



BELKNAP COUNTY COMMISSIONERS
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Meredith

Edward D. Philpot Jr.
Vice-Chairman
Laconia

Richard W. Long
Clerk
Belmont

Minutes
Belknap County Commissioners Meeting
April 7, 2010

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 via Skype technology, County Administrator, Debra Shackett, Human Resource Director Norman O'Neil, Nursing Home Administrator, Courtney Marshall, Maintenance Director, Harold Powell.

Heating System Changes at the DOC: Mr. Powell received three proposals on the DOC boiler project. Johnson Controls at \$59,928, Eckardt and Johnson at \$52,548 and HVAC Unlimited at \$45,426.28. Commissioners asked about the removal of the old burner and Mr. Powell noted that all three bidders included in the quotes. Mr. Powell pointed out that there could be an \$800 savings if we remove old burner but that due to the asbestos in burner, it would end up costing the county a lot more than that, so we should let them handle it. All concurred. M/Philpot, S/Long to accept HVAC Unlimited proposal to perform heating system changes at the Department of Corrections. Roll call vote: Philpot – Y, Long – Y, and Boothby – Y. Unanimous. **Motion carries.**

Apollo Bathing System – Single Source Request: Mr. Marshall is requesting that the Commissioners waive the normal bidding process for the purchase of the Apollo Advantage WP6300A bathing system for the Nursing Home as approved in this year's budget process. Mr. Marshall explained that Apollo has a single source exclusive distributorship for this model making it impossible to obtain competing bids from different vendors. The Nursing Dept. has used this particular make and model over the last 12 months and given it very high ratings. M/Philpot to approve the recommendation from the Nursing Home Administrator and County Administrator and waive the bidding requirements to purchase the Apollo bathing system for the Nursing Home. S/Long. Roll call vote: Philpot – Y, Long – Y, and Boothby – Y. Unanimous. **Motion carries.**

Flexible Spending Accounts: Mr. O'Neil requested and recommended that the County Commissioners accept his report to implement an expanded IRS section 125 Plan to include a Flexible Spending Account for Dependent Care and Medical Spending and to authorize the

County Administrator to take all steps necessary to implement the plan. Mr. O’Neil said that this would be effective 7/1/10 with health insurance open enrollment. There will two different options to choose from. There was discussion. M/Philpot to accept the recommendation of Mr. O’Neil and Ms. Shackett to implement the 125 FSA Dependent Care and Medical Spending and to authorize Ms. Shackett to execute documents and steps to implement this plan. S/Long. Roll call vote: Philpot – Y, Long – Y, and Boothby – Y. Unanimous. **Motion carries.** Commissioners are pleased with this.

Administrators Report – County Administrator, Debra Shackett

County Attorney’s request: County Attorney James Carroll forwarded a request to the Commissioners to appoint Joseph Driscoll as a Special Assistant County Attorney. Commissioners just wanted to have Mr. O’Neil check with the IRS to make sure that there is not any violation relative to the volunteer issue. Mr. O’Neil will check and forward the information to the Commissioners. M/Philpot, S/Long that subject to the outcome of what Mr. O’Neil discovers, the Commissioners accept the recommendation of County Attorney James Carroll and allow Mr. Driscoll to be appointed as a Special Assistant County Attorney. Roll call vote: Philpot – Y, Long – Y, and Boothby – Y. Unanimous. **Motion carries.**

JLMC/Risk Management for Belknap County: The CEO of Primex, Ty Gagne and Risk Management Consultant Sandy Burroughs came to the commissioners meeting today to acknowledge Belknap County and the work of the County-wide JLMC. Chair of the JLMC Ms. Bovill gave a brief overview on who JLMC are and the role they play at the County. Members of the team who were present included: Norm O’Neil, Debra Laflamme, Jamie Laramie, David Berry, Harold Powell, and Angela Bovill. Ms. Bovill listed policies that have been established, projects that have been completed, and training sessions that were held thus far. Most notable accomplishment to date would be obtaining the Prime status with Primex. This accomplishment helped the county to receive a 2% discount on our property and liability rates. Most importantly, it confirms that Belknap County is practicing the required policies and procedures to keep us in compliance and our employees safe. Kudos to the whole JLMC Team.

Commissioners Committee Reports

Commissioner Boothby: Nothing new to report.

Commissioner Philpot: Commissioner Philpot received BC Economic Developments Councils audit statements which he will review. He has had no other meetings. Commissioner Philpot indicated that there have been ongoing discussions on the rent issues for BCEDC. Their revenue has been off due to delinquency of borrower paying late or not at all. They have to work with a lot of their borrowers. Commissioner Philpot will find out more and update at the next meeting.

Commissioner Long: Nothing new to report.

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

Ms. Shackett commented on Mr. Powell, the Maintenance Director. Mr. Powell has a number of RFP's that are underway for Belknap County along with every day issues and responsibilities that arise. There is a lot going on and she said he is doing a great job.

Parking lot: Piscapo Construction will be coming back next week to fix some of the edges in the parking lot, repair cracks, and address eliminating a few parking spots.

Non public session: M/Philpot to enter into non public session pursuant to RSA 91-A: 3, II, (a) to discuss a personnel issue. S/Long. Commissioner Boothby did a roll call vote. Philpot – Y, Long – Y, and Boothby – Y. Unanimous. **Motion carries** and the Commission entered into non-public session at 8:25 AM.

Non public session concluded at 8:35 AM and the board was back in a public meeting.

Recommended termination of Nursing Home Employee: The Commissioners accepted the Department Heads recommendation to terminate an employee. They signed the letter notifying the employee of this action.

Adjourn: M/Philpot, S/Long to adjourn at 8:36 AM. Unanimous. Motion carries.

Respectfully submitted,

Angela A. Bovill, Administrative Assistant