



BELKNAP COUNTY COMMISSIONERS
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Minutes
Belknap County Commissioners Meeting
March 17, 2010

Commissioner Philpot called the Belknap County Commissioners meeting to order at 8:03 AM on the above date at 34 County Drive, Laconia, NH and started with the pledge of allegiance.

In Attendance: Vice Chairman Edward Philpot Jr., Clerk, Richard W. Long, County Administrator, Debra Shackett, Superintendent Daniel Ward, HR Director, Norman O'Neil.

Proposed Corrections reclassification: Mr. Ward explained to the Commissioners that the Lieutenant Job description no longer fits the responsibilities. There have been many responsibilities that have been added. Mr. Ward explained in great detail how he wishes to have a change in title, which ultimately removes the rank of Lieutenant and replaces it with rank of Deputy Superintendent and rewrite the job description. The second request is to change the rank. This change in rank would reclassify the position from hourly to an exempt/salaried position. (No financial impact, it will just move a labor grade). Commissioners asked if they then lose the Lieutenant rank. Mr. Ward replied that it removes the position of Lieutenant from the ranks and that job description would be destroyed and replaced with Deputy Superintendent. There was discussion. M/Long, S/Philpot to approve the recommendation of the Superintendent and to make the proposed change. Unanimous. **Motion carries.**

Medical and dependent care reimbursement accounts: Human Resource Director Norman O'Neil briefed the Commissioners of the fact that he has been researching medical/flex spending accounts (IRS code Sect 125) to help offset qualified dependent medical expenses. Mr. O'Neil touched briefly on how those deductions could be handled through payroll and how the funds can be requested. Mr. O'Neil has consulted with Primex, our insurance provider and they use a company by the name of CBI (Concepts in Benefits, Inc.) Mr. O'Neil has an implementation goal date of July 1, 2010 (open enrollment period for health insurance). Ms. Shackett told the Commissioners that they will present formal recommendation at the next Commissioners meeting. Ms. Shackett is in favor of this. Commissioners think it is great and thanked Mr. O'Neil for the briefing. They look forward to the formal recommendation.

Goal setting meeting: Commissioners have another goal setting meeting with Primex on Monday, April 5, 2010 at 5:00 PM.

Courthouse Roof contract: Ms. Shackett gave the Commissioners another copy of the roof contract for the Belknap County Courthouse Roof Replacement. Ms. Shackett stated that the contract has been reviewed by the County's legal counsel and also by engineers and is requesting the Commissioners signature to move forward with the work. Commissioner Philpot stated that he would like to review the contract first.

HVAC agreement: Mr. Powell sent a copy of the agreement for preventative maintenance on the county's HVAC systems along with a report of his recommendation. This was budgeted for 2010 (\$15,000) and Mr. Powell would like to get this started. (Note the Nursing Home is not included because they have their own contract). Commissioner Philpot again stated that he would like to review before he takes action.

Deeds resolution: Ms. Shackett presents the Belknap County Registry of Deeds 2010 resolution that was approved at the Delegations meeting on 3/15/2010 for approval and signature. Commissioner Philpot read out loud for the record. M/Long, S/Philpot to accept the resolution and sign. Unanimous. **Motion carries.** Commissioner Philpot will sign.

Phase II Energy Grant update: Ms. Shackett told the Commissioners the County did not receive the 2nd (Phase II) Energy grant. There were 230 applicants. We did not meet the criteria to qualify.

Dept. head meeting: Ms. Shackett had a department head meeting this week and it went well. The items discussed were centralized purchasing, job positions, performance evaluations, etc.

IT/Technology meeting: Ms. Shackett conducted the first Belknap County IT/Technology meeting. It went very well; the new website is being reviewed by Department heads for changes, etc. and will be ready to go live in the very near future. Ms. Shackett stated that the County has a lot to do with this group for projects throughout the county. (i.e.: Document management software, telephone systems, windows upgrade to name a few) The group discussed hiring a technology consultant to help the County develop a plan. We will research for RFQ information and utilize our existing resources for information on this.

Tax Anticipation Notes (TAN's): The TAN went out to bid yesterday. There were 7 bids total. The low bidder was Jeffrey's & Company out of New York with a .92% interest rate on \$7.5 million. Ms. Shackett told the Commissioners that the paperwork would be here and that she would need the Commissioners signatures on the TAN once it is in.

Commissioners would like to call a meeting tomorrow, 3/18/10 at 4:00 PM for the purpose of contract review and approval (HVAC and Courthouse Roof) and signing of the TAN's.

Commissioner's reports: Commissioners had nothing new to report.

Approval of minutes: M/Long, S/Philpot to accept and approve the 3/3/10 minutes as written. Unanimous. **Motion carries.**

Public comments: Commissioner Philpot asked for public comment. There was none. Reporter Gail Ober asked a clarification question on the proposed medical dependent accounts. Mr. O'Neil provided clarification.

Adjourn: M/Long, S/Philpot to adjourn at 8:42 AM. Unanimous. **Motion carries.**

Respectfully submitted,

Angela A. Bovill, Administrative Assistant