



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 November 2, 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.

Award recognition: Commissioner Philpot announced that Norman O'Neil, Belknap County's HR Director won the prestigious award at the recent New Hampshire Association of Counties Annual Conference of "Human Resources Director of the Year." Commissioners commended Mr. O'Neil for this achievement.

Credit Card Policy: Ms. Shackett is seeking approval of the DRAFT credit card policy as prepared by the County Finance Director, Glen Waring. Mr. Waring explained that this would bring us in line with the audit recommendations. Administrator Shackett is comfortable with his policy, in fact, she feels it is overdue. The Commissioners discussed secure credit cards, internet use exposure and credit limit. M/Nedeau, S/Thomas to adopt the credit card policy and for further research to be done on secure cards. Unanimous. **Motion carries.**

2012 Budget recommendation: The Commissioners reviewed the Administrative recommendation to apply 3,150,000 of undesignated fund balance to the budget. This is in addition to \$600,000 of stimulus funds to complete the court house project. After review of the overall financial position and the nominal effect on taxpayers, the Commissioners approved the budget as presented. M/Thomas, S/Nedeau to approve the 2012 Belknap County Budget. Commissioners will sign the MS-46 form. Unanimous. **Motion carries.**

State School Property: Commissioners were very impressed with Matthew Lahey presentation their last meeting. The Commissioners want to be kept apprised of what is going on with this project.

Approval of minutes: M/Thomas, S/Nedeau at approve the 10/19/11 minutes as written. Unanimous. **Motion carries.**

Open House: UNH cooperative Extension has their open house on Friday 11/4/11 from 4:00 – 6:00 PM. All are welcome to visit their new location.

Administrators report: Administrator Shackett was quoted in the NACO news publication. It is nice to see NH get some exposure and Commissioners were glad to hear this! Ms. Shackett has been attending a lot of various meetings in the community. She also is hosting a meeting on 11/16/11 regarding a welfare summit meeting to pull together various agencies to talk about needs in effort to pull together and work more efficiently. Also, Ms. Shackett and Mr. Waring attended the NHAC meeting and are happy to announce that the New Hampshire Association of Counties has now established an Administration/Finance Affiliate for County Administrators and Finance Officers.

Public comment: Commissioner Philpot asked if there was any public comment. Mr. Tom Tardif from Laconia spoke regarding 1. The MS-46 and when the budget will be available or posted on the website and 2. The Special Operations Group in the Sheriff Department Budget.

Prosecutor by Karpel Contract: This grant was approved at a previous meeting; this is the software contract for the County Attorney's Office to be approved by the Commissioners signed by the Chair. M/Nedeau, S/Thomas to accept and approve the contract based on the recommendation of the county administrator. Unanimous. **Motion carries.**

Nonpublic session: M/Thomas, S/Nedeau to enter into nonpublic session per RSA 91-A: 3, II (a). Commissioner Philpot took a roll call vote. Thomas –Y, Nedeau – Y, Philpot – Y. Unanimous. **Motion carries.** Commissioners were in nonpublic session at 6:40 PM.

Nonpublic session concluded at 6:47 PM and the Commissioners were back in a public meeting.

Adjourn: M/Thomas, S/Nedeau to adjourn at 6:47 PM.

Respectfully submitted,

Angela A. Bovill, Administrative Assistant