



BELKNAP COUNTY COMMISSIONERS  
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Edward D. Philpot, Jr.  
Chairman  
Laconia

John H. Thomas  
Vice-Chairman  
Belmont

Stephen H. Nedeau  
Clerk  
Meredith

## Commissioners Meeting Minutes June 1, 2011

Commissioner Philpot called the Belknap County Commissioners meeting to order at 5:40 PM on the above date at 34 County Drive, Laconia, NH and started with the pledge of allegiance.

In Attendance: Commissioners Edward D. Philpot Jr., John H. Thomas, Stephen H. Nedeau and County Administrator, Debra Shackett.

**Calendar items:** County Conversations scheduled provided to the Commissioners. Next Commissioners meetings 6/15, 6/29 at 5:30 PM.

**Approval of the meeting minutes:** M/Nedeau, S/Thomas to approve the 05/18/11 minutes. Unanimous. **Motion carries.**

**Economic Development Update:** BCEDC Chair, David Haley and Executive Director Carmen Lorentz thanked the board for their budget support. BCEDC presented the Commissioners a handout with the Report of activities from 01/1/011 – 05/31/11. Chair Haley discussed their community outreach program and the process that has been started there. They are also reaching out to manufacturers to work on work force development. The new Executive Director of BCEDC, Carmen Lorentz introduced herself and gave a bio on her background. The organization has a number of initiatives that are going on and they're working collaboratively with community organizations/businesses to accomplish common goals moving forward.

**Dispatch billing:** The Commissioners reviewed the estimated cost of dispatching for each town. The Sheriff noted that some counties bill and some do not. All three Commissioners and the Sheriff agreed that we should not change the way that we do this. The Commissioners wondered if the county is charging the Town of Northfield enough and asked the Sheriff to review each town.

**Sheriff's Department reorganization:** The Supervisor of the Civil Division, Sergeant Alden, is retiring after 30 years. They will post this vacancy. The Sheriff feels that this is an opportunity to reorganize his department. The Sheriff brought a "Proposed Command Structure" organizational chart for the Commissioners to review along with the "Current Command Structure." The Sheriff outlined that the department would benefit by having a second Sergeant

position to take on a lot of administrative responsibilities of the Sheriff, Lieutenant and the other Sergeant including items like training, recruitment, employee development, grants, policies and procedures, etc. There will be a minimal financial increase in the budget if it is done as the Sheriff is proposing. When the Sgt, position is promoted they will hire a deputy to then fill that vacant position. Commissioners made it clear that they would not approve any new personnel in the 2012 budget. This reorganization will make his department run more efficiently and now is a great time to do this. It will be very beneficial. Ms. Shackett recommends that we approve the proposed command structure with the caveat that there will be no added personnel in the budget. M/Nedeau, S/Thomas to approve as recommended. Unanimous. **Motion carries.**

**Update on Town of Barnstead and law enforcement services being provided by the County:**

The Sheriff briefed the Commissioners that a four person subcommittee has been formed and has been asking the Sheriff for a lot of information. The Barnstead Selectmen want a recommendation from the subcommittee in 30-45 days. This is moving full stream ahead and the Sheriff is optimistic about this happening. The Sheriff will keep the Bgward informed and let them know if/when they (Barnstead) will have public hearing on this matter.

**Court Security:** The AOC is having financial issues and it is having an effect on payment for court security. They are trying to streamline the process and having discussions, doing research, etc. to try and find a better way. (State is pushing costs down to county) Sheriff wanted the Commissioners to be aware. Administrator Shackett asked the Sheriff to keep Glen Waring, the Finance Director involved. Commissioners thanked the Sheriff for the heads up.

**X-ray device:** The Sheriff has been offered an x-ray device for security check in at the Courthouse at no cost. The only cost we will have consists of the set up and having DES certify/license. Administrator Shackett asked if we have a liability associated with it. The Sheriff said there is not. Commissioners said yes, go ahead and with that if it is of no cost as indicated.

**State School Property:** There was a recent newspaper article the Commissioners reviewed. Commissioners would like Administrator Shackett to get a representative on the committee that is studying the State School Property on the agenda for an upcoming Commissioners meeting to have discussions.

**Administrators Report:** Administrator Shackett met with the Boys and Girls Club Board recently to discuss the reapplication of a CDBG. Ms. Shackett is comfortable with their request. They are ready to reapply and would like to continue the process and are asking for the county's support. Commissioners are ok with this as long as the County is NOT the grant administrator. The Boys and Girls Club will have their public CDBG hearing at the next Commissioners meeting, 6/15/11 at 6:00 PM.

**Sale of the Old Tractor:** We have a buyer for the Old Ford Tractor through the bidding process. Debra gave the Commissioners a bill of sale that needs to be signed in order for the transaction to be completed. Commissioner Nedeau will sign as the clerk of the board.

**Contract with David Bennett Associates:** Ms. Shackett also had the contract for Professional Services with David Bennett Associates, the Community Corrections Consultant. Commissioners Nedeau will sign as the Clerk of the Board.

**Project Update:** The HVAC bids are in and there will be a recommendation made at the next Commissioners meeting. We are waiting for the Rist Frost Shumway report on the dispatch roof. An RFP is being put together for the dispatch consoles. The carpet and electrical will need to be redone in this project also. The surveillance system has had some conflicts. Two of the respective bidders have both recommended that an engineer design system be done and then put out to bid. Commissioners stated that this needed to be taken care of. Administrator Shackett will get an update and bring back a recommendation at the next Commissioners meeting. Commissioners are very frustrated and want to get this project moving!

**Commissioners' committee reports:** Commissioner Nedeau reported on the retirement gathering here at the County for Eleanor Pickowicz and Thomas Alden that he attended. CO Pickowicz is retiring after 20 years and Sgt. Alden is retiring after 30 years! It was very enjoyable and he was happy to be present to give both retiring employees their gifts on behalf of Belknap County.

**Non-public session:** M/Thomas, S/Nedeau to enter into non public session pursuant to RSA 91-A; 3, II, (a). Commissioner Philpot took a poll of the board. Philpot-Y, Thomas-Y, Nedeau -Y. Unanimous. **Motion carries.** Commissioners were in nonpublic session at 7:04 PM.

Non public session concluded at 7:20 PM and the Commissioners were back in a public meeting,

**Non public minutes:** M/Nedeau, S/Thomas to seal the non public minutes of 6/1/11 for 60 days. Commissioner Philpot took a poll of the board. Philpot-Y, Thomas-Y, Nedeau -Y. Unanimous. **Motion carries.**

**Adjourn:** M/Nedeau, S/Thomas to adjourn at 7:22 PM. Unanimous. **Motion carries.**

Respectfully submitted,

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Angela A. Bovill, Administrative Assistant