



BELKNAP COUNTY COMMISSIONERS
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Richard Burchell
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Sanbornton

Commission Meeting Minutes January 20, 2015

Commissioner Burchell called the Belknap County Commission meeting to order at 6:00 pm on the above date at 34 County Drive, Laconia, NH.

In Attendance: Commissioners Richard Burchell, David DeVoy and County Administrator Debra Shackett.

Commissioner DeVoy led with the pledge of allegiance.

Bid process: The Commission want to review this policy more closely before changes are made. They also discussed the difference between RFP process (request for proposals) and an IFB process (Invitation for bid) and the controlling language. Commissioners felt that the best value for the county is not always the lowest price. They will work on this a bit more.

Commendation: Commissioners wrote a letter of commendation for Captain Berry at the Department of Corrections. They were very impressed with the work he did on the inspections report at the jail. They will be able to use this as a tool when they need to obtain quotes, etc. Kudos Captain Berry. Commissioners gave the letter to Superintendent Ward for his file.

Recommendation for a consultant for community corrections: Superintendent Ward spoke to the National Institute of Corrections. They have funding and technical assistance available in the form of a grant. Superintendent Ward said that a written reply is forthcoming. Belknap County will receive technical assistance and they recommended two local consultants; Kevin Warwick and Paul Malloy. Superintendent Ward said he had already spoken to Mr. Warwick who offered to come and speak with the Commissioners. Commissioner DeVoy commented that Sullivan County's model is the direction that they are headed in and to make sure that Mr. Warwick knows that. Superintendent Ward is meeting with Mr. Warwick this Thursday. Commissioners asked if it was open for them to attend. Answer: yes, Commissioner Burchell will go to this meeting. Commissioner DeVoy asked how quickly the county could obtain the grant from NIC. Answer: unsure, but will ask the question. Commissioner DeVoy asked what today's population was. Answer: 101. Commissioner DeVoy mentioned improvements to the jail based off Captain Berry's report. Superintendent Ward said there a number of items that can be done right away within the budget, small things like painting. Major items should be bonded. Commissioner DeVoy asked about case managers at the jail and its effect on population.

Protocol/policy on prisoner transports: Superintendent Ward gave the Board a copy of the Use of Transport Bus (transportation) policy and procedures which includes transporting of prisoners. Commissioners are good with this and asked Superintendent Ward to explain to those present. Commissioner Burchell and DeVoy are ready to give that protocol to Superintendent Ward based on the information given.

Proceeds from inmates: The Commission stated that they are not interested in making money off of inmates but would rather have the money earned used to benefit inmates/programs. The Commission would like this to be the policy.

Legislative bills: Superintendent Ward had a list of legislative bills that he gave the Board. He questioned the Commission on how they would like him to proceed as far as which bills they support or not. Superintendent Ward and Administrator Shackett participate in a group that addresses the bills every Thursday. Superintendent Ward would like to be aligned with the Commissioners position on these.

Community Corrections Officer: Commissioner DeVoy stated that the Commissioners give authorization to Superintendent Ward to hire a Community Corrections officer. Commission Burchell concurs with this authorization.

CMS recognition of the Nursing Home: Commissioner DeVoy that the Nursing Home reached this 5 star rating success through group effort. They have a great staff and very well cared for residents. Commissioners attended a meeting at the Nursing Home yesterday and they were very impressed. Commissioner Burchell concurs that this recognition is certainly a group effort and he wanted to acknowledge Diane Roberts. He said this facility was not a 5 star when she came on board, and he is impressed with the Nursing Home. They thanked everyone at the Nursing Home for this success.

Health Insurance census: Administrator Shackett prepared the RFP for Health Insurance. Commissioner Burchell stated that this is a lot of information and they will review it carefully; they're getting close on making progress to obtain quotes. The Chair thanked the County Administrator for her efforts on this.

Horizons counseling; presentation on Recovery Court: Jacqui Abikoff thanked the Commissioners for being invited to their meeting to discuss Recovery Court. Ms. Abikoff gave a detailed presentation of the process, the individuals who participate, substance abuse, outpatient programs, costs and completion rate. The Commissioners thanked her and stated when a third Commissioner is appointed; they will be looking more into Recovery Court.

Register of Deeds, staffing level: Judy McGrath, Register of Deeds made a request to fill an existing position and is seeking the Commissioners approval. Ms. McGrath gave a detailed overview on staffing over the last ten years. Commissioners understand her need and stated that this will be a tough budget year. Commissioner Burchell stated that there will be no definitive personnel or legal issues addressed until there is a third Commissioner, and they would take this request into consideration. The Commission said that there will be cuts in the budget and that

the three Commissioners will make a budget proposal by the first part of March. They thanked Ms. McGrath.

Transfer requests for consideration by Executive Committee: #2014-51 for \$5,200, #2014-53 for approx. \$78, #2014-55 for \$11,291 and #2014-56 for \$6,530 were all approved by the Commissioners. Request #2014-54 for \$31,582 for legal was not approved. The Board wanted to wait for a third Commissioner to tackle the legal bills. Commissioner DeVoy indicates that he wants to see the bills paid but wants to wait till there are three Commissioners. They might want an outside source to investigate/review legal bills. It's a lot of money and it looks like more was spent in December.

Tax Anticipation Note (TAN) request: Michael Muzzey, Treasurer explained the 2015 TAN borrowing request and historical date to support the request. He and Mr. Waring also provided the cash flow projection sheet for 2015. Mr. Muzzey explained that he is seeking the Commissioners approval to borrow the maximum amount allowed (CAP) of \$10 million dollars. His request is to borrow up to the \$10 million dollars in anticipation of taxes. Commissioner DeVoy asked about interest rates. They will not be known until it is put out to bid. Discussions ensued. Commissioners are ready to sign the TAN and approve the request.

01/08/15 nonpublic minutes: Commissioner Burchell said that the nonpublic minutes have been signed and sealed. He gave these to Administrator Shackett.

Fund balance: Commissioner Burchell announced that the fund balance is \$3,705,155 as of December 31, 2014.

Public comment: Commissioner Burchell reiterated the Board is operating under the simplified version of Roberts rules that courtesy cover quite a bit. If everyone could ask questions and allow a follow up that is best; no stump speeches. If all could be courteous, listen, and they will respond as best that they can. Mr. Peter Mulcahy asked about a bond in the budget for the Nursing Home were \$447,000 was budgeted for interest, could this be paid off and rolled into the TAN to lower the interest rate. Finance Director Glen Waring answered that the TAN is borrowed in March and paid back in full in December. We can't pay off the lump sum of this bond through the TAN, but that the county could look into refinancing the bond. He also noted that the bond expires in the next 2-3 years.

Adjourn: M/Burchell, S/DeVoy to adjourn at 6:58 pm. Unanimous. **Motion passes.**

Respectfully submitted,

Angela A. Bovill, Administrative Assistant