

Belknap County Commissioners Meeting of April 30, 2008 Commissioners Conference Room

Commissioner Daigneault called the Belknap County Commissioners meeting to order at 8:00 AM on the above date at 34 County Drive, Laconia, NH.

Members present: Commissioner Philip Daigneault, Chairman; Commissioner Christopher Boothby, Vice Chairman and Commissioner Richard Long, Clerk.

Attendees: Harold Powell, Carol Schonfeld, Craig Wiggin, Richard Grenier, Courtney Marshall and Angela Bovill.

Minutes of the Meeting

Commissioners Daigneault, Boothby and Long

Approval of meeting minutes: Commissioners need to approve the minutes of the April 8, 2008 April 9, 2008 and April 21, 2008 Commissioners meetings. There was discussion. Commissioner Boothby made the motion to approve the 4/8, 4/9 and 4/21 2008 meeting minutes. Commissioner Long seconded for discussion. Commissioner Long wants Angela to refer to Richard Grenier as the Superintendent during discussions to be sure that there is no confusion on which Richard is speaking in minutes. Angela will change. Commissioner Long seconded. Unanimous. **Motion carries.**

Harold Powell, Maintenance Superintendent

Roofing issues at courthouse: Harold came to the Commissioners today to let them know that there are three sections of roof that need emergency repairs done to them. Harold gave the board three quotes to review from L.M. Smith Home Improvements. There is water leaking into the inside of the Courthouse building. Harold gave the board some pictures of the three problem areas of the roof. The worst area is the one that has the valley where water is coming into Courtroom #1. Every time it rains it leaks and makes quite a mess. The total for repairs comes to \$6120. There was discussion. Commissioner Daigneault said that there is a bigger problem he needed to brief the other Commissioners on. At the original entrance to the old building, the roof is damaged heavily, it is leaking in through the stairs that go up to the courtroom. What it has done is compromised the cement and red bricks and caused them to erode. It is a beautiful old building. Commissioner Daigneault thought maybe they could come up with some historical monies to help with this. Harold is in contact with BP&S to analyze the damage, take pictures. The gentleman told Harold that this particular problem was looked at a few years ago, but nothing transpired at that time. It will probably need the advise of a structural engineer.

Harold needs to have the roof repairs at hand done immediately. Commissioners told Harold to pay the repair totaling \$720 out of his operating expenses. That leaves \$5400 for the other repairs. Commissioners want to set up an account for roof repairs in the Maintenance budget and transfer money from the contingency fund into this special capital account. Commissioners unanimously approved the three repairs presented by Harold Powell totaling \$6120 for the roof repairs in the three areas discussed at the courthouse. Commissioners instructed Harold to go ahead and get them (L.M. Smith Home Improvements) taken care of immediately.

Maintenance work orders: Harold would like to start using maintenance work order forms. Harold consulted with the other maintenance staff throughout the county and had discussions. Granted the OCU, Nursing Home, Jail and Courthouse all have different and unique needs. Having work orders for everyday issues would keep things on task and so that they may be taken care of in a timely manner. Unique maintenance items will be handled differently as they always have. There was discussion. Harold would like to distribute these and try it for a while on a trial basis. Harold will put together some temporary three page work orders, if this all works, then he will order three part pads to have on a permanent basis. Commissioners concur with this.

Pest control consolidation in the County: Harold said that he had a company come in to give him a price on managing the pest control for the OCU/nursing home facility. It was less than the company that currently provides this service. Harold is going to save money, so he will switch to this company. Waltham is the name of the company and they are the ones that currently provide services to the courthouse and jail. This move to Waltham will consolidate to be consistent throughout the whole county and save us money. Harold prepared a letter to the current company to cancel their services and will mail it once the Commissioners approve. We are not bound by a contract, so we are all set. Commissioners concur and Harold will mail the letter.

Central Paper vs. Swish Kenco: Harold let the Commissioners know that the courthouse uses a company called Swish Kenco for their paper supplies. The Nursing Home and Jail use Central Paper Products. Harold has priced out some items and has done comparisons between the two. Harold recommended to the Commissioners that we will save money by going to Central Paper for the whole county and terminate doing business with Swish Kenco. The quality is the same or better and the saving is tremendous. Commissioners concur with Harold to do business with Central Paper Products for the County and support this recommendation.

Carol Schonfeld, Human Services Administrator

HB2 updates: Carol came to the board and asked if they reviewed the proposed Memo of Agreement (MOA) draft. Commissioners said yes and Carol had a few items to point out to them. The 5.6% that you see on the hold harmless calculation paragraph is actually 6.4%. Then, the part Carol has a hard time with is that there is no mention of the INC or HCBC recoveries that were discussed earlier and the fact that we should receive 100% of those recoveries and there is no verbiage, and it should be in there. Carol wants the Commissioners to be aware that there will be cases on the bill that we get that will not be on the liability. At the end of 2 years when there is no hold harmless those people will then be the county's liability going forward. There were discussions that ensued. Based on these numbers, Carol said that calculating with the numbers they have there, she might not need the supplemental that she had originally asked for. There was discussion. This is an open item. Carol thinks we still need to monitor the bills. At then end of two years under this draft MOA, this is suppose to be evaluated to see if it working or if a new system needs to be put in place. Commissioner Boothby will be attending the meeting on Friday and will report back to the Board.

Commissioners unanimously agreed that Belknap County was on board to support the Memo of Agreement (MOA) as long as we can retain the right to audit the bill as we have always done in the past.

Parental reimbursement: Parental reimbursement as of 3/31/2008 is \$36,837, county share \$13,353.

Human Services software: The affiliate is still waiting a response from ACS with an estimate for writing a program for the counties, which will interface with the State's new software.

Sheriff Craig Wiggin

Polygraph machine: Sheriff Wiggin told the board that the polygraph machine that they currently have is 11.5 years old. They have replaced the computer three times and they just had to replace it again. They have a temporary laptop in there that is getting them by at the moment. The Sheriff told the Commissioners that this machine really needs to be replaced. The polygraph was purchase in 1995 with a grant by Sheriff Hodges. It is old and the Sheriff is concerned that if the hardware were to crash and burn they would be without a system. That is why he would like to replace the whole thing. The Sheriffs Department is a 50/50 recipient of the Edward Burn Justice Grant with the City of Laconia in the amount of \$23K. The City of Laconia is the financial recipient of the grant. The sheriffs department has available to them, \$12,500 in Federal Funds. The Sheriff said that they are running about 75-100 tests per year. They are expensive. The Sheriff would like to use that grant money to purchase a new polygraph system. The sheriff called around and there are two major manufacturers of these machines. Lafayette (which is what they have currently) and a company called Axitron out of Texas. The Sheriff and Deputy Dave Perkins are both examiners. The cost for a new system through Lafayette was \$7490 and the Sheriff got them to sharpen their pencils and come down to \$6441. What happens with this grant is we have to spend the money and then get reimbursed. The draw down takes about 30 days. (There is no match involved, complete 100% reimbursement) The Sheriff would like to take the money out of his budget (vehicle maintenance) to pay upfront and then put it back in his budget when he is reimbursed by the City of Laconia. The Sheriff would like to purchase the Lafayette system for \$6441 with the approval of the board. There was discussion. Commissioners Long made the motion to approve the purchase of the polygraph system as presented by the Sheriff from Lafayette for \$6441. Commissioners Boothby seconded. Unanimous. **Motion carries.**

Regional Accident Reconstruction Team: The team has been very busy this year. They have been looking into a new total station. It is a total station; GPS based system with reconstruction equipment. It is set up so that when they go to a large crime scene or accident scene they can map it out using GPS coordinates in a very short efficient period of time. This conversation came up at a Chiefs meeting last week. A gentle man from highway safety was there at the meeting telling about grant opportunities that may be available for the team. They have 50/50 match grants. They are willing to put up 50% cost of the new unit for the team. The team (County) would only be responsible for \$3000. We would be the financial point of contact with highway safety. The Chiefs are all agreeable to get every agency to pitch in \$300 a piece. They will all approach their selectman. The unit would still stay here and this would be used in addition to the system that we have now. Craig asked the Commissioners: If he could get the Chiefs to agree to do this, he would find a way to expend the money out of his budget upfront to the Highway safety department. Then, each town will reimburse the county their \$300. Commissioners want to get the upfront commitment from the towns before we expend the funds. Craig concurs and just

wants to make sure it was ok with the Commissioners before he went ahead and did that. Craig will work with Marie in Finance to make sure we set this up properly.

New Cruiser: Craig said that they just replaced one cruiser. Craig bought a left over 2007 to save money. It is white. Craig said the two impalas that he ordered are supposed to be here in May/June 2008. When they take the two old cruisers off the road, the Sheriff would like to have an auction. Craig said it is his understanding that that money needs to go back to the General Fund. Commissioners said that is correct. Craig asked if that goes to contingency at the end of the year or does it go to the basic operating fund. Commissioners told Craig that at the end of the year, it goes back to surplus. The Sheriff also let the Commissioners know that the county can sell items at this auction that the Sheriff department will have. (I.e. computers, vehicles, equipment)

Gas prices: Craig for warned the Commissioners his concerns with the rising price of gas. The Sheriff is concerned that he might run out of money in this line item by the end of the year. He may have to come to the board to ask for more money on that account. Commissioners appreciate the heads up and we will address this when it is needed.

Non-public session: Craig requested a non-public session with the Commissioners to discuss a personnel issue. Commissioner Boothby made the motion to enter into a nonpublic session pursuant to RSA 91:a-3, paragraph II, (a) to discuss a personnel issue. Commission Long seconded. Commissioner Daigneault polled the board. Unanimous. Motion carries. At 9:20 AM, the board entered into a non-public session.

At 9:27 AM, the Commissioners concluded their non-public session and were back in a public meeting. While in non-public session, no actions were taken and no decisions were made.

Richard Grenier, Superintendent of the Department of Corrections

Cooper standards: The cooper standards requirements are coming up. We have a team of people going to Grafton County to compete in the Cooper Standards Challenge. The Superintendent reminded the Commissioner about the policy that was put into effect at the Department of Corrections that employees have to meet the cooper standards once a year.

Inmate Population: The current population in the jail is at 82 in the building, 4 on the bracelet program and 3 on work release for a total of 89 we are responsible for. There was a newspaper article that an inmate submitted to the local paper on the bracelet program. This inmate offered praise for this program and how it has changed him by offering opportunity to turn his life around.

Lawsuit: There was a letter for a pending lawsuit with an update of where this is at for the Commissioner to review. Superintendent Grenier provided updates and information.

Greenhouse: Commissioner Daigneault said that he went through the greenhouse at the jail the other day and was impressed with the operation that is going on. The inmates were rototilling the soil at that time for the garden. Inmates are doing all the repairs, labor etc. It is a great operation and the Commissioners commended the Superintendent and his staff for doing a heck of a job. The Superintendent told them there have been a number of donations made for this, thousands of dollars worth. The inmates and staff really enjoy it.

Courtney Marshall, Nursing Home Administrator

Resident count: Courtney informed the Commissioners that they have been at full capacity with 94 residents for about 2 weeks now and for the first time in a long time they are starting a waiting list for admission to the facility.

State visit and staffing: Courtney said that they are all ready for the State to come back to the Nursing Home. Courtney also said that staffing at the home is good right now. There has been quite a turn around at the Nursing Home and things are running very good.

Investigation: Commissioners asked what the outcome was from their decision on the letter that went out on the 25th to support a termination of a nursing home employee. Courtney said that Adult Services are doing their own investigation. They found more evidence against this person. This just substantiates the county's position to terminate the employee.

Appointment to HB2 committee: Commissioners asked Courtney because they would like to see him join the House Bill 2 (HB2) Committee and represent Belknap County. The County Administrator formerly held this position. Courtney told the Commissioners that he has been attending the NHAC executive committee meetings and the affiliate meetings. Courtney would also be happy to represent the county on this important issue.

Chamber of Commerce: Courtney also told the Commissioners that the Nursing Home is now an active member of the Laconia Chamber of Commerce. Courtney will plan to host a business after hours and maybe a breakfast or business leader meeting here at some point. Commissioners think this is a great way to get the community and a business leader involved and educated in what the county does. Commissioners said great job.

Cost report request for extension: There was a letter that the Commissioners wrote to the State to request an extension of the Nursing Home Cost Report to be no later than May 31, 2008. The State has graciously agreed to give the County this extension.

Shakedown Cruise: There was an invitation to the Commissioners to take part of the Mount Washington Shake Down cruise on May 5, 2008 at 10:00 AM.

Cook Building CDBG in Laconia: Donna Cook sent an email to Angela to let the Commissioners know that they did not get the Cook Building Project funded this time around. They may try for the next round of funding, but will not do this project in 2008.

Co-hosting the NHAC annual conference: Commissioners want to thank the Coos County Commissioners for agreeing to host the annual conference at the Mount Washington this year. Originally, Belknap County and Coos County would co-host together. But, due to the current circumstances in Belknap County; the Commissioners wanted to hold off for this year. Commissioners will send a letter of thanks along to Coos County.

May meeting dates: The May Commissioners meeting will take place as follows: May 6, 2008 at 8:00 AM and May 21, 2008 at 8:00 AM.

County Convention Public hearing notice: There was a notice of the County Conventions meeting on May 6, 2008 at 7:00 PM and May 13, 2008 at 7:00 PM. Commissioners want all department heads to be at the May 6, 2008 7:00 PM meeting.

With no further business to discuss, the meeting was adjourned by unanimous vote at 10:15 AM.

Angela A. Bovill, Administrative Assistant

Attest: _____
Philip P. Daigneault, Chairman

Christopher D. Boothby, Vice Chairman

Richard W. Long, Clerk