



BELKNAP COUNTY COMMISSIONERS

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Chairman
Laconia

John H. Thomas
Vice-Chairman
Belmont

Stephen H. Nedeau
Clerk
Meredith

Commissioners Meeting Minutes
July 13, 2011

Commissioner Philpot called the Belknap County Commissioners meeting to order at 5:30 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.

Also present: Finance Director Glen Waring; Sheryl Stephens Burke, CPA from Melanson Heath & Co.; Rep. Alida Millham; Department Heads; members of the press and general public.

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 5:30 PM. Non public session concluded at 5:55 PM and the Board was back in a public meeting.

6:00PM Commissioner Thomas: Commissioner Thomas left the meeting to attend a meeting in Belmont, as a representative of the County Commissioners.

County Audit: Sheryl Stephens Burke, CPA auditor with Melanson Heath & Company, PC, gave a lengthy overview of the County's audited annual financial statements for the calendar year ending December 31, 2010. Ms. Burke then went on to discuss the Management Letter, a review of how they process data; she indicated the management letter is broken down primarily into two categories "Material Weaknesses" and "Significant Deficiencies", material weaknesses being more serious.

The Commissioners had discussion with Ms. Burke, about the deficiencies, Glen indicated that he recognized the deficiencies when he first came and has started to make changes and many have already been completed. Ms. Shackett indicated that she had already met with the auditors, Glen and Marie and indicated the auditors put it all out there for a new starting point to make positive changes. M/Nedeau, S/Philpot to accept the deficiencies and implement the auditor's recommendations. Unanimous. **Motion carries.**

Calendar Items: Commissioner Philpot will not be able to be at the July 21st County Conversation meeting, Commissioner Nedeau will do both July 18th & July 21st meetings.

Approval of Minutes: M/Nedeau, S/Philpot to approve the 6/29/11 minutes. Unanimous. **Motion carries.**

Correspondence: Discussion on the letter received from the new City Manager Scott Myers of Laconia. Commissioners want to call and invite him to one of their meetings.

IRS Mileage increase: Brief discussion of IRS mileage increase to 55.5 per mile. M/Nedeau, S/Philpot to accept the new IRS mileage rate. Unanimous. **Motion carries.**

200th Anniversary Fund: Finance Director Glen Waring said the fund was set up 9/10/1990 at the time of the County's 150th Anniversary. Glen's recommendation is to reconfirm the Fund and restrict the fund and interest for the use of the 200th Anniversary. There was brief discussion. M/Nedeau, S/Philpot to reconfirm the Funds and interest to be used only for the 200th Anniversary. Unanimous. **Motion carries.**

Administrator's Report: Administrator Shackett has researched the Welfare statues and has found in Sec. 165:34, that cities and towns may contract with the county to provide services; she is conducting interviews this Friday for the maintenance position; the Criminal Justice Council met last week, Mr. Bennett presented his first "glimpse" of the demographics of our inmates on one particular day. It will take a considerable amount of time and labor to gather the information, due to the inability of our current software to track or report what we're looking for. The courts are willing to allow access to their systems, but lack of personnel to spend time on it. Mr. Bennett was attempting to resolve this issue with them. Mr. Bennett will be back next month; status of A/C in Sheriff's Dept and Coop Ext Service...motor in compressor is blown, new one has been ordered and work should be completed next week. Century Mechanical is contracted to do annual cleaning and maintenance, but no contract for repairs of this sort; A/C in Laundry Dept not able to cool enough, working with the vendor to resolve the problem; working with the Finance Director on some options for dealing with the capital replacement costs and transfer of assets with the Town of Barnstead.

Project updates: Administrator Shackett provided the Commissioners with a spreadsheet with projected updates: Telephone system all installed; Complex Renovations meeting set for July 22nd to finalize scope, draw up RFP and advertisement; Ventilation hood installed and running great; Court house roof meeting on July 15th finalize scope and draw up RFP; waiting on the Reception area glass; Dispatch roof and A/C, bid date extended to July 15th, had only one bid; Court House HVAC waiting for change authorization request, hope to have it done before the heat comes on; Software – Finance Office - is comparing two vendors.

Commissioners Committee Reports: Commissioners have no new updates to report.

Adjourn: With no further business to come before the board, M/Nedeau, S/Philpot to adjourn at 6:50PM. Unanimous. **Motion carries.**

Respectfully submitted,

Marie Mora, Asst Finance Officer