



BELKNAP COUNTY COMMISSIONERS
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Minutes
Belknap County Commissioners Meeting
August 25, 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, S/Long to approve the 8/12/09 Commissioners meeting minutes. Unanimous. **Motion carries.** M/Philpot, S/Long to approve the Commissioners non public minutes of 8/12/09. Unanimous. **Motion carries.** M/Philpot, S/Long to approve the 8/12/09 minutes from the Commissioners wrap up forum. Unanimous. **Motion carries.**

2. Parking lot (Harold Powell): Rist, Frost Shumway provided a report for the parking lot assessment for the County Complex. There were test pits dug to determine what under the surface. The problem with the parking lot is the sub surface, the material under the asphalt. The material would need to be removed, proper material refilled and then repaved. There was no ledge found in any of the test pit sites. The proposal from RFS was for \$113,400 total package price. If we do this then the parking lot will be put on a routine maintenance schedule where it will be sealed every couple of years. Mr. Powell is recommending that the county move forward with the proposal from RFS. Commissioners know that fixing the parking lot is not an option, but that they need competitive bids before any work can be done. M/Philpot, S/Long to move forward with RFP and that the project will be done in the next budget year. (Next spring) Unanimous. **Motion carries.**

3. Courthouse Roofing (Harold Powell): Mr. Powell also had Rist Frost Shumway provide the County a roof assessment for the County Courthouse. RFS has provided Mr. Powell with 3 options for a complete roof replacement and the costs for each. Mr. Powell provided the detailed report along with roofing samples to the Commissioners. Mr. Powell did some research also and believes that the coal tar built up roof is the best application. There was discussion. The Commissioners would like RFS to come into a Commissioners meeting to explain the three options and expand on the report that they submitted.

4. Windows at the Courthouse: Mr. Powell stated that there was not an RFP on this item due to the fact that he considers this to be an emergency repair. He has two proposals for the repair work from two local reputable companies. Mr. Powell had both companies inspect. Commissioner Philpot said that when someone is hired to fix something in a public building, that we need to have an RFP. In addition, it provides recourse if something were to happen and consistency with all companies to provide pricing on the same item/service. Mr. Powell asked if he creates a scope of work, can he take it back to these two companies so that they can provide pricing based on the same criteria. Commissioners concurred.

5. Snow removal RFP's: The RFP's were due by August 19, 2009 to the county. Commissioner Boothby opened the sealed RFP. Only one was received. It was from Humiston Excavation in Meredith, NH. They bid \$34,500 based on the RFP criteria. Commissioners said now that they have a number to compare to, Ms. Shackett can do a comparison of what the county expends for plowing needs versus outside costs. Ms. Shackett will report back to the Commissioners once this is complete and a decision will be made at that point.

6. Energy Agreement: Christopher Rogers from the Nursing Home had a copy of a proposed lease agreement for energy. There was discussion and Commissioners concur that this needs to be put on hold due to the fact that the County is in the middle of a countywide facilities analysis. Commissioners also stated that they want to move forward with the RFQ and for it to have a deadline of October 1, 2009.

7. NHAC Awards: Commissioner Boothby is asking support from the board to nominate Leo Lessard of Strafford County for the Edna McKenna award for 2009. M/Long, S/Philpot to support the nomination on Leo Lessard for the Edna McKenna award of behalf of the Belknap County Board of Commissioners.

8. Update on Belknap County Youth Services (Brian Loanes & Alicia Morey; Atty. Jim Carroll could not be present): Mr. Loanes and Ms. Morey wanted to give the Commissioners their report on the status of Belknap County Youth Services. Commissioners commended them all for doing a good job. They are proposing to condense their agencies and staff to three full time people for this coming year's budget. They respectfully request permission to move to the old Human Services Offices at the Courthouse. Commissioners concur with that request. In review, they are joining their organizations under the county as one department, moving to the human services office space and having three FT employees. They also informed the Commissioners that as the workload increases, it may require additional staff, and wanted to make sure that the Commissioners are aware of that moving forward. Administrator Shackett also supports the proposal and the efforts put forth by these individuals. M/Long, S/Philpot to approve the merger of programs, approve of this as a county department and to move their head quarters to the old human service offices at the courthouse. Unanimous. **Motion carries.** Congratulations!

9. New Vehicle for Program: Mr. Loanes had a conversation with the Sheriff who about some monies that may become available Mr. Loanes program w\could utilize It is a grant that Laconia has applied for. Mr. Loanes is asking for \$6,900 to use the money to buy a community service van to transport their juveniles. The DOJ cleared that this was on ok use of funds. Let the record

state that this is discussion only at this point. Commissioner's support and want to make sure that they work with Administrator Shackett to make sure the entire basis will be covered. Commissioner Boothby asked for public input. Ms. Ober asked which JAG grant this was. It is a new one that Laconia has applied for, and we would be a sub recipient in this case. Ms. Shackett also recommended making it part of the 2010 budget that way a supplemental appropriation will not be needed.

10. Email addresses for Commissioners (Ms Shackett): These are being set up now for Commissioners "public" business. They should be up and running next week.

11. Representation letter: This is the letter from the Commissioners to the auditors stating that the Commissioners understand their financial responsibilities and have complied/cooperated with them and provided all information. Ms. Shackett and Ms. Mora have meeting with the auditors on 8/31/09 at 8:00 AM. Ms. Shackett is recommending that the Commissioners sign the letter so that she may return to the auditors prior to that meeting. M/Long, S/Philpot for the chairman to sign the representation letter as presented on behalf of the board. Unanimous. **Motion carries.**

12. Budget schedule: Times need to be set for budget work sessions with department heads. Two full days are usually best. Ms. Shackett will send out an email with some proposed dates.

13. LRGH: The hospital is in the process of securing financing for expansion and would like representation from the County at a meeting on 9/3/09 at 11:00 AM. Commissioner Philpot and Administrator Shackett will attend.

14. HR Director: Ms. Shackett announced that Mr. Norman O'Neil has agreed and accepted the offer of the Belknap County Human Resource Director. Mr. O'Neil will start on September 28, 2009. Ms. Shackett is very enthusiastic about having Mr. O'Neil as part of the Management team.

15. County Forum follow up: Commissioners would like Ms. Shackett to send out the minutes and a cover letter to all the towns/city with information from the 8/12/09 forum. Ms. Shackett spoke to the fact that the next step in the process should be for all the Town/City Administrators and Managers to come together for an initial meeting and talk about issues. They can collectively talk about the issues, what can get done now and needs into the future. Then all of the Managers can report back to their boards. Commissioners concur.

16. Commissioners reports on outside agencies: Commissioner Philpot reported that he met with the Executive Director and Board Member of BCEDC (Jennifer Boulanger and Tom Garfield) last week and officially withdrew as a board member; he will instead act as liaison as previously discussed. BCEDC mentioned to Comm. Philpot that they are somewhat of a crisis mode right now trying to find a space to relocate to. This may have an impact on their budget and wanted to give the county a heads up.

Commissioners asked if there had been any word back from the NHRS issue. Ms. Shackett stated that there was none to date. The question was then posed whether we should be processing payroll for BCEDC and the other outside agencies that we currently s\do this for?

With the new Human Resources Director coming on board, it is the time to eliminate doing payroll for outside agencies. The County can only offer benefits to County employees. There was discussion. Commissioners instructed Ms. Shackett to notify agencies (UNH Cooperative Extension, Conservation District and Economic Development Council) of this decision as of 12/31/09. This gives the outside agencies time to transition to go on their own for payroll and benefits. The county needs do this. It is unclear how it ever came to be, but it must be eliminated. That was past practice and it ends 12/31/09. Ms. Shackett will call them all and offer guidance and assistance in the process. Commissioners want the letter to go out right away.

17. Federal Building: The only update would be that we as the City/County are both tied for second place. Ms. Shackett to the board that Genesis has also submitted an application. Private entities get first choice, and then City/County second.

Commissioner Boothby asked if there was any public input before non public session. Asked Twice, there was none.

18. Non Public session: M/Philpot to enter into a non-public session at 9:31 AM pursuant to NH RSA 91-A: 3, II (a) to discuss personnel issues. S/ Long. Roll call vote by Chairman Boothby. Boothby – Y, Philpot – Y and Long – Y. Unanimous. **Motion carries.**

Non public session concluded at 10:34 AM and Commissioners were back in a public meeting.

19. Adjourn: With no further business to come before the board unanimous motion to adjourn at 10:34 AM.

Respectfully submitted,

Angela A. Bovill, Administrative Assistant