



BELKNAP COUNTY COMMISSIONERS  
34 County Drive  
Laconia, NH 03246  
Phone (603) 527-5400  
Fax (603) 527-5409

Christopher D. Boothby  
Chairman  
Meredith

Edward D. Philpot Jr.  
Vice-Chairman  
Laconia

Richard W. Long  
Clerk  
Belmont

Minutes  
Belknap County Commissioners Meeting  
February 10, 2010

Commissioner Philpot called the Belknap County Commissioners meeting to order at 7:36 AM on the above date at 34 County Drive, Laconia, NH and started with the pledge of allegiance.

In Attendance: Chairman Christopher Boothby (arrived at 7:48 AM), Vice Chairman Edward Philpot Jr., Clerk, Richard W. Long and County Administrator, Debra Shackett and HR Director, Norman O'Neil.

**Phase II Energy Grant:** Ms. Shackett is requesting approval to submit the application for phase II of the energy grant monies available to the County. Ms. Shackett said that this project would allow us to install lighting fixture controls to automatically turn off lights when not in use, to install a controller on the boiler at the court house with an outside air override to prevent wasted energy use, to replace 85 steam traps in the courthouse to eliminate wasted steam and overheating the space. Adding variable frequency drives to the kitchen supply and exhaust fans to limit unnecessary exhaust of conditioned air. Also adding occupancy type controls to 4 vending machines so that they can power cycle own when not in use. Approx. cost will be \$143,000. (Approx. savings per year from implementing all of the above is \$10,760). Ms. Shackett is requesting authorization to submit the application, which is due by 2/16/2010 at 4:00 PM. M/Long, S/Philpot to authorize and approve. Unanimous. **Motion carries.**

**Calendar items:** Commissioner Boothby will be out of town from 2/16/2010 until April 2, 2010 but available to participate via technology. Commissioner Long will be of of town from March 19, 2010 until the end of May 2010. Commissioners meeting dates for March will be: 3/3/10, 3/17/10 and 3/31/10 all at 7:30 AM.

**Administrative Report, County Administrator Debra Shackett**

**Audit letters:** Ms. Shackett had the engagement letters from the County's auditors, Vachon, Clukay & Co., PC that needed to be signed for the 2009 audit. The letters required the chairman's signature. Commissioners asked about the RFP process for the county audit and Ms. Shackett stated that will be put out to bid this year. Commissioners concur. M/Long, S/Philpot to authorize the chairman's signature on the engagement letters to Vachon, Clukay & Co., PC. Unanimous. **Motion carries.**

**NACO Conference:** Ms. Shackett printed out the information of the legislative conference in March for NACO. Money has been budgeted for Ms, Shackett plus one commissioner to attend. Commissioner Boothby reminded everyone that this is the legislative conference, and that the county would most benefit from the NACO annual conference in July. Commissioners asked Ms. Shackett to try and obtain an agenda for the July conference.

**House bill hearing (HB 1483):** Ms. Shackett went to the HB 1483 hearing yesterday in Concord. Rep. Millham, Rep. Boyce and Betsy Miller were all present. What should have been a short meeting it turned out very different. Ms. Shackett briefed the Commissioners and let them know that she is still actively following. Commissioners think it is excellent that the County Administrator is so actively involved in these hearings. This is one of the items on their strategic planning goals that they wanted to see, and they commend Ms., Shackett for the excellent work.

### **Commissioners Committee Reports**

**Commissioner Boothby:** Commissioner Boothby spoke about the conversation he had with Ralph Littlefield from the Community Action Program (CAP). (Jack Terrell from the United way was also present at today's meeting for this report) Commissioner Boothby stated that Mr. Littlefield was confused on how the funds would be paid through the agreement with the United Way which he clarified. Commissioner Philpot was slightly irked with the situation. Mr. Littlefield was told by Ms. Shackett and Mr. Terrell at a recent meeting what was intended and he choose to ignore the County Administrator and the head of the United Way. Instead he requested to meet with the Commissioners for clarification. In the end, Mr. Littlefield was told the exact same thing by each of the Commissioners.

**New Hampshire Association of Counties (NHAC) annual meeting:** Commissioner Boothby spoke with the Commissioners council at the last NHAC meeting about moving forward with the conference and making changes. He has received a lot of support. Each affiliate has indicated that they would like a universal piece that they can all relate to. We would also like to engage around leadership or skill building at a high enough level that it engages Commissioners, legislature, etc. Another item could be regionalization. Commissioners thought these were great ideas, and Commissioner Philpot thought along with lines of regionalization of healthcare. That would make a great panel discussion and Commissioners Boothby could be the moderator. This would open up good dialogue, Belknap County wants a vast level of participation at the conference this year. (Belknap County is the host county) Commissioner Long thought this was a good start and hopefully over time, we would have more buy in. None of us can afford business as usual anymore. After detailed discussions, Commissioner Boothby asked Mr. O'Neil to put together a proposal valuable enough to get people to come to the conference for a day business and learning. Commissioner Boothby is asking approval from the other two Commissioners to move forward. Commissioners concur that Commissioner Boothby should plan to meet with the affiliates, Debra Shackett, Betsy Miller, Eileen Boulanger before he leaves to discuss intent.

**Approval of Minutes:** M/Philpot, S/Long to approve the 2/3/10 minutes and the 2/3/10 non public minutes as presented. Unanimous. **Motion carries.**

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

**Adjourn:** M/Philpot, S/Long to adjourn the meeting at 8:43 AM. Unanimous. **Motion carries.**

Respectfully submitted,

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Angela A. Bovill, Admin. Assistant