

Belknap County Commissioners Meeting of August 13, 2008 Commissioners Conference Room

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

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

Attendees: Richard Grenier and Debra Shackett.

Minutes of the Meeting

Richard Grenier, Superintendent of the Department of Corrections

Inmate population: The Superintendent reported that there were currently 74 in house inmates. There are 7 inmates on work release and currently one inmate on the bracelet program at the moment.

Generator for the Jail: During the major lightening storm last week, the generator in the Dept. of Corrections came on after the power was lost. The Superintendent came into the jail the next morning and was told that the generator had been on since 2:00, he said 2 am, they said no, 2 PM from the day before. It never shut off even after the power was back. Richard immediately called Harold Powell who came right in. The generator would not shut off, even when they hit the panic button, so they called in Milton CAT and they sent a guy right out. They were able to shut it down. There are some problems associated with it. The radiator in the unit it shot and the regulator is fluctuating quit a bit. This unit has not been maintained properly over the years, that is the biggest problem. When they are properly maintained, they last forever. The Superintendent brought a quote for costs to repair that totals \$3565.59. Ms. Shackett talked to Harold Powell who told her that a new generator is around \$35K. There was discussion. Commissioners instructed the Superintendent to go ahead and have the repairs done to the generator at the cost of \$3565.59 and if need be a transfer will be done at the end of the year. The Superintendent will also put the service contract in the budget for next year at \$1026. Commissioners want the Superintendent to see if we can get that as a three-year contract for \$1026 for all three years. The Superintendent will check on that.

Conveyor belt quote: The Superintendent also has a quote for the repair to the conveyor belt in the basement of the jail. It has been in the basement since the 70's and the belt is shredded. This conveyor belt is used to bring supplies up and down from the basement. A company from Massachusetts came up to look at it and gave the Superintendent a quote. It will need to bearings and a belt. Commissioners asked Richard if he tried the place in Belmont replaces belts. He couldn't remember their name but it is across from the Belmont post office. Commissioner Long thought that maybe they could do something. The bearings also need to be replaced. Commissioners need the Superintendent to gather a few more quotes and then come back the Commissioners with a recommendation.

Debra Shackett, County Administrator and Finance Office

County Attorney: James Carroll forwarded a memo to the Commissioners with a request to transfer \$15K to the witness line item. The memo explained in detail the nature of the request. Commissioners asked Debra if there is money in the County Attorneys budget to cover this? Commissioners wish to have James Carroll at the next meeting and will hold the transfer for now.

Nursing Home: There was a copy of a letter that Ms. Shackett wrote to a former employee relevant to tuition reimbursement for the Commissioners to review.

NHAC: The registration form was given to the Commissioners and distributed County wide for the annual conference at the Mount Washington Resort. All three Commissioners and Debra will attend the conference.

Also distributed to all departments was the paperwork for nominations for awards at the conference by Angela. Commissioners are hoping that we will have some nominations this year. These are due into Commissioner Boothby or Mrs. Bovill on August 27, 2008 by 4:00 PM.

Finance Update: Ms. Shackett thanked the Commissioners for the open house that they held in her honor. It was appreciated. Debra also prepared the Managements Discussion and Analysis (MD&A letter) for 2007 for the Commissioners to review so that it may be forwarded to the Auditor.

Workers comp claims: Debra also informed the Commissioners that a few changes have been made to the way works comp claims are handled. The only people who are to have the password for the county and are authorized to file claims are Ms. Shackett, Ms. Mora and Ms. Laflamme.

Unifund Software training: Ms. Shackett had a representative from Unifund, our software company in for a day of training her on the system. This went very well and was very helpful to Ms. Shackett. Debra is also working on a procedure to make it easy for the County Treasurer to review and sign off on the bank reconciliation. Lastly, the laptop for Ms. Shackett is on order.

Evaluations: There are three department heads whose evaluations that are due this month. The Nursing Home Administrator has already done one of those evaluations for the Commissioners to review with his recommendations. Commissioners will address in non-public session.

Maintenance Director Cell Phone: Harold does not have a cell phone that is provided by the County. Harold uses his personal cell home for County Business and has asked if the county would consider paying him a monthly stipend for the use of his personal cell phone. (Approximately \$36) Commissioners concur with this. It should also be noted that in the very near future, the issue of cell phones in the county will be re visited. This is due to tax reasons.

Mental Health Symposium: There is still a request for all counties to contribute \$1000K to the Mental Health Symposium that will take place in November. We are the only County that is saying no. Debra attended a meeting with the Superintendent and strongly recommends that Belknap County pay the \$1000K towards the symposium. Commissioner Boothby made the motion to approve the \$1000 expenditure for the Mental Health Symposium in November. Commissioner Long seconded. Unanimous. **Motion carries.**

September Commissioners meeting dates: Are as follows: Wednesday, September 10, 2008 at 8:00 AM and Wednesday, September 24, 2008 at 8:00 AM.

Approve minutes: Commissioner Boothby made the motion to approve the minutes from the July 30, 2008 Commissioner meeting. Commissioner Daigneault seconded. Unanimous. **Motion carries.**

Non-public session: Commissioner Boothby made the motion per RSA 91:A: 3, paragraph II, (c) to enter into a non-public session to discuss personnel issues. Commissioners Long seconded. Commissioner Daigneault took a polling of the board. Unanimous. **Motion carries.** Commissioners entered into non-public session at 8:50 AM.

The Commissioners concluded non-public session and were back in a public meeting at 10:20 AM. While in non-public session, no actions were taken and no decisions were made.

Salary adjustment: Commissioner Boothby made the motion to approve the wage increase pursuant to the 6-month evaluation (submitted by the Nursing Home Administrator) for the Director of Nurses at a salary of \$75K per year effective August 11, 2008. Commissioner Long seconded. Unanimous. **Motion carries.**

Motion to seal minutes: Commissioner Long then made the motion per RSA 91:a-3; paragraph III to seal the minutes of the non-public meeting for one year. Commissioner Boothby seconded. Unanimous. **Motion carries.**

With no further business to discuss, the meeting was adjourned by unanimous vote at 10:25 AM.

Angela A. Bovill, Administrative Assistant

Attest: _____
Philip P. Daigneault, Chairman

Christopher D. Boothby, Vice Chairman

Richard W. Long, Clerk