



BELKNAP COUNTY COMMISSIONERS  
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Chairman  
Meredith

Edward D. Philpot Jr.  
Vice-Chairman  
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Richard W. Long  
Clerk  
Belmont

## Meeting Minutes May 19, 2010

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

Commissioner Boothby called the Belknap County Commissioners meeting to order at 7:33 AM on the above date at 34 County Drive, Laconia, NH and started with the pledge of allegiance.

**Dept. of Corrections, Daniel P. Ward, Superintendent:** Superintendent Ward updated the Commissioners on inmate population and preparation for bike week. They are actively getting the farm program up and running for the season. Superintendent Ward hired a new Programs and Industry teacher, Tamara McGonagle who will help inmates with substance abuse prevention, online high school diplomas etc., and create an industries plan to name a few. Commissioners commend Superintendent Ward for his work and innovation thus far and said that there has been good progress in the jail and to continue moving forward.

**Belknap County Economic Development Council discussion of funding:** Members of the current/past board of directors, members of the public, current/previous staff members, business partners, delegation members were present for discussion. The County Administrator asked the Commissioners to determine how much money to give BCEDC this year. The Commissioners recommended \$55,000, the Delegation appropriated \$75,000 and BCEDC has requested \$75,000. The Commissioners reviewed the rationale for the recommendation, which was based on several factors: possibility of not needing to pay rent, offer of free space, the original intent that taxpayers only pay for a few years, the reduction in BCEDC's payroll and decrease in business. After hearing from several Board members and their BCEDC former Director, a motion was made. M/Philpot, S/Long made the motion to fund BCEDC at \$70,000 for the purpose of discussion. Commissioners indicated that they learned a lot this morning and that BCEDC has a strong management team in their Board. They have made some internal changes and reductions in the way they do business. M/Boothby to amend the motion to \$75,000 and to authorize the county to pay the first and second quarter and move on. S/Long to support amendment. Commissioner Philpot called to question the first vote on the amendment. To support the full funding of \$75,000 and to pay out to BCEDC to first and second quarter of funding and to have the BCEDC back in 90 days for review. Boothby/Y, Long/Y and Philpot/Y. Commissioner Philpot called to question. Boothby/Y, Long/Y and Philpot/Y. Unanimous.  
**Motion carries.**

**Maintenance update, Harold Powell, Maintenance Director:** Mr. Powell gave the Commissioners an update on his department and staffing. The Department of Corrections boiler project is completed. That is a great thing done! The car port painting project will be completed this weekend. Mr. Powell explained in detail the other projects and RFP's that are in the works. M/Philpot, S/Long to re-advertise the water conservation project to seek more contractors as County Administrator sees appropriate. Unanimous. **Motion carries.** M/Philpot, S/Long to reject both (electric and water) bids to seek additional proposals. Unanimous. **Motion carries.** There is a lot going on in the maintenance department around the county. Mr. Powell will also have his computer set up to be able to access the Preventative Maintenance Program at the jail in an effort to improve efficiencies, etc.

**Administrative Report, County Administrator, Debra Shackett**

**Server bids:** Cybertron Inc. was the only company that bid on the advertised server for the County. Ms. Shackett made a recommendation that based on the valid working history with this company and proven experience, that we award the bid to Cybertron Inc. for \$4350.00 M/Philpot, S/Long for discussion to accept bid. Commissioners Philpot asked if there were payment terms in the RFP. There were not. Server will be up and functioning and they will then it will be paid in full. Unanimous. **Motion carries.**

Ms. Shackett informed the Board that HR Director O'Neil created and implemented a "Request to fill Position" form and process. The Nursing home utilizing this new process has been able to eliminate seven full time positions and replace them with six part time positions. This will result in budgetary savings of \$182,000 in calendar year 2010. Ms. Shackett pointed out that the Nursing Home Director, Director of Nursing and Human Resources all worked together to achieve this savings. The Commissioners commend Mr. O'Neil and the others involved. Courtney Marshall, Nursing Home Director commented on the improvements in the Nursing Home being made by Human Resources. He also notified the Board that the survey deficiencies have been cleared.

**Personnel policy:** Administrator Shackett recommended the adoption of the Personnel Policy and asked Mr. O'Neil to summarize the changes. Commissioners verified that a legal review had been done. Mr. O'Neil summarized changes from the DRAFT version. M/Philpot to accept the recommended Personnel Policy Manual for Belknap County as presented effective May 19, 2010. S/Long with minor typo to be corrected on pg. 34, paragraph II, sentence 2 "will be" is there two times, one needs to be removed. Unanimous. **Motion carries.**

**Purchasing Policy:** Ms. Shackett submitted a Purchasing Policy for review. Ms. Shackett pointed out that in the last paragraph regarding contracts approval and adoption by the board. She verified that the policy is written in accordance with current statutory law. Commissioners would like to have the purchasing policy and the contract policy separate. M/Philpot to support the purchase order policy and the contract policy as separate policies. S/Long to amend to state that contracts \$10,000 or less or multi-year contracts regardless of the amount. Unanimous. **Motion carries.**

**Code of conduct draft:** Ms. Shackett presented a Commissioners Code of Conduct in draft form for review. Commissioner Long asked if other counties use. Commissioner Philpot thought it was a good idea and needed more work. Commissioners will place on the table for more in depth discussion. Commissioner Long disappointed that Commissioners need a code of conduct. Commissioner Boothby disagrees. He believes that a code of conduct will serve as a guide for any newly elected Commissioners. Commissioners want to add to the code of conduct that they cannot inappropriately influence employees or vice versa to be stated in the code. Ms. Shackett stated this code of conduct was created not to offend anyone but rather to know how Commissioners work within an organization of the county for future elected officials.

**Transfer request:** Ms. Shackett requested a transfer of \$25,000 from the contingency fund (01.9900.0001.51) to the legal expense line item (01.4100.0310). The county has already expended \$30,000 on the settlement of legal claims. M/Long, S/Philpot for discussion. Commissioners asked Ms. Shackett if she thought that more money will be required based on current business. Ms., Shackett believes that this transfer will be sufficient. Unanimous.

**Motion carries.**

**Courthouse lease:** Ms. Shackett indicated three new items in this lease: With those exceptions, it is the same as the last time the lease was signed by the County. There was discussion. Commissioners would like Ms. Shackett to obtain better drawings as exhibited in the lease document and also to find out how much space the court is using in the basement of the courthouse for storage. Ms. Shackett will address these items and put the Courthouse lease as an item on the agenda for the next meeting.

**Certified Public Manager Program:** M/Philpot, S/Long to approve and support the application for Ms. Shackett to attend the Certified Public Managers Program with the State of New Hampshire at a cost of \$1800. Unanimous. **Motion carries.** The Commissioners will sign.

Commissioners commented on the fantastic administrative team. They have made excellent progress in a short period of time and this is very valuable to the County. Great work!

### **Commissioners Reports**

**Commissioner Boothby:** Commissioner Boothby announced that after 12 years as a Belknap County Commissioner he will not be running for Commissioner again. It is time to step aside. Commissioner Boothby thanks all!!

**Commissioner Philpot:** Commissioner Philpot updated the board that he along with Ms. Shackett met for 1.5 days with all department heads and that is was a great use of time. It was enlightening and very helpful for the future facility planning.

**Commissioner Long:** Nothing to report.

Approval of Minutes: M/Philpot, S/Long to approve 3/17/10, 3/18/10, 4/7/10 and 4/7/10 non public minutes as presented. Unanimous. **Motion carries.**

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

**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 polled the Commission. Philpot-Y, Boothby-Y, Long-Y. Unanimous. **Motion carries.** Commission entered into non-public session at 11:07 AM.

Non public session was concluded by unanimous vote and the Commissioners were back in a public meeting at 11:24 AM.

**Adjourn:** M/Philpot, S/Long to adjourn. Unanimous. Motion carries. Meeting adjourned at 11:24 AM.

Respectfully submitted,

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Angela A. Bovill, Administrative Assistant