



BELKNAP COUNTY COMMISSIONERS
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Chairman
Meredith

Edward D. Philpot Jr.
Vice-Chairman
Laconia

Richard W. Long
Clerk
Belmont

Commissioners Minutes September 8, 2010

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

Approval of minutes: M/Long, S/Philpot to approve the 07/28/10 minutes and the 08/18/10 non public, minutes as written. Unanimous. **Motion carries.**

Sheriff Craig Wiggin – Dispatch consoles: The Sheriff told the Commissioners there was money in the budget for the replacement for 3 consoles this year. The new consoles are adjustable, modular, ergonomic consoles. They will also be replacing the floor with an anti-static floor at the same time. Commissioner Philpot wanted to make sure that these consoles were portable; they are. Sheriff also brought up the issue of the HVAC leak being a concern. This will be addressed with facilities analysis. One last item is that there will need to be upgrades some to the electrical panels to accommodate the new consoles. Mr. Powell is checking with electricians now. Commissioner asked a time frame for the project. Sheriff said he is starting now and wants it to be done this fall. Commissioners concur.

Regionalizing dispatch: Commissioner Boothby asked if there were further discussions around regionalizing dispatch. Sheriff stated that discussions are ongoing and also pointed out that they have been a regional dispatch center for years. Gilford and Laconia do not participate, but all others due including Northfield (they pay). Administrator Shackett said that she spoke to Doug Aiken at LRMFA about participating in a study. Mr. Aiken was very helpful and receptive to be included in part of a regional study. Ms. Shackett just needs to obtain info on how much this will cost. Commissioner Philpot echoed that the towns indicated at the county conversations that they are also interested in this discussion. The Commissioners concur that Belknap County is willing to pay for the study and would like Ms. Shackett to make this a priority and move forward.

Recording equipment: Sheriff updated the Commissioners that he is purchasing new equipment. His current equipment died a few weeks back and he has been using a loaner system. The

money is in this year's budget (around \$14,000). He will get this project done right away. The old unit will be taken in trade.

City Grant: The City of Laconia is the applicant of grant 32010-H8618-NH-DJ. (Already approved) The city has agreed to provide the county with \$3989.25 in funding to buy equipment. (They will purchase a MDT laptop.) M/Philpot, S/Long to authorize the chairman's signature for this grant. Unanimous. **Motion carries.**

Homeland security Grant update: As a follow up on the grant for the tower (Mt. Prospect) equipment (already been approved). The amount of the grant has changed from \$17,237 to \$23,137. This grant was previously approved. The vote will be to increase the request. Commissioner Boothby asked if there was any public input. M/Philpot, S/Long to authorize the grant increase from \$17,237 TO \$23,137 (Law Enforcement Terrorism Prevention Program CFDA#97.067 Grant) for the upgrade to the Mt. Prospect Tower in Alton. Unanimous. **Motion carries.**

2007 Homeland Security Grant Program Exercise Award: The Sheriff submitted paperwork for a federally funded grant dedicated to an exercise plan coordinating a joint training with our SWAT team and State Police SOU. A contractor has been hired to write a coordinated live exercise plan and the Sheriff agreed to participate in the simulation. Craig is asking for authorization to expend OT funds for this simulation (done on a Saturday) and then they will reimburse for OT funds for our own personnel. The Sheriff has already submitted the application to the State. Commissioners had concerns that it has not been posted, no public input, etc. Commissioner Boothby reminded the sheriff that the appropriate process is to come to the Commissioners with the application and idea first before submitting. We need to have a public process first and that the county has a policy on this. The Sheriff stressed that it is not for a purchase of anything but rather a coordinated exercise where we could just need to pay for overtime. There was discussion. Commissioners asked the Sheriff to come back to their 9/22/10 meeting with a plan. Administrator Shackett indicated that if this was not going to happen until 2011, then it can be budgeted for during the budget process.

Commissioners Committee Reports:

Commissioner Boothby: Nothing to report.

Commissioner Philpot: Need to have a wrap up forum from the 2010 county conversations tour. Ms. Shackett suggested 9/30/10 at 6:30 PM. Commissioners concur. The Wrap Up Public Forum will be held in the multi-purpose meeting room on Thursday, 9/30/10 at 6:30 PM.

Commissioner Long: Nothing to report.

Recycling Recognition Award: Harold Powell, the Chair of the County Recycling Committee presented an award to Frank Denauw. Mr. Powell recognized Frank Denauw for outstanding dedication, service and commitment to the Belknap county recycling effort above and beyond what is required. Frank works diligently to do the right thing. Commissioners commend his

efforts and acknowledge that he was the driving force for the county switching to a single stream recycling program and they thank him for that and his hard work. Kudos!

Bids on Motorized valves for administrative area and bid on weatherization: M/Philpot, S/Long to reject any and all bids on the two RFP projects and to re-advertise both of these RFP projects right away. Unanimous. **Motion carries.**

Roof project: Mr. Powell has been waiting for the manufacture to write off a warranty (indicating properly installed, etc. to cover product warranty). Mr. Powell has tried several times with no success to contact RFS to get that info. There was discussion. Mr. Powell will pursue and make this his first priority until resolved. Commissioners want this done.

Daniel Ward, Superintendent of the Jail with updated policies: Mr. Ward has been working on updating some polices at the DOC. Mr. Ward has books on core DOC standards that he mirrors in the polices. Mr. Ward is first asking for clarification on which RSA to follow RSA 30 B4, I, (c) or RSA 28:12. Does he create policies and then seek approval of Commissioners or create as an agent of the county commissioners and brief the commissioners. Commissioners stand that the Superintendent operated as an agent of the Commissioners and that all department heads work with the county administrator who is the Commissioners designated agent. Commissioners have the right to review and question any policy at any time with clarifications from department heads. Commissioners do not need to approve departments polices (review id ok) but rather to hold the department heads and County Administrator accountable for those. Discussion ensued. Commissioner Philpot wanted to clarify for the record the following:

“Commissioners reserve the right that the policies created are still within the scope of the Commissioners authority be vetted at the appropriate levels with the County Administrator and other department heads and that they be open and available to the public (with the exception of certain polices that have a security nature, not all are public) and to be scrutinized and where appropriate that legal input be sought to comply with New Hampshire Laws and National Standards”

Nothing reduces the power of the Commissioners because of today's' discussions.

Debra Shackett, County Administrator

Reorganization: Ms. Shackett briefed the Commissioners that changes are actively being made at the Nursing Home in an effort to reorganize. Recently, they were able to eliminate one FT position by restructuring duties. The next area that they will be look at is Finance. Ms. Shackett has a report coming that she will give to the Commissioners at their 9/22/10 meeting. Commissioners commended the team for doing a great job and achieving greater efficiencies!

Budget: The 2011 budgets are due into Ms. Shackett on Friday 9/17/10. Ms. Shackett would like to try and schedule some dates in October for budget sessions with the Commissioners. She will send out meeting requests with some proposed dates to the Commissioners and get those scheduled.

Audit RFP: Ms. Shackett is working on an RFP for Auditing Services in collaboration with Gunstock.

Facilities Analysis: Commissioner Philpot and Administrator Shackett are with meeting with the architect this Thursday to see the final report. This will then be presented to the board of Commissioners at the 9/22/10 Commissioners meeting at 8:30 AM.

Employees Day: Scheduled for November 19, 2010. More info is forth coming.

NHAC Award nominations committee: Commissioners delegate Commissioner Boothby to represent Belknap County on this committee. In addition, Ms. Shackett reminded the Commissioners that they need to prepare the opening remarks for the conference and speak the night of the banquet. Commissioner Philpot wanted to state for the record that this year is very important, not only because Belknap County is the host county but because Commissioners Boothby and Long will not be with us next year. He feels very strongly in acknowledging Commissioner Boothby's 12 years of service and would like to recognize this and Commissioner Long's service at the conference. Ms. Shackett also stated that Belknap County needs to prepare a "Welcome" statement for the book of events at the conference. She will draft this and send to the Commissioners for comments.

Lease for Youth Services Van: This has been approved, it just needs to be signed by the chairman.

Solid Waste Contract: Ms. Shackett has the original copy to be approved and signed by the Commissioners. M/Long to sign, S/Philpot for discussion. M/Long, S/Boothby to authorize the Vice Chairman to sign the Participation agreement between The Concord Regional Solid Waste/Resource Recovery Cooperative and Belknap County on behalf of the Commission. Unanimous. **Motion carries.**

Public comment: Commissioner Boothby asked for public comment. There was none.

Adjourn: M/Philpot, S/Long to adjourn at 10:24 AM. Unanimous.

Respectfully submitted,

Angela A. Bovill, Administrative Assistant