



Delegation Meeting Minutes **February 4, 2014 at 5:30 PM**

Chair Worsman called the Belknap County Delegation meeting to order at 5:30 PM on the above date at 34 County Drive, Laconia, NH and recited the pledge of allegiance.

In Attendance: Representatives Burchell, Luther, Cormier, DiMartino, Greemore, Gulick, Fields, Huot, Raymond, Tilton, Worsman, Fink, Vadney, Sylvia, Flanders and Holmes.

Absent: Representatives Arsenault and Comtois,

Also present: Commissioners Thomas, County Administrator Debra Shackett and Finance Director Glen Waring.

Minutes for approval: M/Cormier, S/Fields to approve the 01/24/14 outside agencies subcommittee minutes as presented. **Motion carries.** M/Greemore, S/Huot to accept the 01/24/14 Administration & Finance subcommittee minutes, with a correction in the spelling of Rep. Greemore last name. **Motion carries.** M/Vadney, S/Fields to approve the 01/27/14 minutes. Under 2014 budget paragraph, Rep. Worsman would like it edited to say that she told members that they could either use the County's budget or use her spreadsheet, whatever tool works for members is what they should use. Unanimous. **Motion carries.**

2014 budget; Nursing Home Rep. Worsman started with the Nursing Home subcommittee and wanted to discuss the money allocated from Admin and Finance salaries to the Nursing Home line 53000. Rep. Worsman calculated her figures and came up with a different amount than the county. Discussions ensued around the process in which these are paid. Rep. Worsman asked for 2013 wages for the 6 positions in Admin & Finance. A portion of 5 of those positions are allocated to the Nursing Home (Admin. Assistant is not). Rep. Worsman then discussed the electronic medical records in line item 53435. They would suggest raising that line to \$20,000 allowing the implementation of the electronic medical records project. Rep. Tilton wanted to get numbers on health insurance rates (single/2 person/family). Rep. Greemore asked what the rates are for the NHRS. Rep. Worsman wants to know what salaries would be without COLA and step. Administrator Shackett will give the number increase (by department). Committee discussed the shortage of RN's; this is an industry issue everywhere right now. Rep. Gulick sked how many volunteers the Nursing Home has. There are 35. Revenues were discussed regarding Proshare and the CAP from the State.

Public input: At 7:45 pm, Chair Worsman asked if there was any public input. Kurt McGee from Sanbornton spoke regarding appropriations and referred to RSA 24:15 and RSA 24:21.

Rep. Worsman said this was on her to do list and that she would like to establish a grant policy for the Delegation. Administrator Shackett stated that the County has an adopted grant policy, a strict one and that it is followed. She could provide a copy to all Delegation members. She has also asked the Auditors for a statement regarding this. Rep. Worsman wants to make them part of the budget.

2014 budget; Debt Service: Administrator Shackett said there are 2 loans that the County is paying on. These are broken down by principal and interest. Rep. Greemore asked about towns paying taxes twice a year. Administrator Shackett said she met with all town/city administrators and it was determined that taxpayers are better served by having the county do a TAN. It would be much more costly for the towns/city to do on their own plus, it would require a legislative change, which as Rep. Tilton indicated, the legislature will not do.

Capital Projects: Rep. Tilton commended the facilities manager on his broken out list and capital improvement project program. The committee asked if the project budgeted (surveillance system) would require the full \$100,000. Yes. There was an RFP that was put out. Committee would like those documents.

Public input: There was none from the public. Rep. Fields would like to commend Administrator Shackett who recently received the Credential Manger Designation from ICMA, the International City/County Government Management Association. Congratulations!

Rep. Tilton asked for updated numbers in the 2013 staff count and asked if there was an updated list of county vehicles. The one he has is a year old.

Adjourn: M/Luther, S/Fields to adjourn at 8:20 pm. Unanimous. **Motion carries.**

Respectfully submitted,

Angela A. Bovill, Administrative Assistant

A true record Attest:

Jane Cormier, Clerk of the Delegation