



BELKNAP COUNTY COMMISSIONERS
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Christopher D. Boothby
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Meredith

Edward D. Philpot Jr.
Vice-Chairman
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Richard W. Long
Clerk
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Minutes
Belknap County Commissioners Meeting
December 16, 2009

Commissioner Philpot called the Belknap County Commissioners meeting to order at 7:34 AM on the above date at 34 County Drive, Laconia, NH and started with the pledge of allegiance.

In Attendance: Chairman Christopher Boothby (arrived at 8:28 AM), Vice Chairman Edward Philpot Jr., Clerk, Richard W. Long and County Administrator, Debra Shackett.

Approval of minutes: M/Long, S/Philpot to approve the 12/02/09 minutes with on minor adjustment in the last paragraph on page one where is reads count and should be county. Unanimous. **Motion carries.**

Personnel policy handbook: Mr. O'Neil, HR Director presented the Commissioners with a draft Personnel Policy Manual. This has been a process in the works. Over the summer months, Ms. Shackett, Mr. Grenier, Mr. Wiggin and Mr. Marshall all met and reviewed. After coming on board with Belknap County, Mr. O'Neil jumped right is and has also reviewed with Ms. Laflamme, HR Director in the Nursing Home. Commissioners are pleased to see this; it was one of the Commissioners goals in their strategic plan. The goal at hand is to organize, centralize and make a handbook that is uniform county wide. Ms. Shackett stated that a lot of work went into this from the beginning phases with department's heads, to Mr. O'Neil and Ms. Laflamme. Mr. O'Neil is requesting that the Commissioners take this handbook, review and then set a date in January 2010 to have a work session to sit down and discuss. Commissioners thanked Mr. O'Neil for the good work.

SDA Belknap County Facilities Strategic Plan: Ms. Shackett gave the Commissioners the outline of the facilities strategic plan from SDA. Commissioners reviewed. There was discussion. Commissioners would like to use some of Johnson Controls information to save money on certain energy reviews. This basic data can be utilized instead of paying more money. Ms. Shackett called Kelly Davis of SDA and he is coming to the 12/21/09 department head meeting. Ms. Shackett also requested a meeting with the engineers.

Administrators Report:

- The Delegation approved the transfer of \$27,000 for the courthouse roof project

- Unifund training for our software has been going well
- The Energy grant has been approved pending Historic Preservation Review
- Sheriff's grant: First drawdown has been deposited into account; revised MOU's have all been signed. Ms. Shackett requesting approval to make payments and notify sub-awardees. Approved. Ms. Shackett will move forward.

HB1483 Discussions: Ms. Shackett gave the Commissioners a copy of the proposed bill. Basically it changes the way appropriations are made. Commissioners asked where it came from. Commissioners are trying very hard to improve communication with the delegation and now this comes to them with no communication at all. Betsy Miller, NHAC Executive Director will be following this closely. The bill is set to be introduced on 01/06/10. Commissioners have to oppose as written. Ms. Shackett will follow this process and get opinions from other counties. Commissioner Philpot said that we should propose language for a potential amendment. Commissioners are hoping to have a conversation with the sponsors of the bill over this. This has caught them completely off guard.

Non-public session. M/Philpot, S/Long to enter into non public session per RSA 91-A: 3, II, (b). Commissioner Philpot polled the board. Philpot/Y, Long, Y. **Motion carries.** Commissioners were in non public session at 8:20 AM. (Commissioner Boothby arrived at 8:28 AM)

At 8:49 AM, non public session was concluded by unanimous vote and Commissioners were back in a public meeting.

Adjourn: The meeting was adjourned by unanimous vote at 8:50 AM.

Respectfully submitted,

Angela A. Bovill, Admin Assistant