

Belknap County Commissioners Meeting of October 15, 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.

In attendance: Commissioner Philip Daigneault, Chairman; Commissioner Christopher Boothby, Vice Chairman; and Debra Shackett, County Administrator. Commissioner Richard Long, Clerk was absent.

Minutes of the Meeting

Debra Shackett, County Administrator

Introduction: Ms. Shackett brought Renee McMahon into the Commissioners meeting and introduced her. Renee was hired as the new Bookkeeper in the Finance office. Commissioners welcome her.

Tax anticipation notes: Ms. Shackett informed the Commissioners that Northway Bank won the bid for TAN's for Belknap County. Northway had the best interest rate at 2.9%. Laconia Savings bank was second at 3¼% and Citizens Bank was at 5.9%. Administrator Shackett told the Commissioners that Sue Hunt from Northway would be in this morning to witness the Commissioners signatures on these documents. Commissioners were pleased to hear this and more pleased to give the business to a local bank.

Inmate Cook: Inmate Nancy Cook (former County Administrator) was moved to Merrimack County Department of Corrections on 10/15/08.

Transfers: Administrator Shackett asked for clarification on budgetary transfers under \$10,000. The Commissioners want to continue to approve the transfers. She will submit them on a regular basis as they come in. The requests in excess of \$10,000 will be submitted to the County Convention upon notification. Commissioner Boothby made the motion to approve the list of transfers as presented. Commissioner Daigneault seconded. Unanimous. **Motion carries.** (Attached to minutes)

Budgetary items: Administrator Shackett asked the Commissioners how they want to budget for wage increases for department heads. Ms. Shackett recommended that department heads get a COLA increase on the same date all employees receive it, and then on their anniversary date they get evaluated and are eligible for a merit increase to be set by Commissioners. After much discussion, the Commissioners told Debra to calculate the amount needed for each department head and put the total in the wage adjustment account. The Commissioners will distribute the amount. The associated benefits should be budgeted in each individual budget.

Insurance: Commissioners asked Ms. Shackett if she has spoken with Primex about property, causality and health insurance quotes. She also talked to Local government Center for the same to be fair. It is anticipated that there may be a significant discount if we purchase all coverage from one source. Ferdinando, our current Insurance for property came yesterday and did an assessment on all of the county

property. For budget purposes, Ms. Shackett will go with the numbers from Ferdinando. If we stay with Ferdinando we already know the rate, but that is not what the majority would like to do.

Technology (IT) in Belknap County: Ms. Shackett has been talking with Cybertron and the department heads to find out what the county needs are. Ms. Shackett has a department head meeting tomorrow and the department heads wanted to see what we are spending on Cybertron. We are spending a lot less money on Cybertron than we would if we hired a full time employee. Debra met with Jon and Tracey from Cybertron and had a good meeting. Administrator Shackett asked them for numbers for next years budget. Cybertron is very interested in keeping Belknap County as a client and wants to do everything they can to ensure that department heads are happy. She has told him directly what the complaints/issues of department heads are. GroupWise e-mail is something that everyone complains about and basically no one likes. If we get rid of that network it will cost approx. \$20,000 to change to a different e-mail system. Belknap County needs more than a half a day a week for our needs to be met. Commissioners want Ms. Shackett to get a cost from Cybertron on a full day once a week and possibility of buying flex hours.

Also, the county needs to be on a computer replacement program of all the computers in the county. Ms. Shackett is waiting on a master list from Cybertron of the county's inventory. Department heads would like Cybertron to make recommendations about what they need to run more efficiently, etc. Ms. Shackett thinks that Jon Rich should go around and talk to each department head and then come back to her. Then, Debra and Jon can put in order of priority. Also department heads need to make sure that their employees stop picking up the phone and calling Jon Rich directly. Calls should be made to the Cybertron Office (or e-mailed). The Commissioners Office (Angela) should be made aware of the problems. Department heads need to make sure this is what is happening.

Sue Hunt, Northway Bank

TAN's: Sue Hunt from Northway bank came into the commissioners meeting to witness the Commissioners signatures on the Tax anticipation notes and to take the originals back to the bank with her. Sue said that the money would be in the County's account today.

Investigation: Ms. Shackett informed the Commissioners that Attorney Jim Reedy from Sheehan, Phinney, Bass and Green will be conducting an investigation on behalf of the County Commissioners and will be meeting with all parties involved today.

Meeting on energy program with Johnson Controls: Commissioners would like to meet with Johnson Controls on a budget session day for their energy savings program presentation. Commissioners would like to arrange for Thursday, October 23, 2008 from 12:30 – 1:30 PM.

Letter of support: There was a letter that Raymond Burton had sent to Commissioner Nick Toumpas and Cc to the Commissioners regarding the WIC (Woman, Infant and Children) program. In short, he was recommending that WIC be able to participate in programs like fresh farm stands, like ours. Commissioners want to write a letter of support to Commissioner Toumpas echoing this support and offering our farm stand as a trial site.

County staff car: Commissioners had asked for usage of the car, which they were given today. Ms. Shackett asked the Commissioners if they want to fix it or get rid of it. We have missed the window to take it to auction now, but can in the next round. Commissioners said to get rid of that car and eventually we can get one of the Sheriff's department's old cruisers again for a county staff car.

Letter from a Citizen: Commissioners reviewed a report with correspondence that was sent to them. Commissioners have reviewed and do not feel the need to meet with Mr. Hoffman. Commissioners will respond in writing to Mr. Hoffman as requested in his report.

Nursing Home: A new job description for the Nursing Home Human Resources Director was presented to the Commissioners for review.

Read folder: Ms. Shackett asked the Commissioners what they thought about having a folder with correspondence that includes non-action items. It would be a read folder that they can all review when they are in, initial that they have seen it and then it can be filed. Instead of having it in their weekly books and wasting copies, etc. This is just for all non-action items. Commissioners thought this was a great idea. This folder will be left on the conference table in the Commissioners office. This will also include a current budget report.

With no further business to come before the board Commissioner Boothby motioned, Commissioner Daigneault seconded to adjourn at 9:14 AM. Unanimous.

Angela A. Bovill, Administrative Assistant

Attest: _____
Philip P. Daigneault, Chairman

Christopher D. Boothby, Vice Chairman

Richard W. Long, Clerk