MacDonald **Time:** 3:49 pm

Electronic participation: None

Public: Fred Cain; Dallas Emery

County Commissioners: Chuck McGee; Hon. Gene Chandler

County Executive Director: Mellisa Seamans

Delegation Coordinator: Matt Sawyer Jr.

Camera Operator: Hon. Ed Comeau

CALL TO ORDER / QUORUM CONFIRMATION

Chair Lino Avellani called the postponed Delegation Executive Committee meeting to order. Quorum was confirmed with Representatives Avellani (Chair), McAleer, and Boudman present. Representative John MacDonald (Clerk) arrived at 3:49 pm. Representative Jonathan Smith was absent.

TRANSFER 1: ACCRUED BENEFITS LIABILITY (NON-CAPITAL RESERVE) TO GENERAL FUND

The committee considered a request to transfer \$98,263.84 from the accrued benefits liability sick bank (non-capital reserve fund) to the general fund. This transfer reimburses respective payroll lines for amounts paid out to county employees in 2025 upon termination for earned vacation, sick time, and other accruals to which they were entitled. The funds return to the payroll lines that were originally debited.

Motion: Representative McAleer moved to approve the transfer from the accrued benefits liability sick bank to the general fund in the amount of \$98,263.84.

Second: Representative Boudman

Vote: Boudman – Yes; McAleer – Yes; Avellani – Yes; MacDonald – Absent

Result: Passed 3-0

TRANSFER 2: CAPITAL RESERVE TO GENERAL FUND – ADMINISTRATION BUILDING AC REPAIR

The committee considered a request to transfer \$16,873.05 from the Capital Improvement Capital Reserve Fund to the general fund for repair of the failed administration building air conditioning unit, including leak repair and diagnosis. The original installer (Siemens) was unavailable; Trane performed the service and the system is now operational.

**TRANSFER 2: CAPITAL RESERVE TO GENERAL FUND – ADMINISTRATION
BUILDING AC REPAIR**

Motion: Representative McAleer moved to approve the transfer from the Capital Improvement Capital Reserve Fund in the amount of \$16,873.05 for administration building AC repair.

Second: Representative Boudman

Vote: Boudman – Yes; McAleer – Yes; Avellani – Yes; MacDonald – Absent

Result: Passed 3-0

**TRANSFER 3: CAPITAL RESERVE TO GENERAL FUND – NURSING HOME
ELEVATOR SERVICE/REPAIR**

The committee considered a request to transfer \$45,660 from the Capital Reserve Fund to the general fund for emergency elevator service and repair at the nursing home. The part failure was a one-time emergency (not routine maintenance, which remains budgeted). It was suggested that the county explore service contracts for all elevators. Commissioners had previously directed that this be funded from reserve rather than the operating budget.

Motion: Representative Boudman (with clarification) moved to approve the transfer from the Capital Reserve Fund in the amount of \$45,660 for nursing home elevator emergency repair.

Second: Representative McAleer

Vote: Boudman – Yes; McAleer – Yes; Avellani – Yes; MacDonald – Absent

Result: Passed 3-0

**TRANSFER 4: CAPITAL RESERVE TO GENERAL FUND – WASTEWATER
GRINDER BUILDING EMERGENCY TRANSFER SWITCH**

The committee considered a request to transfer \$6,595.81 from the Capital Improvement Capital Reserve Fund to the general fund for replacement of the failed emergency transfer switch at the wastewater system grinder building. The switch automatically shifts to generator power during outages; failure would have required manual on-site operation, which was deemed unreasonable. The emergency repair has been completed.

Motion: Representative McAleer moved to approve the transfer from the Capital Improvement Capital Reserve Fund in the amount of \$6,595.81 for the wastewater grinder building emergency transfer switch replacement.

Second: Representative Boudman

Vote: Boudman – Yes; McAleer – Yes; Avellani – Yes; MacDonald – Absent

Result: Passed 3-0

TRANSFER 5: CAPITAL RESERVE TO GENERAL FUND – WASTEWATER AUGER/GRINDER REPLACEMENT (AMENDED)

The committee considered a request to transfer \$63,020.04 (amended amount) from the Capital Improvement Capital Reserve Fund to the general fund for replacement of the failed auger in the wastewater treatment system. The original request covered only the auger; commissioners amended the request on Monday to include the full unit (new gearbox + attachments) rather than pairing a new auger with 23-year-old components. An additional installation quote of \$6,525 from Weston & Sampson was included. The unit was received after back-order and has not yet been installed.

Note: Balance remaining in the reserve as of March 25, 2026: \$132,865.67

Motion: Representative McAleer moved to approve the transfer from the Capital Improvement Capital Reserve Fund in the amount of \$63,020.04 for wastewater auger and installation replacement.

Second: Representative Boudman

Vote: Boudman – Yes; McAleer – Yes; Avellani – Yes; MacDonald – Absent

Result: Passed 3-0

APPROVAL OF FEBRUARY 21 MEETING MINUTES

The committee reviewed the February 21, 2026 meeting minutes (copies previously distributed). No discussion or changes were proposed.

Motion: Representative McAleer moved to approve the February 21 meeting minutes.

Second: Representative Boudman

Vote: Boudman – Recused; McAleer – Yes; Avellani – Yes; MacDonald – Yes

Result: Passed 4-0 (with one recusal)

FINALIZING 2026 BUDGET – NURSING HOME HOUSEKEEPING ERROR CORRECTION AND ADJUSTMENTS

Executive Director Mellisa Seamans reported that the nursing home housekeeping budget line (\$944,802) had been present in the detailed spreadsheet but was omitted from the grand total summation formula at the bottom of the nursing home section. This error understated the overall county budget by \$944,802 despite months of multi-person reviews.

To incorporate the housekeeping amount and still align the delegation's final budget with the commissioners' proposed total of \$45,987,025 (avoiding an extra ~\$1.5M tax ask), the committee utilized elements of Option 2. This included reducing the Mountain View/ nursing home capital reserve transfer (from ~\$794,000 to \$207,719) and reducing general fund capital outlay by \$800,000 (deferring the water tank roof project to 2027 due to engineering/timing constraints). The net adjustment of approximately \$1.386M covered the error and prior delegation additions. Multiple prior Friday votes were formally reconsidered.

FINALIZING 2026 BUDGET – NURSING HOME HOUSEKEEPING ERROR CORRECTION AND ADJUSTMENTS

The nursing home grand total was set at \$21,188,963 (now including housekeeping). Overall budget expenses were approved at \$45,987,025; revenues at \$20,386,727 (including \$3M use of fund balance); and the amount to be raised by taxes at \$25,602,298. All figures remain within the fund balance policy (ending balance ~8%). Grant pursuit for the water tank roof was discussed but not part of the vote.

Note: The housekeeping line was included in the spreadsheet details but excluded from the grand total formula; the error was discovered only during the final double-check. All prior delegation Friday votes on these lines were formally reconsidered before adjustments.

Motion 1 (reconsider nursing home capital reserve transfer): Representative Boudman moved to reconsider account 300.4900.102 (Mountain View nursing home capital reserve transfer).

Second: Representative MacDonald

Vote: Boudman – Yes; McAleer – Yes; Avellani – Yes; MacDonald – Yes

Result: Passed 4-0

Motion 2 (set nursing home capital reserve transfer): Representative MacDonald moved to set the capital reserve transfer amount at \$207,719.

Second: Representative McAleer

Vote: Boudman – Yes; McAleer – Yes; Avellani – Yes; MacDonald – Yes

Result: Passed 4-0

Motion 3 (reconsider capital outlay 4900 series): Representative MacDonald moved to reconsider the 4900 capital outlay section.

Second: Representative McAleer

Vote: Boudman – Yes; McAleer – Yes; Avellani – Yes; MacDonald – Yes

Result: Passed 4-0

Motion 4 (set capital outlay amount): Representative McAleer moved to set the 4900 capital outlay line at \$1,177,919 (reduced by \$800,000 for the water tank roof).

Second: Representative MacDonald

Vote: Boudman – Yes; McAleer – Yes; Avellani – Yes; MacDonald – Yes

Result: Passed 4-0

Motion 5 (reconsider nursing home bottom line): Representative McAleer moved to reconsider the nursing home bottom line total.

Second: Representative Boudman

Vote: Boudman – Yes; McAleer – Yes; Avellani – Yes; MacDonald – Yes

Result: Passed 4-0

FINALIZING 2026 BUDGET – NURSING HOME HOUSEKEEPING ERROR CORRECTION AND ADJUSTMENTS

Motion 6 (set nursing home bottom line): Representative McAleer moved to set the Mountain View/nursing home budget bottom line at \$21,188,963 (including housekeeping correction and reserve adjustments).

Second: Representative MacDonald

Vote: Boudman – Yes; McAleer – Yes; Avellani – Yes; MacDonald – Yes

Result: Passed 4-0

Motion 7 (approve overall budget expenses): Representative MacDonald moved to approve total 2026 budget expenses at \$45,987,025.

Second: Representative McAleer

Vote: Boudman – Yes; McAleer – Yes; Avellani – Yes; MacDonald – Yes

Result: Passed 4-0

Motion 8 (approve revenues): Representative MacDonald moved to approve total revenues at \$20,386,727 (including \$3M use of unassigned fund balance).

Second: Representative McAleer

Vote: Boudman – Yes; McAleer – Yes; Avellani – Yes; MacDonald – Yes

Result: Passed 4-0

Motion 9 (approve tax amount): Representative MacDonald moved to raise and appropriate \$25,602,298 in tax revenue.

Second: Representative McAleer

Vote: Boudman – Yes; McAleer – Yes; Avellani – Yes; MacDonald – Yes

Result: Passed 4-0

ADJOURNMENT

There being no further business, the meeting was adjourned at 4:49 pm

Respectfully Submitted: Hon. Ed Comeau
GovernmentOversite.com LLC A.I. Data Collection Technologies

(Clerk) Representative John MacDonald