



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  
September 9, 2009

Commissioner Boothby called the Belknap County Commissioners meeting to order at 8:25 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/Long, S/Philpot to approve the 8/25/09 Commissioners meeting minutes. Unanimous. **Motion carries.** M/Long, S/Philpot to approve the Commissioners non public minutes of 8/25/09. Unanimous. **Motion carries**

**2. County Convention (Rep.'s Millham Swinford, Miller and Merry):** Members came to the Commissioners to see what the next step is in the county conversations follow up process. Administrator Shackett told them that she has sent out an invite to all the Town/City Managers or Administrators to invite them to a round table discussion hosted here at the county. It appears that the date she picked is not working out with a lot of their schedules, so Ms. Shackett will reschedule. County Convention members present want to start exploring the issues that have not been addressed in the sessions, like mental health, long term care. Chair Millham stated that they are only 3 months away from the budget dead line and wants to know how to proceed now. Commissioners would like to build the convention into the budget process along the way before the budget is just handed over to them in December. This will engage everyone on the strategic planning process. Rep. Merry inquired about a constituent group from the Commissioners and a constituent group from the county Convention. Commissioners and Administrator Shackett concurred that the best way for the county Convention to be an active part of how the process of the budget works before it is delivered to them would be for them to attend the Commissioners budget sessions as they take place. This will also give them an insight to these various areas that they are concerned about. This benefits all on not only a county level, but ultimately at the State level too. Commissioner Philpot volunteered to meet with Chair Millham and act as a liaison between the Commissioners and the Convention for updates on their committee. This way, he can tie into the work being done at the state level as part of the strategic planning of understanding what direction we are headed in together. There was discussion.

**3. NHAC Conference:** The County Conversations panel will be held at the Mt. Washington during the annual conference. Details on the discussion panel to be held on Monday, 10/26/09 at 9:00 AM will be forth coming.

**4. Energy Grant (Debra Shackett):** Ms. Shackett is requesting permission from the board to submit an application for \$257,000 for energy conservation & efficiency programs. Chair Boothby asked for public comments. There were none. Ms. Shackett explained that the county will submit the application, which is a formality and then is approved; we will have 18 months to sign contracts and 36 months to spend the money. Ms. Shackett intends to use the money to do 4 of the 6 Energy Conservations Projects based on a proposal from Johnson Controls (gives a base line). If the county could do all of those projects with the money applied for, then it will have no impact on the taxpayers (it is stimulus money). Ms. Shackett also stated that along with this request for approval, she pointed out that this money would be budgeted in the 2010 budget, so it works out at a good time. The County will have control over who does these projects, when they are done etc. There are no decisions being made now about that will do the work, but rather strictly to submit the application for \$257,000. M/Philpot, S/Long to direct the County Administrator to submit the application as discussed. Unanimous. **Motion carries.**

**5. Emails for Commissioners:** Commissioners email accounts have been set up for Belknap County business. This way constituents, the public, etc. can contact the Commissioners about County Business using this email addresses. They will be posted on the website.

**6. Courthouse windows:** The RFP was done on this project. Mr. Powell received two quotes. One from Bonnette page and Stone (BPS) for \$10,200 and one from Conneston Construction, Inc. (CCI) for \$10,758. Commissioners reviewed and found that the letters were in conflict with the scope that was signed. Commissioners will take under advisement and Mr. Powell will clarify.

**7. Snow Plowing Proposal:** Administrator Shackett recommends rejecting the proposal due to the fact that the \$39,000 is too expensive. After doing a cost analysis, Ms. Shackett cannot suggest it. M/Philpot, S/Long to reject all bids relative to the snow plowing RFP. Unanimous. **Motion carries.**

**8. Nursing Home unanticipated revenues:** Administrator Shackett reported that the Nursing Home has received unanticipated revenues this year (in excess of \$300,000) and that she is looking into using some of that money to pay for the Nursing Home parking lot. This will eliminate the need to pay for the project from taxes. Debra will keep the Commissioners posted as she researches what steps are necessary to accomplish this. Ms. Shackett gave kudos to the Nursing Home Administrator Mr. Courtney Marshall for recommending this.

**9. Tax bills to towns/city:** Ms. Shackett reported that the tax bills to the 10 towns and the city will be mailed this week. Commissioners again wanted to find out if there is a legal reason why the county cannot bill the towns twice a year. Ms. Shackett reminded them that they would need to consider the debt structure of the county too. In March 2009, the county borrowed 7.5 Million in a TAN (tax anticipation note). Commissioners inquired whether or not the borrowing percentage for the TAN is lower than what the towns/city interest is. Bond rating was discussed.

Ms. Shackett will bring this up in discussion at her Administrators meeting with the towns/city. If the towns were well informed ahead of time, you could give them a year plus to prepare. Commissioners asked Ms. Shackett to find out what the process is.

**10. Employee Day 2009:** Administrator Shackett told the Commissioners that Employee day will be Friday, November 13, 2009 this year and the flu shots will be given to employees then.

**11. Public Input:** Chair Boothby asked for public input twice. There was none.

**12. Adjourn:** M/Philpot, S/Long to adjourn at 10:46 AM. Unanimous. Motion carries.

Respectfully submitted,

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Angela A. Bovill, Administrative Assistant