



BELKNAP COUNTY COMMISSIONERS
34 County Drive
Laconia, NH 03246
Phone (603) 527-5400
Fax (603) 527-5409

Edward D. Philpot, Jr.
Chairman
Laconia

John H. Thomas
Vice-Chairman
Belmont

Stephen H. Nedeau
Clerk
Meredith

Commissioners Meeting Minutes April 4, 2012

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, and County Administrator, Debra Shackett.

Absent: Commissioner Stephen H. Nedeau

Request to fill from County Attorney: Melissa Countway-Guldbrandsen came before the board to ask them to reconsider filling a position in her office. Melissa justified her request with statistical information. Administrator Shackett recommended filling the position as requested by the County Attorney. M/Thomas, S/Philpot to fill the position as recommended by the County Attorney and the County Administrator. Unanimous. **Motion carries.** Ms. Guldbrandsen updated the board on the status of the juvenile prosecutions throughout the county. Commissioners would like her to prepare a memo with statistics for the juvenile prosecutor before they do their County Conversations in June.

Maintenance Update: Facilities manager Dustin Muzzey presented an update of all current projects. The Sheriff's dispatch center is almost 100% complete. All that is left is cove base installation. The Nursing Home laundry room (started in 2011) is nearing the end of completion also. Other than a small punch list, the Administration renovations are complete. Commissioners would like to make sure that the window at the new main entrance is replaced with something stronger and safer. The Sheriff and the Superintendent have been working on the RFP for the surveillance for the county complex. The HVAC project is going very good at the Courthouse. Bauen Construction and Eckhardt & Johnson are doing a top notch job and really thinking outside the box to preserve as much integrity in the building as possible as they progress in the historic areas of the project. The roofing project at the courthouse is scheduled to begin next week. Lastly, the flagpoles and new sign design are in the works for this facility down at the road entrance.

Approval of minutes: M/Thomas, S/Philpot to approve the 3/21/12 minutes and 3/21/12 nonpublic meeting minutes as written. Unanimous. **Motion carries.**

Tax Anticipation Notes (TAN's): The County Treasurer has requested permission to seek authorization from the Executive Committee to borrow up to \$10 million in anticipation of taxes. Finance Director, Glen Waring informed the Commissioners that the county will need most of that request. M/Thomas to authorize the treasurer to seek approval of the Executive Committee of the Delegation to borrow up to \$10 million in anticipation in taxes. S/Philpot. Unanimous. **Motion carries.** Mr. Muzzey also requested in his memo that the County Commissioners appoint Marc Rayburn as the Deputy Treasurer for Belknap

County for calendar year 2012. M/Thomas, S/Philpot to appoint Marc Rayburn as the Deputy County Treasurer as recommended. Unanimous. **Motion carries.**

Mr. Waring recommended the Commissioners adopt a resolution on Post Issuance Tax Compliance Policies and Procedures. The IRS is starting to look into TAN's and borrowing and both the Finance Director and County Administrator have reviewed and agree that the resolution should be adopted as is. M/Thomas, S/Philpot to adopt the resolution. Unanimous. **Motion carries.** Commissioners will sign and asked Ms. Shackett to please review with Commissioner Nedeau, allowing him the opportunity to sign.

Administrative Report: Administrator Shackett briefed the Board on the following: The Contract Negotiations are all complete. Ms. Shackett had copies of the three Collective Bargaining Agreements (CBA's) for the Commissioners to sign. All union members and SEA have already signed. Ms. Shackett sent an email to the Register of Deeds upon a request to meet with the Commissioners to provide info on micro-film archiving. The Registrar did not respond, instead forwarded an article on this issue. Commissioners are looking to advance technology. Ms. Shackett informed the board that the jail population as of today was 85 and that the Superintendent is bringing back the inmates from Strafford County. The MS-42 has been signed accordingly and mailed to out to the State. There was discussion on the door way to the county Attorney's office and how to secure that area. (This has been ongoing discussion). Ms. Shackett told the Commissioners that here is a fire door already there and that it would be cost effective to utilize that door, and make it secure. Of course, this will have to conform with code, but it a cost effective solution to make that area safe and secure. Mr. Muzzey is working on this now.

Commissioners Committee Reports: Commissioner Thomas reported that Economic Developments annual meeting was a very good event. Commissioner Philpot stated that he has been asked by Genesis Health care to speak at a mental health forum and will follow up on tis once he has more information.

CBA's: Commissioners announced that the three Collective Bargaining Agreements have all been signed this evening and that the Commissioners will sign a memo that is between the County and the SEA regarding spiking. This is part of each of the contracts. Commissioner Philpot signed.

Adjourn: With no further business to come before the board, the meeting was adjourned M/Thomas, S/Philpot at 6:45 PM.

Respectfully submitted,

Angela A. Bovill, Administrative Assistant