



BELKNAP COUNTY COMMISSIONERS
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Minutes
Belknap County Commissioners Meeting
March 11, 2009

Commissioner Philpot called the Belknap County Commissioners meeting to order at 7:28 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 Long, and Debra Shackett, County Administrator.

1. Approval of minutes: M/Long to accept the regular minutes of 2/5/09 and 2/19/09. S/Philpot. Unanimous. **Motion carries.** M/Philpot to accept the minutes of 2/11/09 minutes and 2/11/09 non public minutes. S/Boothby. Long/abstained (was not present at this meeting due to a scheduled vacation) Unanimous. **Motion carries.**

2. April meeting dates: M/Long to approve the April Commissioners meeting dates of 4/8/09 and 4/22/09, both at 7:30 AM. S/Philpot. Commissioner Boothby stated that he will not be at 4/22/09 due to scheduled vacation. Unanimous. **Motion carries.**

3. Recognition: Commissioners reviewed three letters from the Merrimack County Department of Corrections. Commissioners would like to recognize publically the service of three of our Belknap County Correctional Officers; Lt. David Berry, Officer Glenn Keyes and Officer Matt O'Connor.

4. County buildings and systems status report: Mr. Powell, Maintenance Director, submitted a report which he will submit on a monthly basis per the Commissioners request. Commissioner Philpot stated that he is interested in the buildings throughout the County and strategic planning that focuses around them. Commissioners asked when the energy study that is being conducted by Johnson Controls would be complete. Ms. Shackett indicated that she and Mr. Powell have a meeting with Johnson Controls on 3/18/09 and would report back to the Commissioners at their 3/25/09 meeting. Commissioners indicated that Harold's report would be even more helpful if the projects could be grouped together in the report. Commissioners commended Mr. Powell for this report. This is an excellent start, an excellent thought and a great opportunity for planning ahead. Good job.

5. Memo from Chairman Representative Alida Millham: Rep. Millham forwarded a draft memo to Commissioner Boothby with and outline for forums on County Government. Commissioner Boothby said this was a follow up to a discussion that took place between Rep. Millham and him. It is an initial thought process of educating the public and making county government more accessible. Commissioner Boothby asked Commissioners Philpot and Long to read this and take it under advisement and that they will discuss at a future meeting. Commissioners would like to acknowledge Chairman Millham for her all her time and efforts. This is a great start for building upon the common direction between the County

Commissioners and the County Convention and they would like to thank her for moving the process forward.

6. Refinancing Bond: Ms. Shackett indicated that she would like to coordinate a meeting with the full County Convention to request authorization for refunding one of the county bonds.

7. Briefing on Nursing Home Survey (Courtney Marshall, Diane Roberts and Christopher Rogers): The State survey team showed up 6 weeks earlier than anticipated. They spent three days the Nursing Home. Comments from the survey team were that the atmosphere and tone of staff were positive, things were much improved and the residents were very happy. Everything seemed very positive all around. There were a few (minor in nature) deficiencies on the clerical end. Mostly from documentation; it was the area where some corrections needed to be made. Ms. Roberts explained these in detail. There were also a few life safety tags that the Home received and Mr. Rogers spoke in details about these. Mr. Marshall, Ms. Roberts and Mr. Rogers stated there is already a plan of action in place addressing these issues, about 85% of them have already been fixed and the plan of correction is almost complete to submit. The Survey Team will be back into Nursing Home facility on March 29th to check on these corrective actions. Commissioners wanted to commend the whole Nursing Home staff for such a fantastic survey and a summation of work and positive changes in our Nursing Home. Every single employee of the Nursing Home is to be commended for working as a team to accomplish the goal of providing for the health and well being of our residents. Well done.

8. MOU collaborative contract (James Carroll and Brian Loanes): Atty Carroll and Mr. Loanes started off by explaining that there have been several meetings around juvenile services that are provided to our youth and new more innovative ways of providing those services collaboratively. In looking into all of these options and proceeding with the integration of services, they came up with the Memo of Understanding that they have presented to the Commissioners today. In summary the MOU joins the parties that have agreed to work more closely and more efficiently in the area of actual services that are available and what is actually needed. Atty Carroll explained in details how the process would work. Commissioner Philpot wants to know how we will be able to bring programs in to a place where it has a systematic triage. There was discussion. Commissioners stated that the MOU is an excellent start and commended them for their efforts and timely manner in which things are being addressed. Commissioners asked what the follow up on this MOU will be. Atty Carroll explained in detail and stated they need to start the process for a more efficient program (as a whole). They will report back the progress on a monthly basis to the Commissioners. Commissioners would like to commend these gentlemen's efforts and are hoping that other agencies see and emulate these efforts of looking into new and innovative ways to provide services and work together with State, County and local agencies. M/Long, S/Philpot to accept the MOU and to authorize the chairman to sign. Unanimous. **Motion carries.**

9. Incentive Funds: Ms. Shackett told the Commissioners that she has not received a confirmation from the State yet on the amount the county will receive for incentive funds. Right now they only have the Governor's recommendation which is \$83,000. (2008 it was \$184,000) and we are not sure if the State budget has been approved. Ms. Shackett will continue to communicate with the State for answers. Ms. Shackett said that we have received the second of 4 payments from last year's award. Commissioners asked if they have to disburse those funds by what was previously determined or not? Ms. Shackett will find out what the options are.

10. Tax Anticipation Notes (TAN's): The funds will be deposited into the County's account today. The county received a great interest rate of 1.93% with Laconia Savings Bank. Commissioners were pleased that other banks were bidding and that we are branching out in the local area also.

11. Fund accounting software: In November of 2008 we received a bill from Unifund for services in 2006 and 2007. Ms. Shackett stated that we are being pressured to pay that and it is around \$8,000. Ms. Shackett explained in detail what was going on with this. Ms. Shackett has gotten the bill down to around \$4,000 and wondered if there is some type of statute of limitations on such a thing. Ms. Shackett has not pursued all the way yet, it is an ongoing item that she will keep the Commissioners' updated on the end result. Commissioners felt the bill would have to be paid.

12. Maintenance line items in County Budget: Ms. Shackett had previously asked the board about transferring money from the maintenance budget in the jail to the County Maintenance department budget. Commissioners had asked Ms. Shackett for specifically how much money that would be. Ms. Shackett did some research and told the board it was \$30,000. M/Long, S/ Philpot to move \$30,000 from the Department of Corrections maintenance budget in the County Maintenance budget per Ms. Shackett request and to bring to the Executive Committee for approval. Unanimous. **Motion carries.**

13. Grant Administration Policy: Ms. Shackett presented a written policy titled Procedures for Federal and State Grant application acceptance and administration that the Sheriff prepared. The Sheriff and Ms. Shackett met and are recommending approval of this policy. Anyone in the county applying for state or federal grants would have to adhere to this policy. This requires the Commissioners approval before a person applies for such grants and also that they money be run through by treasurer and through the finance department. M/Long, S/Philpot to approve the policy as presented. Unanimous. **Motion carries.**

14. Email Server Bids: The bid specs were sent out to three companies and only one bid was submitted back to the county. The Clerk, Commissioner Long, opened the one sealed bid. It was from Cybertron, Inc. and they sub mitted their bid for \$3,200. Commissioner Long stated that he would pass the bid along to Administrator Shackett for compliance and to make a recommendation. Ms. Shackett would like the Commissioners to act on this today as we are on a time schedule. M/Long, S/Philpot made the motion to award the bid to Cybertron, Inc. subject to verification of bids specs. If compliant, Ms. Shackett can move forward with project. Unanimous. **Motion carries.**

15. Belknap County Conservation District (BCCD): There was an email from the BCDD Program Director regarding an update on the audit progress. Commissioners wanted to know how many bids they have received thus far. Commissioners want to make sure that an active process is being followed and pursued. Ms. Shackett stated that they have received back on bid to date. The deadline for bids is March 23, 2009. Commissioners will send them their February and March checks and want the BCCD to know that it is in their best interest to realize the urgency for this audit and to have a proactive way to addresses this in a timely manner. Ms. Shackett will relay the message and also put it in writing.

16. Lakes Region Mutual Fire Aid (LRMFA): Commissioners gave LRMFA clear direction that there funding would be for one more year only and that they should be actively looking into getting funding directly from the towns. At a previous meeting, LRMFA was in favor of having one more year to be able to transition to this. Yet, when LRMFA came to the last delegation meeting they asked the County Convention if they have to listen to the Commissioners or if the County Convention can over ride that decision. They also asked this question at their subcommittee hearing. Commissioners would like to meet with LRMFA at a future Commissioners meeting to have discussion.

17. Community Action Program (CAP): Ms. Shackett asked the Commissioners for direction on paying the CAP request for their first installment payment based on funding from the County. Commissioners had zeroed out these budget line items and the county Convention reinstated them. This begs a question? Commissioners would like a legal opinion on this and instructed Ms. Shackett to hold payment until they receive such an opinion. Commissioners will expend the payments for the portions of the programs that they did recommend funding for in the 2009 budget. Ms. Shackett asked if the Commissioners if they

would like to meet with Attorney Fitzgerald to give them some legal advice on this matter. Commissioners concur. M/Philpot to meet with legal counsel, for advice on this matter. S/Long. Unanimous. **Motion carries.** This opinion will be on all the agencies that the Commissioners zeroed out and the county Convention added back.

18. Commissioner Boothby's conversation with John Wallace for the State of New Hampshire: In review, the State has said that the County owes monies on a bill for services which they can't substantiate. Mr. Wallace told Commissioner Boothby that he does not believe that the State has to substantiate the facts. Apparently Hillsborough, Belknap and a few others have not resolved these issues with the State. Commissioner Boothby told Mr. Wallace that he would discuss with the full board and get back to him with their decision. Commissioners suggested that Ms. Shackett contact Hillsborough County and find out their reasoning for also not paying. Ms. Shackett indicated that Ms. McMahon has tried to contact the State to help get some guidance and direction on the State bill. Basically, she was told that there is not training and that when most people get their bills, they just pay them. Belknap County is trying to be responsible. Commissioners would like Ms. Shackett to visit Hillsborough County and speak with their Administrator.

19. Public Comment: Commissioner Boothby asked if there was any public comment. There was none.

20. Non-public session: M/Philpot, per RSA 91-A: 3, II, (a) & (c). S/Long. Commissioner Boothby polled the board. Philpot/Y, Long/Y, Boothby/Y. Unanimous. **Motion carries.** Commissioners were in a non public session at 9:29 AM.

Nonpublic session was concluded at 10:20 AM. While in non-public session, no actions were taken and no decisions were made.

21. Motion for legal counsel: M/Philpot to direct County Administrator Debra Shackett to seek legal counsel regarding personnel issues. S/Long. Unanimous. **Motion carries.**

22. Adjourn: With no further business to come before the board M/Philpot, S/Long to adjourn at 10:22 AM.

Respectfully submitted.

Angela A. Bovill Administrative Assistant