

Belknap County Commissioners Meeting of August 27, 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: Harold Powell, Sheriff Craig Wiggin, and Debra Shackett.

Minutes of the Meeting

Harold Powell, Maintenance Superintendent

Proposals for repairs to Courthouse arch entrance: Harold obtained a second quote for repairs to the front entrance of the courthouse. Harold had previously given a quote from Bonnette, Page and Stone and discussed it with the Board. Harold came to discuss the other quote from Conneston Construction, Inc. and compare the two. Harold discussed the work incorporated to get to this point by each company. Based on that, Harold is recommending that the County award the bid to Conneston Construction for \$73,865. Commissioners asked Harold when Conneston said they can start this project. They can do it this fall September – October. This has to be done before snow falls, it is too much of a chance to wait due to the vulnerability of this structure. The project will take 4 – 6 weeks to complete. There was discussion. Commissioner Boothby made the motion to authorize Conneston Construction, Inc. to do the proposed work at the courthouse as outlined in their bid not to exceed \$73,865.88 (pending the hazardous waste provisions) for the repairs to the front entrance at the Courthouse. Commissioner Long seconded. Unanimous. **Motion carries.** The Commissioners will request approval from the Executive Committee for this project and that the project be funded out the 2008 contingency fund.

Truck replacement: Harold came to the Board to inform them that the one-ton dump truck will likely need to be replaced. The transmission is a going on the truck and the plow needs to be replaced. It is 10-years old. The County has put a lot of money into this truck to keep it running and knew that this would need to be addressed at some point. Harold believes that point is here. Discussions ensued. Harold will obtain quotes and do some further research. Then he will come back to the Commissioners with a proposal. The County needs to purchase a plow for the winter.

Craig Wiggin, Belknap County Sheriff

Disaster recovery expenses: The Sheriff said that he had a meeting yesterday with FEMA representatives and NH Homeland security representatives in Barnstead regarding the disaster declaration for the tornado that passed through. They did address the flood issue, but that is a separate issue and does not effect the Sheriffs department directly because they did not incur any expenses on the flood issue. They did however incur damage expenses to their Prospect Mountain antenna over in New Durham that covers

Barnstead and Alton during the tornado. The Sheriff said that the local FEMA representative will be coming up today, they have been responsive. He is coming to get the documents that he needs along with the application that the Sheriff filled out. They told the Sheriff that they would reimburse the County for the costs for repairs to that antenna and for all the overtime costs that were incurred during that time. The Sheriff said that he would get most or all of that back. It was about \$4800.

Tree removal for security purposes: Harold Powell obtained some quotes for tree removal. The best price was from Grand View Tree Service, LLC. He is licensed, bonded, insured. He will complete the job for a total of \$750. That is very reasonable and Commissioners concur. The Sheriff will move forward.

Deputy resigns: The Sheriff also informed the Commissioners that Deputy Denise Miller has submitted her resignation from the Sheriffs department. Ms. Miller will be done at the end of September but will stay on as a part time Deputy. The Sheriff said that several people have inquired about this position and that he should have no problem filling it.

Auction of old vehicles: Lt. Cost has been in contact with a gentleman in Allenstown who auctions off old surplus vehicles. His prices are right, he takes a flat 10% commission on the proceeds of a sale. The Sheriff has 6 vehicles he would like to bring to him. Once we get them together and down there, then he can auction them off. He is bonded and licensed. He can deal with the details and then just cut the County a check. The money will come back to the General Fund. The Sheriff would like to proceed with this if the Commissioners concur. There was discussion. Commissioner Long made the motion to authorize the Sheriff to auction off the 6 vehicles as discussed through third party, Arthur Houle. Commissioner Boothby seconded. Unanimous. **Motion carries.**

Debra Shackett, County Administrator & Finance Officer

Human Services: Ms. Schonfeld submitted an update on her department dated 8/20/08. Debra and Carol will be traveling to Concord today at the State for the State and Finance Committee meeting. Commissioners asked Debra to find out whether or not Carol plans to stay on board after the end of this year. Also, they want to know about her assistant. Debra said that Carol wants to stay on after the first of the year, which means that the assistant position will expire on 12/31/2008.

Letter for tuition reimbursement: Debra wrote a letter to a former Nursing Home employee regarding the money that she still owes the County. A response along with a first payment was returned to Debra and Commissioners are aware. The Commissioners want to respond by saying that they understand and accept the situation as it is now and reserve the right to review every year to see if more can be contributed.

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

At 9:34 AM, the Commissioners concluded non-public session by unanimous vote and were back in a public meeting. While in non-public session no actions were taken and no decisions were made.

Wages/salary adjustment: Commissioner Boothby made the motion, based on the successful completion of their review and evaluation after a 6-month period, that the Nursing Home Administrator and the Maintenance Superintendent receive a 5% increase in salary effective on their anniversary date (in August) Commissioner Long seconded. Unanimous. **Motion carries.**

Copier quotes: Debra presented the Commissioners with her recommendation to purchase a new photocopier for the Commissioners/Finance Office. There were three quotes that Angela obtained along with research on these three proposed models. This office is in desperate need for a copier, the existing copier is nearly 8 years old. There was discussion. Commissioner Boothby made the motion to authorize the purchase of a Kyocera KM-3060 from Mac Durgin Business Systems, Inc. for the buy out price of \$5660 (to save on financing) based on the fact that there is currently money in the budget to do so. Commissioner Long seconded. Unanimous. **Motion carries.**

Executive Committee approval of front entrance of courthouse: Commissioners need to have meeting scheduled with the Executive Committee of the County Convention to request their approval for expending \$73K out of the 2008 contingency fund for the repairs to the front entrance of the courthouse. In addition, they need to give the Executive Committee a budget update. Angela will call Chairman Nedeau to schedule said meeting.

County Budgets: Based on questions that transpired from Ms. Shacketts department head meeting, Debra asked the Commissioners why the budgets are due in so early considering the payroll numbers and benefit numbers aren't available until mid October. Commissioners explained that they have always used the year prior numbers for those items and then adjust them accordingly later in the budget process. Commissioners again requested that department heads be prepared to explain how they can operate more efficiently next year.

October meeting dates: Wednesday, October 15, 2008 at 8:00 AM, Wednesday, October 22, 2008 at 8:00 AM (*This is an all day budget work session*), Thursday, October 23, 2008 at 8:00 AM (*This is an all day budget work session*) and Wednesday, October 29, 2008 at 8:00 AM.

Electronic Communications Policy dated 8/27/2008: Debra provided an email/internet policy that both she and the Sheriff are recommending. There was discussion. Commissioner Boothby made the motion to approve the electronic communications policy as presented for countywide use. Commissioner Long seconded. Unanimous. **Motion carries.**

Policies and Procedures from the Jail: The Superintendent of the jail submitted a packet of updated policies and procedures for the Commissioners to review. Commissioners wanted the record to reflect that they have accepted these updated policies and procedures and that the Commissioners will review and approve at their next scheduled meeting.

Procedures for employee evaluations: There were discussions on how evaluations are done and how increases are given in the county. Ms. Shackett is creating a form for employee evaluations that will be distributed to all department heads to perform employees' reviews. Then, these reviews will be brought before the Commissioners to sign off on before any payroll changes can be implemented. Evaluations need to be done consistently through out the county.

In addition, Debra also asked how the commissioners have been handling wage increases for department heads. There was discussion. A pay scale will be established for County department heads.

With no further business to come before the Board, the meeting was adjourned by unanimous vote at 10:34 AM.

Angela A. Bovill, Administrative Assistant

Attest: _____
Philip Daigneault, Chair

Christopher D. Boothby, Vice Chair

Richard W. Long, Clerk