



BELKNAP COUNTY COMMISSIONERS  
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Christopher D. Boothby  
Chairman  
Meredith

Edward D. Philpot Jr.  
Vice-Chairman  
Laconia

Richard W. Long  
Clerk  
Belmont

Minutes  
Belknap County Commissioners Meeting  
April 22, 2009

Commissioner Philpot called the Belknap County Commissioners meeting to order at 7:30 AM on the above date at 34 County Drive, Laconia, NH and started with the pledge of allegiance.

In Attendance: Vice Chairman Edward Philpot Jr., Clerk Richard Long, and Debra Shackett, County Administrator. Chairman Christopher Boothby was on a scheduled vacation.

**1. Approval of minutes:** M /Long, S/ Philpot to approve the nonpublic minutes of 4/13/09 and the public minutes of 4/8/09. Unanimous. **Motion carries.**

**2. Citizens Council (Alan Robichaud):** Mr. Robichaud opened up the discussion by asking the board “ if the State or other funding is secured, is the council still run out of Belknap County?” The full board needs to have this discussion and decide. There was also the question that if the counsel is not part of the county, does that hamper their ability to receive future grants? Commissioner Philpot had a few thoughts that the counsel is best suited as an independent not for profit organization. He also feels that anytime you put a child somewhere, that State should pay for it. Commissioners also told Mr. Robichaud not to limit himself to State funding only. The counsel has been pursuing an ASO model planning, Foundation Grants and a 501 c.3 status. Mr. Robichaud also inquired that if we still have the program piece of restorative justice would it still be part of the county. Commissioners believe that to be yes. More discussions will take place with the full board and the Citizen’s counsel in future meeting so that the Commissioners can provide that clarification for the counsel and give them direction. Commissioners also advised Mr. Robichaud to continue to explore a model while they are researching funding.

Commissioner Long referred to the letter that was sent to the Counsel in November 2008, regarding the Commissioners intentions on future funding. Mr. Robichaud told the Commissioners that when he first received that letter, he perceived it as diversion programs (like RJJ) and that the Commissioners were charging the counsel to pursue funding for that program. It wasn’t until the public budget presentation in December that Mr. Robichaud realized that by diversion, they meant the Citizen’s Counsel. Somehow, the counsel got lumped into diversion, but Mr. Robichaud is not quite sure how? It could have been stemmed from the effort back when the program started.

Commissioners apologized to Mr. Robichaud for not having straight forward answers for him and Commissioner Long personally apologized that he and the Commissioners did not get more deeply involved and provide more feed back to Mr. Robichaud over the years. Mr. Robichaud has had to answer to two masters and that is not a favorable position for anyone. In the end Mr. Robichaud is a County employee. Commissioners would like to have a brain storming session with the counsel and provide Mr. Robichaud with more communication and straight forward answers.

Director Robichaud gave the Commissioners a report with an overview of selected activities of the Counsel for them to take and review. Mr. Robichaud also asked for input back on the draft report he gave to the Commissioners because he has a meeting tomorrow morning and is anxious to get that in a final format for distribution. Commissioners will have feedback at their next meeting.

**3. Grant request from Sheriff Craig Wiggin:** The Sheriff is requesting authorization to submit the application for the Justice Assistance Grant he is applying for on behalf of Belknap County, Laconia, Alton, Belmont, Gilford, Meredith and Tilton. The grant totals \$217,578 which is broken down as listed between participants. The grant needs to be submitted on line, through a grants management program. The Sheriff is requesting permission to proceed with submitting the application.

Commissioners read instructions that the Sheriff gave them on this grant and it states in there that the Governing body needs to review and approve before the application can be submitted. It also said it needed to be done 30 days ahead of time.

These grants monies are part of the federal stimulus program and are of no cost to the county. This is a stimulus grant that has no limitations other than construction. The only responsibility the county has is managing the grant. The Sheriff appointed Deputy David Perkins as the Program Manager. The Sheriff is requesting approval now to meet the deadline and then once the application is submitted on line he will bring to the Commissioners to approve so they don't miss the window of opportunity.

Ms. Shackett also stated that the Commissioners need to review the application and approve before it is submitted. Administrator Shackett also pointed out that it states very clearly that a plan needs to be in place for who controls the money, quarterly reports, single audit, etc. The Sheriff explained what he intended to use the monies for. There was discussion. M/Long, S/Philpot to authorize the Sheriff to proceed with the application process subject to the Commissioners' review and approval. Unanimous. **Motion carries.**

**4. RFP, Courthouse Roof (Harold Powell):** Mr. Powell presented the Commissioners with a formal RFP for the Courthouse roof for review. Commissioners agree that this should be reviewed by an engineer and stamped with an approval. Koppers Company, who submitted a bid, viewed it as an engineer, but we only have a quote. We need a stamp from an engineer whose stamp is good in the State of New Hampshire. Mr. Powell will check with that company to see if they are able or willing to do that. If they are not, then we need to get this complete by

an engineer in order for the project to move forward. Until this is accomplished, the bids are tabled.

**4. Air conditioning unit for new office:** Mr. Powell has quotes for the air conditioner that will be installed in the new office. It is his recommendation that the bid be awarded to Dutile Refrigeration Co and is seeking approval from the board. M/Long, S/Philpot to authorize the Maintenance Director to award the bid to Dutile Refrigeration as presented and to move forward with the project. Unanimous. **Motion carries.**

**5. Audit services:** Ms. Shackett received an additional services authorization estimate from the auditors, Vachon, Clukay & Co., PC in the range of \$3500 - \$5000. Ms. Shackett has been back and forth with communication with the auditor and is recommending that we pay the addition fee for services. Ms. Shackett also challenged the bill along with the progress of the audit. They have still not provided Ms. Shackett with all the necessary items from the audit yet, which took place the second week in February. Administrator Shackett also has not received the cash balance for January 1, 2009. Ms. Shackett told the Commissioners that the Audit will be put out to bid next year. M/Long, S/Philpot to pay Vachon, Clukay & Co. \$2,000 on account and hold the rest of the money pending the final audit and reconciliation. Commissioner Philpot wants to include the question to V & C, "What has changed in the scope that they could not do according to their original estimate and why on the due date of the cost report deadline did we not receive till the final hour?" Unanimous. **Motion carries.**

**6. Monthly Update from Brian Loanes (RJJ) and Alicia Morey (YSB):** Mr. Loanes and Ms. Morey gave the Commissioners an update on the MOU and their progress to date. The MOU has been signed. They now meet on a weekly or bi weekly basis in an effort to merge the two agencies. They have a positive working relationship. A new system of central intake has been created and it is referred to as Court Diversion and Prevention. They established separate phone number for referrals. That number rings into Mr. Loanes office. They will also be administering the GAIN Short Assessment. They have met with the GAIN program coordinator and will set up staff training. Mr. Loanes, Ms. Morey, Mr. Eagan and Ms. Benson will be trained on this program. They are scheduled to attend the May Chiefs' meeting to make a presentation. Commissioners inquired if the YAP program has also been invited to all of these events and to the discussion table. Ms. Morey stated that they let them know of dates, etc and they are informed. A lot of work has been done in the past month. Commissioners thanked them both and told them to keep up the good work.

**7. Committee reports:** Commissioners gave any updates that they had on their respective outside agencies. There was nothing that required action.

**8. Stimulus monies:** Commissioners asked Ms. Shackett where the county was at with stimulus monies. Ms. Shackett expressed that the turnaround time is very difficult but that she is actively working on it.

**9. Non public session per RSA 91-A: 3, II, (a):** M/Long, S/Philpot. Commissioner Philpot polled the Board: Philpot/Y, and Long/Y. Commissioners were in a nonpublic session at 9:36 AM.

Non public session was concluded by a unanimous vote at 9:50 AM. While in nonpublic session, no actions were taken and no decisions were made.

**10. Public input:** Commissioner Philpot asked for public input. There was none.

**11. Adjourn:** M/Long, S/Philpot to adjourn the meeting at 9:50 AM. Unanimous. **Motion carries.**

Respectfully submitted,

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Angela A. Bovill, Admin. Assistant