



BELKNAP COUNTY COMMISSIONERS
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David DeVoy
Chairman
Sanbornton

Hunter Taylor
Vice-Chairman
Alton

Richard Burchell
Clerk
Gilmanton

Commission Meeting Minutes May 20, 2015

Commissioner DeVoy called the Belknap County Commission meeting to order at 9:08 am on the above date at 34 County Drive, Laconia, NH and the pledge of allegiance was recited.

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

Minutes: M/Taylor, S/Burchell to approve the 04/23/15 minutes. Unanimous. **Motion passed.**

Request to Fill: Brian Loanes requested authorization to fill a 32 hour case worker position. M/Taylor, S/Burchell to approve request to fill. Unanimous. **Motion passed.**

General Legal Counsel: Commissioner Taylor recommended moving forward with Paul Fitzgerald at Wescott Law Office. Commissioner Burchell objected stating "I don't think that was a discussion at all. I think it is another summary conclusion by Commissioner Taylor." Commissioner Burchell would like to interview attorneys. Commissioner Taylor stated Paul Fitzgerald knows county government laws. Commissioner DeVoy would like to use Paul Fitzgerald. M/Taylor, S/DeVoy to select Wescott Law to represent the county. 2 – Y Commissioner Burchell was opposed. **Motion passed.**

Union Negotiating Team: Commissioner Taylor said negotiations are moving along. The negotiating team needs to be expanded. Commissioner Taylor recommended adding Administrator Debra Shackett. M/Taylor, S/DeVoy to add the County Administrator to the labor negotiating team. 2 – Y Commissioner Burchell was opposed. **Motion Passed.**

Court House Lease Agreement: Commissioner DeVoy is not comfortable signing before reading agreement. Commissioner Taylor stated it's a routine lease and did not anticipate any problems. Commissioner Taylor motioned to have all Commissioners read lease agreement and notify Administrator Shackett if they approve. M/Taylor, S/Burchell once two Commissioners approved then it can be signed. Unanimous. **Motion passed.**

Copier Contract: Superintendent Ward received 3 bids for copier contracts. He choose Konica Minolta. He requested authorization to sign the multi-year lease agreement on behalf of the

commissioners. M/Taylor, S/Burchell to grant authorization as requested. Unanimous. **Motion passed.**

ASA contract addendum: Addendum is to have Kevin Warwick involved with the schematic design of the new jail. Commissioner Taylor suggested going with 30 days instead of the proposed 38, as it would save \$8000.00. Commissioner DeVoy does not want to be held to the 30 days. If we only use 20 then that is all we get billed for. Superintendent Ward will have a new addendum made up for 30 days and remove the section about the grant. Commissioner Taylor moved to have two Commissioners review addendum and sign if they approve. Commissioner Burchell wants to keep moving forward with this project. Administrator Shackett will contact both architectural firms to see if they are available to attend the June 1st Commissioners meeting. Superintendent Ward will contact Kevin Warwick to see if he can attend the June 1st meeting.

Grant Applications: Superintendent Ward would like to submit an application for the Carl D. Perkins Career and Technical Education Act of 2006 grant. M/Taylor, S/Burchell to submit an application. Unanimous. **Motion Passed.** Administrator Shackett spoke about the Victims of Crime Act (VOCA) Assistance Grant for County Attorney Guldbrandsen. The grant is currently in the budget however it will now becoming from a different source. Attorney Guldbrandsen would like to permission to reapply. M/Taylor, S/Burchell to reapply for grant. Unanimous. **Motion Passed.**

Community Corrections: Superintendent Ward would like to discuss programs the commissioners would like for community corrections. This will be discussed further at the next commissioners meeting. Commissioner Taylor spoke of an article he read about Gloucester, MA. He would like to have the County get involved with helping the community with the drug problem.

Superintendent Profile: Superintendent Ward made a few minor changes to profile. M/Taylor, S/Burchell to approve the superintendent profile. Unanimous. **Motion Passed.**

Proposed Criminal Justice Committee: Commissioner DeVoy questioned why Judge O'Neil was not on proposed list. Judge O'Neil will be asked. All three commissioners would like to be on the committee. Administrator Shackett stated that if all three are on the committee it will constitute a public meeting. Superintendent Ward is open to suggestions for members. Commissioner Taylor would like to see a graduate from the recovery program on the committee.

Prisoner Agreement: Superintendent Ward left with the commissioners to review and discuss at next meeting.

Ratification of Documents Previously Signed: Commissioner Burchell stated no commissioner should act unilaterally. Commissioner Taylor disagrees. In regards to the Land Trust CDBG the county receives the money and passed it directly to the Land Trust. If we had any funds from the grant then we would return to CDFA. Commissioner Burchell would like to have time to review, but there was a delay in us receiving the document. Commissioner DeVoy spoke with Donna Lane and they were used to past practice of the County Administrator being able to sign all documents. The previous board and the Governor's Council had approved the grant.

Administrator Shackett stated that as soon as the documents were delivered she sent them to Commissioner DeVoy. Commissioner DeVoy asked for a move to ratify decision to sign. Commissioner Burchell stated the one reason for putting this on the agenda is that there was no public dissemination of what was happening, with that comment I would like to second. M/Taylor, S/Burchell to ratify Commissioner DeVoy's decision to sign Land Trust CDBG. Unanimous. **Motion Passed.** We will continue using the previously signed document form.

Previously Signed Documents

Document Date	Document
5/4/2015	Land Trust CDBG
5/5/2015	Payroll Manifest
5/5/2015	Accounts Payable Manifest
5/14/2015	Payroll Manifest
5/14/2015	Accounts Payable Manifest
5/14/2015	Juvenile Court Diversion Application
5/15/2015	Letter to Mr. Blais

Transfer Request: Administrator Shackett requested a transfer to cover the positions of Accounting Manager and Accountant. Commissioner Burchell would like a financial analysis of this line. Administrator Shackett pointed out that the analysis is indicated on the transfer form. Commissioner Burchell stated in the future he would like to receive transfers via email so he has time to absorb them. M/Taylor, S/Burchell to approve the transfer. Unanimous. **Motion Passed.** Requested to transfer monies to cover overtime due to vacant Billing Coordinator position in the nursing home. M/Taylor, S/Burchell to approve the transfer. Unanimous. **Motion Passed.** Requested to transfer monies to cover overtime due to shortage of part time housekeeping staff in the nursing home. M/Taylor, S/Burchell to approve the transfer. Unanimous. **Motion Passed.** Commissioner Taylor questioned the line in the nursing home that is already being over expended. He wanted all department heads to be reminded that they are not to go over on any line item. Commissioner DeVoy stated we need to get ahead of over expenditures.

Budget Review: Administrator Shackett stated that there will be an Executive Committee meeting on May 26th at 5:00 pm to approve the transfers. The budget report that was printed shows 2014 bills that were paid in 2015 as transfers. Facilities Manager Muzzey stated there is a way now to run the report without this happening. Administrator Shackett stated there are no concerns with the budget and we are right on track for this year. Department Heads are asked to keep an eye on their budgets to assure we stay on track. Commissioner DeVoy would like a budget printout at every commissioner meeting. Commissioner Burchell talked about Medicaid Managed Care that could affect the nursing home in 2016. With this change the ProShare money that is received from Medicaid could go away. This is something that will need to be discussed for the 2016 budget.

Public comment: Commissioner DeVoy asked for public input. Gordon Blais of Meredith got up to speak. Mr. Blais stated he has been trying for two years to meet with the County Commissioners. He also stated that it's the public perception that two commissioners ganged up on one commissioner. He did receive a letter from two commissioners in regards to some of his

questions and apologized to Administrator Shackett. He was not aware that it was a management decision for the event that occurred in February 2013. In his opinion management is broken and he would like to unelect the commissioners. He referred to the contract that the previous Commissioners signed for Administrator Shackett. He claims that the nursing home creates an environment that ensures failure. Commissioner DeVoy believes in the golden rule. He will not fire anyone because someone tells him to. Commissioner Burchell stated there are a variety of personnel decisions that are not right. We need to be conducting exit interviews for all staff. Commissioner DeVoy spoke of a letter from the Nursing Home residents about planting pumpkins for the upcoming pumpkin festival. Superintendent Ward stated the soil has been tested and is good to start planting and he assured that they would be planting pumpkins.

Semi-annual tour of Department of Corrections: The tour began at 10:30 am and ended at 12:05 pm. Superintendent Ward will have a report of the tour to the commissioners for their June meeting.

Adjourn: M/Taylor, S/Burchell to adjourn at 12:11 pm. Unanimous. **Motion passed.**

Respectfully submitted,



Jamie L. Ellsworth
Administrative Assistant