



BELKNAP COUNTY COMMISSIONERS
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DRAFT

Minutes
Belknap County Commissioners Meeting
June 2, 2010

Commissioner Boothby called the Belknap County Commissioners meeting to order at 7:40 AM on the above date at 34 County Drive, Laconia, NH and started with the pledge of allegiance.

In Attendance: Chairman Christopher Boothby, Clerk Richard W. Long, County Administrator Debra Shackett, Human Resource Director Norman O'Neil, County Attorney James Carroll, Youth Services Director Brian Loanes.

Absent: Vice Chairman Edward Philpot Jr.

Update from County Attorney James Carroll: Attorney Carroll gave an over view of his department, staff members, volunteers and a detailed description of how they serve the community. Attorney Carroll said that they have been diligent in doing more with less. He gave an overview on his departments status and case load. He initiated efforts to interface with Corrections to be pro active in resolution efforts. He has also interfaced with the Belknap County Youth services office to begin an Adult Diversion Program at no additional cost to the county, a program in which participants are paying for their participation. Commissioners commended Mr. Carroll for his fantastic work, vision and innovative ideas!

Update from Youth Services Director Brian Loanes: Mr. Loanes reported on the merger of Youth Services and Restorative Justice to form and work under one department as Belknap County Youth Services. It is working very well and proven to be effective and efficient. They are currently providing a new service, Adult Diversion with the County Attorney's office. They are the only agency that Youth Services have offered this service to. 15 people have been sent thus far from the County Attorney, and the program is gaining momentum. It is a great program. Looking ahead, Mr. Loanes can for see developing more resources like life skill classes for kids, etc. and involving the Sheriff's Department and the Department of Corrections. Commissioners are very pleased with the innovation of the program and commend Mr. Loanes for his great work along with Attorney Carroll.

DocStar Management Software: Administrator Shackett presented her recommendation to purchase the DocStar Document Management Software to the Board along with supporting

documentation. Commissioners asked about retention laws. Ms. Shackett stated that we follow State and Federal guidelines, whichever is more stringent. Ms. Shackett will also develop a plan of action for what can be scanned. M/Long, S/Boothby to approve the purchase of DocStar Management Software for \$29,940 with a service agreement of \$3,890 for every year thereafter. Unanimous. **Motion carries.**

Courthouse Lease: Commissioners had reviewed the courthouse lease document. Commissioners indicated that the exhibits that were included in this document need to be updated and that they would like a clean copy of the floor plans. Commissioners also wanted to make sure the storage area in the courthouse was covered in their lease for the courts storage. Ms. Shackett will follow up on the above items and report back to the Commissioners. M/Long, S/Boothby to enter into lease with the State of New Hampshire as presented in the courthouse lease document. Unanimous. **Motion carries.**

RFP's update: Ms. Shackett informed the Commissioners that the Maintenance RFP's that were sent to the local newspapers have also been sent and published in two industry trade publications in an effort to reach more people.

Bike week: Administrator Shackett met with the Superintendent of the jail regarding bike week and the action plan. Ms. Shackett reported that Mr. Ward and the county jail is all set for bike week and they are in good shape!

Commissioners Reports

Commissioner Boothby: Commissioner Boothby asked where we were at with the NHAC Annual Conference. Administrator Shackett will forward the mail she received from Ms. Miller to the Commissioners with that update.

Commissioner Boothby asked if we have numbers on the transfer tax (real estate transfer tax). Commissioner Boothby indicated that the State of NH said the numbers were up and wondered what we were seeing at Belknap County. Ms. Shackett will have Registrar Barbara Luther include this in her quarterly update at the 6/30/10 Commissioners meeting.

Commissioner Long: No updates to report.

Public input: Commissioner Boothby asked if there was any public input. Reporter Gail Ober asked if the Commissioners intended to approach discussions on a private company purchasing the Nursing Home. Commissioners Boothby responded by saying that the Commissioners are exploring options to explore efficiencies. This topic will be discussed as an informational opportunity. There have been no decisions, etc. this is just a thought process exploration. Commissioners do not want the public or nursing home employees to get upset, they are just pursuing for information only and would like input into the future as this item is discussed. It is just the start of a thought process and today will be the first of many opportunities to discuss this item.

Nursing Home discussions with Isaac Dole and Mark Myers of Marcus and Millichap, Real Estate Investment Services: Marcus and Millichap approached the county to discuss the possibility of privatizing the Nursing Home. There are other counties that have done this. Extensive discussion took place in the various processes. Mr. Myers gave an overview of their company's history and clients and the business that they are in. In depth discussions took place around fiscal responsibilities, quality of care, Medicaid system and other options such a leasing. Commissioners reiterated that this was all for discussion and education only. Mr. Dole indicated that there is currently a lot more momentum in their business with public going to private due to the economy. After 35 minutes of extensive discussion, Commissioners thanked Mr. Dole and Mr. Myers for their time.

Recess: Commissioners paused for a 10 minute recess

Non public session: M/Long, S/Boothby to enter into non public session pursuant to RSA 91-A: 3, II, (a) to discuss a personnel issue. Commissioner Boothby polled the Commission. Boothby-Y, Long-Y. Unanimous. **Motion carries.** Commission entered into non-public session at 9:25 AM.

Non public session concluded at 9:35 AM and the Board was back in a public meeting.

Adjourn: M/Long, S/Boothby to adjourn at 9:36 AM. Commissioner Boothby polled the Commission: Boothby-Y, Long-Y. Unanimous. **Motion carries.**

Respectfully submitted,

Angela A. Bovill, Administrative Assistant