



BELKNAP COUNTY COMMISSIONERS
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Minutes
Belknap County Commissioners Meeting
August 12, 2009

Commissioner Boothby 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: Chairman Christopher Boothby, Vice Chairman Edward Philpot Jr., Clerk Richard W. Long and County Administrator, Debra Shackett.

1. Approval of Minutes: M/Philpot to approve the 7/29/09 minutes, S/Long with questions; “Can we expand the motions in these minutes to read as usual”? AA Bovill will make the change and reprint. Unanimous. **Motion carries.** M/Philpot, S/Long to approve the 7/29/09 non public minutes. Unanimous. **Motion carries.**

2. Meeting dates: Next scheduled meeting was to be on Wednesday, 8/26/09. Commissioner Long requested changing that date to 8/25/09 due to a schedule conflict. M/Long, S/Philpot to change the date to Tuesday, 8/25/09 at 7:30 AM. Unanimous. **Motion carries.**

3. AG’s information: Administrator Shackett provided the Commissioners with a copy of the memo from the Attorney Generals office along with appendix B of the right to know law.

4. Human Services: Last year the Counties in NH were offered a choice of billing methods by the State of NH. At that time Belknap County decided to continue remitting our payment in the same manner we have been accustomed to. The alternative offered by the State was that the counties simply pay 1/12th of our CAP each month. (The CAP is based on the States fiscal year.) Administrator Shackett is recommending that we change our methods at this time and stated why. There was discussion. Commissioner Boothby asked if there was any public input. There being none, M/Long to make the change on how we pay the State to reflect the 1/12th (equally divided) monthly payment. S/Philpot. Unanimous. **Motion carries.**

5. Maintenance: Administrator Shackett reported that we have received reports from RFS (Rist Frost Shumway) on both the parking lot and the court house roof. Maintenance Director Harold Powell is preparing the RFP’s. RFP’s for snow removal is due on 8/19/09. These proposals will be brought to the Board at their 8/25/09 meeting and Mr. Powell will make his recommendation. The air conditioner at the courthouse has been fixed and is working.

6. NHAC: Administrator Shackett will be part of a study committee that will assemble to study county statutes. This development came from last week's Executive Committee meeting. There is a lot of interest State wide in examining the roles, relationships and rules that relate to County Government.

7. Departmental Cooperation: Based on some recent meetings to review personnel policies, an issue came up regarding medical screening for new hires. The end result is that the Nursing Home will be able to provide this service Countywide. This is a strong example of a new level of cooperation that is developing from increased communications and collaboration. Excellent!

8. Overtime in the Nursing Home: Administrator Shackett wanted to give Kudos particularly to Diane Roberts and to Deb Laflamme and Courtney Marshall. They heard the Commissioners' budgetary concern over the over time accounts and have taken action to reduce this expense. Great job!

9. Insurance: Administrator Shackett has reviewed all insurance costs and projections since changes were made earlier this year. Initially it was thought that there would be \$147,000 (for all plans). The savings for this will actually be around \$78,000 due to the fact that we had to purchase "tail" policies which cost approximately \$70,000. But next year should show the approx \$140,000 savings.

10. BCCD (Conservation District): Ms. Shackett reported that the conservation district expects their audit to be finalized by the end of August and we will receive the report as soon as it is available.

Commissioner Philpot thanked Ms. Shackett for her administrative reports and wanted to give her kudos for doing a great job. Ms. Shackett is diligently keeping projects moving forward and there is a lot of good stuff going on Belknap County. Good work!

11. Non-public session: M/Philpot to enter into a non-public session at 8:05 AM per NH RSA 91-A: 3, II (b) relative to hiring of a public employee and (a) disciplining of a public employee. S/Long. Roll call vote by Chairman Boothby. Boothby – Y, Philpot – Y and Long – Y. Unanimous. **Motion carries.**

Non public session concluded at 8:40 AM and Commissioners were back in a public meeting.

12. LRMFA Bylaws: Ms. Shackett provided the Commissioners with a copy of the bylaws of LRMFA. Administrator Shackett and Chief Aiken had discussion about the timing of the approval of their (LRMFA) budget by their board and the timing of preparing our county budget. There was discussion.

13. NHAC Annual Conference/Primex: Primex has asked the Board of Commissioners and Administrator Shackett to participate in panel at this year's annual conference to talk about the County Conversations piece, etc that they have done. Commissioners are on board.

14. NHAC meeting and Federal stimulus money: Commissioners asked if the subject of stimulus monies for New Hampshire was discussed at the NHAC Executive committee meeting. Ms. Shackett said that they talked more about bonds than grants. These are loans from the Federal Government. We are currently waiting to hear from the Federal Government to see if we are eligible based on their criteria. Commissioner Boothby wants Administrator Shackett to draft a letter to be sent to our Senators and representatives in Washington to help expedite the process.

15. RFP, facilities analysis, bio mass, etc: Ongoing discussions ensued about an RFP and a facilities analysis plan of all the county structures. Commissioners concurred that they need to stay on the outlines plan to develop an RFP and a facility plan, then to research various portions through the bidding process, etc. It needs to continue to be looked at as whole, not individual options along the way (I.e.: bio-mass alternatives, etc.). Ms. Shackett stated that the one thing that will more than likely need to be taken care of before this facilities analysis is complete is the replacement of the old boiler in the Department of Corrections.

16. Public input: Chairman Boothby\by asked if there was any public comment. He asked a second time. There was none.

17. Adjourn: M/Boothby, S/Long to adjourn the meeting at 9:32 AM. Unanimous. Motion carries.

Respectfully submitted,

Angela A. Bovill Administrative Assistant