



BELKNAP COUNTY COMMISSIONERS
34 County Drive
Laconia, NH 03246
Phone (603) 527-5400
Fax (603) 527-5409

Edward D. Philpot, Jr.
Chairman
Laconia

John H. Thomas
Vice-Chairman
Belmont

Stephen H. Nedeau
Clerk
Meredith

Jail Planning Committee Meeting Minutes – March 14, 2012

Commissioner Thomas called the meeting to order at 4:30 PM.

Members present: Commissioner John H. Thomas, County Administrator, Debra Shackett, Brian Loanes, Gary Goudreau, and Daniel Ward.

Absent: Commissioners Edward D. Philpot Jr., and Stephen H. Nedeau.

Commissioner Thomas passed out an organizational chart that he created. There was discussion around the topic of if we were going to form a community advisory committee. Gary Goudreau is creating flow charts based on his review of David Bennett's report. As soon as completed, he will email to all committee members. Superintendent Ward suggested one location where information could be shared. Ms. Shackett will look into an FTP site as a possibility. In the interim, she will get Mr. Goudreau an email directory.

Ms. Shackett has done further research and believes that we should hire a professional planning consultant to guide this group. Discussions ensued. All agreed. Superintendent Ward brought forward a training that the NIC (National Institute of Corrections) has planned in August and felt it would be worth attending. Of course, planning will happen prior to this, but it would also be beneficial to go see what other people who have been through this process are doing. Ms. Shackett will gather the names of some professional consultants. Superintendent ward will also ask NIC if they provide a programming consultant. Ms. Shackett and Mr. Ward will develop an RFP Draft for the next meeting.

Committee members unanimously voted to approve the 2/28/12 meeting minutes. Mr. Loanes recommended asking Sue Cagle from the UNH Cooperative Extension to do an "Environmental Scan" that would determine existing services and services that would be available as we work towards a master plan. Ms. Cagle has offered to perform this scan and explained that because of existing groups and networks in the county, it should be fairly straight forward.

Tasks for next meeting:

Daniel Ward – research grant training through NIC.
Debra Shackett & Daniel Ward – Draft RFP
Debra Shackett – FTP site

Unanimous vote of the committee to adjourn at 5:15 PM. Next meeting will be Tuesday, March 27, 2012 at 4:30 PM.

Respectfully submitted,

Angela A. Bovill,
Administrative Assistant