



2012 Annual Report  
Belknap County, New Hampshire

## Belknap Board of Commissioners



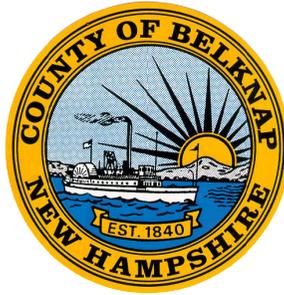
**Edward D. Philpot, Jr., Chairman**  
Laconia, NH  
District #1 Commissioner  
Laconia, New Hampton and Sanbornton



**John H. Thomas, Vice Chairman**  
Belmont, NH  
District #2 Commissioner  
Barnstead, Belmont, Gilmanton, and Tilton



**Stephen H. Nedeau, Clerk**  
Meredith, NH  
District #3 Commissioner  
Alton, Gilford, Meredith and Center Harbor



## Belknap County Seal

The seal of Belknap County was commissioned in the latter part of 1976, the year of our nation's bicentennial, and adopted in February of 1977. Designed and executed by Mr. Norman M. Dexter of Nashua, who donated his services to Belknap County, the seal includes several symbols important to the county and its history.

Depicted on the waters of Lake Winnepesaukee, the largest body of fresh water in the northeast (which touches the shores of just about every town and city in the county) is the old paddle wheeler Mount Washington. The Mount graced the Big Lake until 1939, when it was destroyed by fire. Yet, to this day it continues to serve as a symbol of the grace, dignity and unique New England character for which the people and the area are known throughout the country. It could be said that the Mount stands for the commerce the Lake has provided for our people, going back to the fishing days of the Indians; for the many recreation and leisure time activities the county has offered its many visitors from throughout the world; and for the great creativity with which the people of Belknap County have used these natural resources to their ultimate advantage and prosperity.

The rising sun – a symbol of hope and renewal as well as the blessings of a patient, graceful Providence – is shown bursting forth over the Mount Belknap, which lies just east of the center in the county. The Mountain is named for Dr. Jeremy Belknap, noted historian, clergyman, and naturalist, after whom the county was named in 1840. Dr. Belknap wrote the first history of New Hampshire, pastored the First Congregational Church at Dover (1766-1786), and founded the Massachusetts Historical Society in 1794.

Originally part of the Strafford County, the County of Belknap was formed by Legislative act in December 1840.

## **Belknap County, New Hampshire**

### **HISTORY**

Form of Government: The County of Belknap, New Hampshire, was established in 1840 under the laws of the State of New Hampshire.

The seat of Belknap County is based in Laconia and provides support to the citizens of ten towns and one city in the form of the following services: Citizens Council on Children and Families, Corrections Facility, County Attorney, Finance, Human Services, Registry of Deeds, Juvenile Restorative Justice, Maintenance, Nursing Home and Sheriff's Department.

The county operates under the Commissioners (Executive Branch consisting of three elected Commissioners) and Convention (Legislative Branch consisting of 18 elected Representatives) form of Government and provides services as authorized by the State statute.

The three member Board of Commissioners (as mandated by New Hampshire Statute RSA 28) are part time elected officials responsible for overall supervision, custody and care of all county departments, buildings and land, and have budgetary oversight of all county expenditures. They are elected into staggered four and two-year terms by the voters of the districts each are assigned to. The annual county budget is prepared by the Commissioners and Department Heads and submitted to the County Convention for final approval.



## Table of Contents

Belknap County Officers .....	6
Belknap County Convention .....	7
Belknap County Directory .....	8
Belknap County Commissioners .....	9
Belknap County Budget Report/Financials .....	11
Report of the County Attorney.....	22
Report of the Department of Corrections.....	24
Report of the Nursing Home .....	30
Report of the Registry of Deeds .....	33
Report of the Sheriff's Department.....	34
Report of the Youth Services Department .....	37
Minutes of the County Convention .....	39

## **2012 Belknap County Officers**

### **COMMISSIONERS**

Edward D. Philpot, Jr., Chairman

John H. Thomas, Vice-Chairman

Stephen H. Nedeau, Clerk

### **COUNTY ADMINISTRATOR**

Debra A. Shackett

### **COUNTY TREASURER**

Michael G. Muzzey

### **COUNTY ATTORNEY**

Melissa Countway Guldbrandsen

### **SHERIFF**

Craig H. Wiggin

### **REGISTER OF DEEDS**

Barbara R. Luther

### **SUPERINTENDENT OF THE DEPARTMENT OF CORRECTIONS**

Daniel P. Ward, Sr.

### **YOUTH SERVICES PROGRAM DIRECTOR**

Brian J. Loanes

### **NURSING HOME ADMINISTRATOR**

Matthew P. Logue

### **FINANCE DIRECTOR**

Glen A. Waring

### **HUMAN RESOURCE DIRECTOR**

Norman C. O'Neil

### **DIRECTOR OF MAINTENANCE**

Dustin Muzzey

## **Belknap County Delegation (Legislative Delegation) (18)**

*District No. 1*

**Center Harbor, New Hampton (1)**

Ruth Gulick

*District No. 2*

**Gilford, Meredith (4)**

Colette Worsman

Robert Greemore

Lisa DiMartino

Herb Vadney

*District No. 3*

**Laconia (4)**

Donald H. Flanders

David Huot

Robert Luther

Franklin T. Tilton

*District No. 4*

**Sanbornton, Tilton (2)**

Dennis H. Fields

Ian Raymond

*District No. 5*

**Alton, Gilmanton (2)**

Richard Burchell

Stephen Holmes

*District No. 6*

**Belmont (2)**

Charles Fink

Michael Sylvia

*District No. 7*

**Barnstead (1)**

Guy Comtois

*District No. 8*

**Alton, Barnstead, Gilmanton (1)**

Jane Cormier

*District No. 9*

**Belmont, Laconia (1)**

Beth Arsenault

**Executive Committee**

Dennis Fields – Donald Flanders

Robert Greemore – David Huot

Herb Vadney – Colette Worsman – Franklin Tilton

## Belknap County Directory

<b>Board of Commissioners</b>	527-5400
<b>Chairman:</b> Edward D. Philpot, Jr., 34 County Drive, Laconia, NH 03246	<b>Fax:</b> 527-5409
<b>Vice Chairman:</b> John H. Thomas, Jr., 34 County Drive, Laconia, NH 03246	
<b>Clerk:</b> Stephen H. Nedeau, 34 County Drive, Laconia, NH 03246	
<b>County Treasurer</b>	527-5400
Michael G. Muzzey, 34 County Drive, Laconia, NH 03246	<b>Fax:</b> 527-5409
<b>County Administrator</b>	527-5400
Debra A. Shackett, 34 County Drive, Laconia, NH 03246	<b>Fax:</b> 527-5409
<b>County Attorney</b>	527-5440
Melissa Countway Guldbrandsen, 64 Court Street, Laconia, NH 03246	<b>Fax:</b> 527-5449
<b>Register of Deeds</b>	527-5420
Barbara Luther, 64 Court Street, Laconia, NH 03246	<b>Fax:</b> 527-5429
<b>Sheriff</b>	527-5454
Craig Wiggin, 42 County Drive, Laconia, NH 03246	<b>Fax:</b> 527-5469
<b>Corrections Superintendent</b>	527-5480
Daniel P. Ward Sr., 76 County Drive, Laconia, NH 03246	<b>Fax:</b> 527-5489
<b>Youth Services Director</b>	527-5493
Brian J. Loanes, 64 Court Street, Laconia, NH 03246	<b>Fax:</b> 527-5498
<b>Finance Director</b>	527-5400
Glen A. Waring, 34 County Drive, Laconia, NH 03246	<b>Fax:</b> 527-5409
<b>Maintenance Director</b>	527-5490
Dustin Muzzey, 64 Court Street, Laconia, NH 03246	<b>Fax:</b> 527-5449
<b>Nursing Home Administrator</b>	527-5410
Matthew P. Logue, 30 County Drive, Laconia, NH 03246	<b>Fax:</b> 527-5419
<b>Human Resource Director</b>	527-5400
Norman C. O'Neil, 34 County Drive, Laconia, NH 03246	<b>Fax:</b> 527-5409

## Report of the County Commissioners

Throughout June and July, the Board of Commissioners continued the very successful “County Conversations” program; the Commissioners attend a meeting with each governing body in the county. These conversations have proved to be a beneficial process for understanding and resolving mutual concerns. One of many examples would be the establishment of the communications tower on Pinnacle Hill Rd. in New Hampton. This tower will help to alleviate “black out issues” in communications in Sanbornton, Tilton and New Hampton to ensure the safety of our police officers. We hope to continue these discussions in an effort to reach out, obtain feedback and to explore what the county can do to assist our communities. With that, the Commissioners also continued their “Employee Conversations” with all county employees. These informal sessions gave the Commissioners a chance to hear from employees and address their concerns or to answer any questions that they might have. These are very useful for our employees and provide some insight into what goes on in the daily operations of each department.

A Community Corrections Planning Committee was formed on February 28, 2012 and consists of the following members: Commissioners Edward D. Philpot Jr., John H. Thomas, Stephen H. Nedeau, County Administrator, Debra Shackett, Youth Services Director, Brian Loanes, Architect Gary Goudreau, Superintendent Daniel Ward, Captain David Berry, Administrative Assistant Angela Bovill and Executive Director of Genesis, Maggie Pritchard. The focus is not about building just a building but building a new system. In August, Daniel Ward, David Berry, Debra Shackett and Edward Philpot traveled to a Planning of New Institutions training provided by through the National Institute of Corrections, in Aurora, Colorado. The training was funded by a federal grant. This educational and rigorous program proved to be a very beneficial step in our jail planning process. The team returned with firsthand information of how a new system could be implemented and saw examples of how it can work. After a careful review process, Ricci Greene & Associates was hired to prepare a comprehensive functional programming report. After several months of meeting with critical stake holders including county staff, Judges, the courts, etc., Ricci Greene completed the final report with cost estimates at the end of 2012 (posted at [www.belknapcounty.org](http://www.belknapcounty.org)). A Community Advisory Committee has since been formed.

The Commissioners and all county employees were deeply saddened with the unexpected death of our Nursing Home Administrator, Courtney Marshall. Mr. Marshall came to work for the county in February 2008. Under his reign as the Nursing Home Administrator, the County earned two perfect State surveys. That is beyond impressive for the team that worked so hard to make it happen. Mr. Marshall was a true asset to the County Management team. He was an avid runner and enjoyed riding his motorcycle. Mr. Marshall passed away suddenly in September of 2012.

County Administrator Debra Shackett was appointed as Interim Nursing Home Administrator, until December 24th, when Matthew Logue began his employment with

the County. Mr. Logue is a welcome addition to the management of the county and brings many years of experience in nursing home administration to our facility.

The last of the federal stimulus funding was spent on courthouse renovations. A beautiful new composite slate roof was installed and a complete new HVAC system was installed. These changes have certainly contributed to the security and comfort of the building.

This County enjoys, in our opinion, the best group of employees in the State. We are very proud of our staff and the quality of work that they continue to produce. Even in these difficult economic times, our business is still people providing for people in the most professional and efficient manner.

Sincerely,  
2012 Belknap County Commissioners

Edward D. Philpot Jr., Chair  
John H. Thomas, Vice Chair  
Stephen H. Nedeau, Clerk

NH Department of Revenue Administration  
Municipal Services Division  
P. O. Box 487, Concord, NH 03302-0487  
(603) 230-5090

### STATEMENT OF COUNTY APPROPRIATIONS AND REVENUE AS VOTED

For County of : BELKNAP

DATE OF CONVENTION: July 16, 2012 (Supplemental) Fiscal Year Ending: December 31, 2012

Mailing Address: 34 County Drive  
Laconia, NH 03246

Phone #: 603-527-5400 Fax #: 603-527-5409 E-Mail: gwaring@belknappcounty.org

Prepared by: Glen A. Waring, Finance Director

This form is used to report the voted appropriations, as required under RSA 24:24, to the Secretary of State and to the Commissioner of the Dept. of Revenue Admin. It is due by September 1 per RSA 21-J:34.

#### CERTIFICATE OF VOTE

This is to certify that the appropriations entered on this form are those voted by the county convention.

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

*Alicia Williamson*  
Chairperson

*[Signature]*  
Clerk of County Convention

FOR DRA USE ONLY

1	2	3	4
Acct.#	APPROPRIATIONS	Appropriations as Voted	DRA USE
<b>GENERAL GOVERNMENT</b>			
4110	County Convention Costs	\$6,600.00	
4120	Judicial		
4122	Jury Costs		
4123	County Attorney's Office	\$672,677.00	
4124	Victim Witness Advocacy Program	\$69,982.00	
4130	Executive	\$481,308.16	
4150	Financial Administration	\$298,809.00	
4151	Treasurer	\$4,061.00	
4153	Other Legal Costs	\$35,000.00	
4155	Personnel Administration		
4191	Planning and Zoning for Uninc.Places		
4192	Medical Examiner	\$10,000.00	
4193	Register of Deeds	\$461,391.00	
4194	Maintenance of Government Bldg.	\$1,339,300.20	
4196	Insurance, Not Otherwise Allocated		
4198	Contingency	\$100,000.00	
4199	Other (Information Technology)	\$91,181.23	
<b>PUBLIC SAFETY</b>			
4211	Sheriff's Department	\$2,072,893.00	
4212	Custody of Prisoners		
4214	Sheriff's Support Services		
4219	Other Public Safety		
<b>CORRECTIONS</b>			
4230	Corrections	\$3,069,472.08	
4235	Adult Probation and Parole	\$192,011.00	
<b>COUNTY FARM</b>			
4301	Administration		
4302	Operating Expenditures		
4309	Other County Farm Expenditures		
<b>COUNTY NURSING HOME</b>			
4411	Administration	\$ 11,103,635.15	
4412	Operating Expense		
4439	Other Health		
<b>HUMAN SERVICES</b>			
4441	Administration	\$5,571,064.00	
4442	Direct Assistance		

\$25,569,284.82

1	2	3	4
Acct.#	APPROPRIATIONS	Appropriations as Voted	DRA USE
<b>HUMAN SERVICES (continued)</b>			
4443	Board and Care of Children		
4446	Diversion Program		
4447	Special Outside Services (Genesis & CAP)	\$150,105.00	
	Other (Lakes Region Mutual Fire Aid)	\$533,463.00	
<b>COOPERATIVE EXTENSION</b>			
4611	Administration	\$162,818.00	
4619	Other Conservation	\$97,304.00	
<b>ECONOMIC DEVELOPMENT</b>			
4651	Administration		
4652	Economic Development	\$75,000.00	
4659	Other Economic Development		
<b>DEBT SERVICE</b>			
4711	Principal Long-Term Bonds/Notes		
4721	Interest Long-Term Bonds/Notes		
	Other (Total Principal & Interest)	\$263,473.00	
<b>INTERGOVERNMENTAL TRANSFERS</b>			
4800	Intergovernmental Transfers	\$3,900,552.06	
<b>CAPITAL OUTLAY</b>			
4901	Land and Improvements		
4902	Machinery		
4903	Buildings		
4904	Improvements Other than Bldg. (Jail Planning)	\$160,000.00	
<b>INTERFUND OPERATING TRANSFERS</b>			
4912	To Special Revenue Fund		
4913	To Capital Projects Fund		
4914	To Proprietary Funds		
4915	To Capital Reserve Funds		
4916	To Trust and Fiduciary Funds		
<b>TOTAL APPROPRIATIONS</b>		<b>\$30,892,000.78</b>	

1	2	3
Acct.#	SOURCES OF REVENUES	Estimated Revenue Ensuing Fiscal Year
<b>ASSESSMENTS/TAXES</b>		
3110	Property Taxes Levied for Unincorporated Places	
3120	Land Use Change Taxes for Unincorporated Places	
3180	Resident Taxes for Unincorporated Places	
3185	Yield Taxes for Unincorporated Places	
3186	Payments in Lieu of Taxes for Unincorporated Places	
3187	Payments in Lieu of Taxes	
3189	Other Taxes	
3191	Penalties on Delinquent Municipal Assessments	
3200	Licenses, Permits, and Fees (Gunstock Agreement)	\$175,000
<b>REVENUE FROM THE FEDERAL GOVERNMENT</b>		
<b>REVENUE FROM THE STATE OF NH</b>		
3351	Shared Revenue for Unincorporated Places	
3352	Incentive Funds (Probation Services)	\$0
3354	Water Pollution Grants	
3355	Housing and Community Development	
3356	State & Fed. Forest Land Reim. in Unincorporated Places	
3359	Other (Human Services - Recoveries)	\$50,000
3379	<b>INTERGOVERNMENTAL REVENUES</b>	
<b>REVENUES FROM CHARGES FOR SERVICES</b>		
3401	Sheriff's Department	\$327,500
3402	Register of Deeds	\$634,200
3403	County Corrections	\$129,100
3404	County Nursing Homes	\$11,319,277
3405	County Farm	
3406	Cooperative Extension Service	
3407	Maintenance Department	
3409	Other (County Attorney's Grants & Misc)	\$60,267
<b>REVENUE FROM MISCELLANEOUS SOURCES</b>		
3501	Sale of County Property	
3502	Interest on Investments	\$200
3503	Rents of Property	\$267,057
3508	Contributions and Donations	
350	Other (Probation Services)	\$7,500
350	Other (Administration - Misc)	\$128,750

Budget - County of \_\_\_\_\_ FY \_\_\_\_\_

1	2	\$3
Acct.#	SOURCES OF REVENUES	Estimated Revenue Ensuing Fiscal Year
OTHER FINANCIAL SOURCES		
3912	Transfer from Special Revenue Funds	
3913	Transfer from Capital Projects Funds	
3914	Transfer from Proprietary Funds	
3915	Transfer from Capital Reserve Funds	
3916	Transfer from Trust and Agency Funds	
3934	Proceeds from Long-Term Notes/Bonds	
ESTIMATED REVENUE SUBTOTAL		\$13,098,851
FUND BALANCE TO REDUCE TAX RATE		\$3,750,000
TOTAL ESTIMATED REVENUES		\$16,848,851

**BUDGET SUMMARY**

Total Voted Appropriations	30,892,001
Total Revenues	16,848,851
Amount Certified to be Raised by Taxes	14,043,150





MELANSON HEATH & COMPANY, PC

CERTIFIED PUBLIC ACCOUNTANTS  
MANAGEMENT ADVISORS

102 Perimeter Road  
Nashua, NH 03063-1301  
Tel (603) 882-1111 • Fax (603) 882-9456  
www.melansonheath.com

INDEPENDENT AUDITORS' REPORT

To the Board of Commissioners  
County of Belknap, New Hampshire

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the County of Belknap, New Hampshire, as of and for the year ended December 31, 2011, which collectively comprise the County's basic financial statements as listed in the Table of Contents. These financial statements are the responsibility of the County's management. Our responsibility is to express an opinion on these financial statements based on our audit. We did not audit the financial statements of the Gunstock Area Commission, as of April 30, 2011 and for the year then ended, which is a discretely presented component unit. Those financial statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for the Gunstock Area Commission, is based on the report of the other auditors.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, based on our audit and the report of other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the County of Belknap, New Hampshire, as of December 31, 2011, and the respective changes in financial position, thereof and the respective budgetary comparison for all funds for the year then ended in conformity with accounting principles generally accepted in the United States of America.

*Additional Offices:*

*Andover, MA • Greenfield, MA • Ellsworth, ME • Manchester, NH*

The Management's Discussion and Analysis appearing on the following pages, and the supplementary information appearing on page 52, is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

*Melanson, Heath + Company P.C.*  
Nashua, New Hampshire  
August 27, 2012

COUNTY OF BELKNAP, NEW HAMPSHIRE

STATEMENT OF NET ASSETS

DECEMBER 31, 2011

	<u>Primary Government</u> Governmental Activities	Gunstock Area Commission (Component Unit - <u>April 30, 2011</u> )
<b>ASSETS</b>		
Current:		
Cash and short-term investments	\$ 5,434,253	\$ 2,203,100
Restricted cash	35,217	-
Investments	-	189,291
Accounts receivable, net	810,726	143,913
Intergovernmental receivables, net	566,625	34,487
Due from fiduciary funds	28,234	-
Inventory	38,254	115,271
Other assets	9,199	-
Deferred debt financing expense	9,721	-
Prepaid expenses	-	178,985
Noncurrent:		
Deferred debt financing expense, net of current portion	48,603	-
Capital Assets:		
Land	154,786	2,197,595
Construction in progress	77,425	1,613,419
Capital assets, net of accumulated depreciation	<u>9,964,868</u>	<u>9,868,628</u>
<b>TOTAL ASSETS</b>	<b>17,177,911</b>	<b>16,544,689</b>
<b>LIABILITIES</b>		
Current:		
Accounts payable	466,543	382,573
Accrued expenses	240,609	378,250
Deposits payable	-	21,603
Due to other governments	978,233	-
Restricted cash liability	3,396	-
Deferred revenue	-	1,207,948
Current portion of long-term liabilities:		
Bonds payable	600,000	472,486
Capital lease payable	39,668	48,024
Compensated absences	466,059	-
Noncurrent:		
Bonds payable, net of current portion	3,100,000	5,519,972
Capital lease payable, net of current portion	29,056	50,808
Compensated absences, net of current portion	395,358	-
Net OPEB obligation	237,446	-
Other long term obligations	<u>-</u>	<u>500,000</u>
<b>TOTAL LIABILITIES</b>	<b>6,556,368</b>	<b>8,581,664</b>
<b>NET ASSETS</b>		
Invested in capital assets, net of related debt	6,428,355	7,088,352
Restricted for:		
Grants and other statutory restrictions	3,314	-
Unrestricted	<u>4,189,874</u>	<u>874,673</u>
<b>TOTAL NET ASSETS</b>	<b>\$ <u>10,621,543</u></b>	<b>\$ <u>7,963,025</u></b>

See notes to financial statements.

COUNTY OF BELKNAP, NEW HAMPSHIRE

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED DECEMBER 31, 2011

	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expenses) Revenues and Changes in Net Assets</u>	<u>Gunstock Area Commission (Component Unit- for the year ended April 30, 2011)</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Governmental Activities</u>	
<b>Governmental Activities:</b>					
Administration	\$ 632,108	\$ -	\$ 6,400	\$ (625,708)	
Finance office	181,844	-	-	(181,844)	
County attorney	627,324	2,252	62,657	(562,415)	
Registry of deeds	505,542	743,670	-	238,128	
Sheriff	2,068,945	340,914	77,278	(1,650,753)	
Youth services	174,139	-	43,049	(131,090)	
Information technology	62,229	-	-	(62,229)	
Maintenance	849,428	-	-	(849,428)	
Human services	5,389,948	-	1,102,706	(4,287,242)	
Corrections	3,294,468	63,305	10,000	(3,221,163)	
Economic Development Council	70,000	-	-	(70,000)	
Cooperative extension	169,029	-	-	(169,029)	
Outside agencies	786,183	-	-	(786,183)	
Nursing home	10,602,165	8,118,952	40,212	(2,443,001)	
Interest expense	187,138	-	-	(187,138)	
<b>Total Governmental Activities</b>	<u>25,600,490</u>	<u>9,269,093</u>	<u>1,342,302</u>	(14,989,095)	
<b>Total Primary Government</b>	<u>\$ 25,600,490</u>	<u>\$ 9,269,093</u>	<u>\$ 1,342,302</u>		
<b>Component Unit:</b>					
Gunstock Area Commission	<u>\$ 8,442,615</u>	<u>\$ 9,043,594</u>	<u>\$ -</u>		<u>\$ 600,979</u>
<b>Total Component Unit</b>	<u>\$ 8,442,615</u>	<u>\$ 9,043,594</u>	<u>\$ -</u>		600,979
<b>General Revenues and Transfers:</b>					
County taxes				14,072,183	-
Investment income				1,641	3,446
Miscellaneous				660,356	157,500
Transfers, net				<u>-</u>	<u>797,947</u>
<b>Total general revenues and transfers</b>				<u>14,734,180</u>	<u>958,893</u>
<b>Change in Net Assets</b>				(254,915)	1,559,872
<b>Net Assets:</b>					
Beginning of year				<u>10,876,458</u>	<u>6,403,153</u>
End of year				<u>\$ 10,621,543</u>	<u>\$ 7,863,025</u>

See notes to financial statements.

COUNTY OF BELKNAP, NEW HAMPSHIRE

ALL BUDGETED FUNDS

STATEMENT OF REVENUES AND OTHER SOURCES,  
AND EXPENDITURES AND OTHER USES - BUDGET AND ACTUAL

FOR THE YEAR ENDED DECEMBER 31, 2011

	Original Budget	Final Budget	Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
<b>Revenues:</b>				
<b>General Fund:</b>				
County taxes	\$ 14,072,183	\$ 14,072,183	\$ 14,072,183	\$ -
Charges for services	8,313,522	8,313,522	9,270,166	956,644
Intergovernmental	189,900	189,900	1,289,690	1,099,790
Investment income	5,000	5,000	1,639	(3,361)
Miscellaneous	877,485	877,485	663,572	(213,913)
<b>Other Funds:</b>				
Grants and other	-	-	52,616	52,616
Total Revenues	<u>23,458,090</u>	<u>23,458,090</u>	<u>25,349,866</u>	<u>1,891,776</u>
<b>Expenditures:</b>				
<b>General Fund:</b>				
Administration	507,587	507,587	471,277	36,310
Finance office	288,061	288,061	175,878	112,183
County attorney	690,797	690,797	613,003	77,794
Registry of deeds	515,651	515,651	499,938	15,713
Sheriff	2,110,295	2,110,295	2,010,468	99,827
Youth services	139,669	164,669	161,107	3,562
Information technology	96,380	96,380	96,218	162
Maintenance	2,552,196	2,552,196	2,504,653	47,543
Human services	5,809,500	5,809,500	5,389,948	419,552
Corrections	2,994,407	2,969,407	2,965,993	3,414
Economic Development Council	70,000	70,000	70,000	-
Cooperative extension	169,029	169,029	169,029	-
Outside agencies	786,183	786,183	786,183	-
Nursing home	10,645,964	10,645,964	10,229,398	416,566
Contingency	100,000	100,000	-	100,000
Debt service - principal	610,000	610,000	610,000	-
Debt service - interest	254,371	254,371	181,470	72,901
<b>Other Funds:</b>				
Grants and other	-	-	53,016	(53,016)
Total Expenditures	<u>28,340,090</u>	<u>28,340,090</u>	<u>26,987,579</u>	<u>1,352,511</u>
Excess (deficiency) of revenues over expenditures	(4,882,000)	(4,882,000)	(1,637,713)	3,244,287
<b>Other Financing Sources:</b>				
Use of fund balance	<u>4,882,000</u>	<u>4,882,000</u>	<u>4,882,000</u>	<u>-</u>
Excess of revenues over expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,244,287</u>	<u>\$ 3,244,287</u>

OFFICE OF BELKNAP COUNTY ATTORNEY



MELISSA COUNTWAY GOLDBRANDSEN  
BELKNAP COUNTY ATTORNEY

COUNTY COURTHOUSE  
64 COURT STREET  
LACONIA, NEW HAMPSHIRE 03246

603 - 527 - 5440  
FAX 603 - 527 - 5449

CARLEY M. AHERN  
ASST. COUNTY ATTORNEY

STACEY R. KAELIN  
ASST. COUNTY ATTORNEY

SARAH BETH HERNÁNDEZ HUOT  
ASST. COUNTY ATTORNEY

RONI M. KARNIS  
ASST. COUNTY ATTORNEY

BARBARA E. BELMONT  
VICTIM WITNESS COORDINATOR

BRENDA L. LONZO  
ADMINISTRATIVE ASSISTANT

**Report of the Belknap County Attorney - 2012**

To the Honorable Commissioners, the Legislative Delegation of Belknap County and the Taxpayers of Belknap County:

The mission of the Belknap County Attorney's Office is to **Protect Public Safety and Promote Justice**. It is with honor and pride that I serve as County Attorney. On January 2, 2013, I was sworn into Office by the Honorable James D. O'Neill, III after being elected by the voters to continue serving as County Attorney. I was initially appointed by the delegation to complete the term vacated by Judge James Carroll. While being devoted to the mission of public safety, I believe that our government has a duty to perform efficiently and effectively without unnecessarily burdening taxpayers. I recognize that these two values may be in conflict at times, as the law enforcement function of government is inherently expensive.

The core function of this Office is prosecuting felony level criminal cases. We represent the State of New Hampshire in the criminal cases brought in the Belknap County Superior Court. Cases begin with referrals from law enforcement agencies. The majority of our cases are referred from the eleven (11) local police departments and the Sheriff's office, with additional cases coming from: the Attorney General's Drug Task Force, Fish & Game, State Police, Health and Human Services, Fire Marshalls, Liquor Enforcement, Land and Forests and Marine Patrol.

It is a challenge as County Attorney to handle a full trial docket and administer the office simultaneously; however it is extraordinarily satisfying to serve the County in both capacities as I work to fulfill the mission of this office. I am the Chief Law Enforcement Officer of the County, and at the core of the mission are the individual law enforcement officers who serve our Towns, County, State and Country. The citizens of the County are fortunate to have a team of professional law enforcement officers dedicated to protecting our communities.

The collaboration of these departments and agencies is integral to maintaining public safety. To facilitate this collaboration, I have established regular detectives meetings for the purpose of bringing together representatives from various law enforcement agencies to share information leading to the arrest and conviction of criminals. Criminals do not adhere to boundaries and with the increase in property and drug-related crimes, we see the same criminals committing similar crimes in different towns. We are very fortunate to be able to share resources and information to accomplish the collective missions of our agencies.

Over the past year, my office, and other County Attorney's Offices in the State have begun to utilize a new Computer database for storing all of our case information. By using the same software, our offices can share information and work together when dealing with interrelated crimes and criminals.

The Belknap County Attorney's Office offers twenty-four hours per day and seven day per week response to the needs of area law enforcement agencies. This means that the County cell phone is always on, so that we can immediately respond to legal questions and reports of extenuating crime scenes and untimely deaths. Over the past year, we received 67 calls for untimely or unattended deaths in the County.

Despite serious efforts to eradicate and punish the possession, sale and manufacture of drugs, this continues to be a serious criminal concern for the County. We have continued to experience an increase in the number of cases involving the manufacture of methamphetamine, which is a highly hazardous and volatile chemical process endangering not only the criminal involved with the manufacture, but that individual's family and neighbors. We also see many crimes which are fueled by drug addicts' poor decision making and criminal choices, such as theft and burglary.

During 2012, the Office obtained 656 Indictments from Grand Juries sitting every six weeks. This number is a decrease from 733 Indictments in 2011. This number cannot be taken as a decrease in the crime rate, however, because as we have worked to increase efficiency and to utilize alternative case processing and sentencing, we have attempted to resolve cases in the pre-indictment phase.

During the course of the year over fifty citizens from Belknap County served as Grand Jurors. Each Grand Juror devoted four or five days to this civic duty. Grand Jurors review indictments to determine if enough evidence exists to charge a defendant. Over the course of the year, approximately 250 citizens served as Petit Jurors. These citizens comprise the twelve individuals plus two alternates who hear the evidence in each jury trial. This Office brought 26 cases to jury trial over the course of 2012. I recognize the importance of citizens' participation in the criminal justice system and appreciate the significant time that these citizens devote to this civic duty.

The Office handled 104 Probation Violations in 2012, which is a significant increase from the 71 Probation Violations in 2011. This Office prosecutes these violations to hold defendants accountable when they fail to abide by a term or condition of their release on Probation. Probation is a privilege and an opportunity for criminals to learn to be law abiding citizens under the supervision of a Probation Officer. Violations of Probation are serious offenses which result in serious consequences because the Defendant is showing a failure to correct their criminal behavior despite previous convictions, sentences and supervision from a probation officer.

The core and foundation of this office is the team of experienced people who serve the County in a variety of capacities in the office. The team is comprised of: three full-time prosecutors (including myself), a part-time prosecutor, a victim-witness advocate (who has been with the County for 21 years); an office administrator (who has been with the County for 15 years); a legal assistant and two legal secretaries (one is part-time).

I am proud to report that this Office has a very strong and professional working relationship with our partners within Belknap County including the above-referenced law enforcement agencies, along with the Department of Corrections and Restorative Justice, and including the State of New Hampshire Department of Corrections, Probation Officers, Federal Partners, Judicial Branch employees and defense attorneys. We take our jobs in the Belknap County Attorney's Office very seriously and every member of the department is devoted to performing our mission with the highest level of professionalism.

Respectfully Submitted,



Melissa Countway Gulbrandsen, Belknap County Attorney



## Belknap County Department of Corrections 2012 County Report

Daniel P. Ward Sr., MBA/PA, CJM – Superintendent  
Capt. David A. Berry Jr. – Deputy Supt. – Operations

*“Protecting You and Those You Love”*

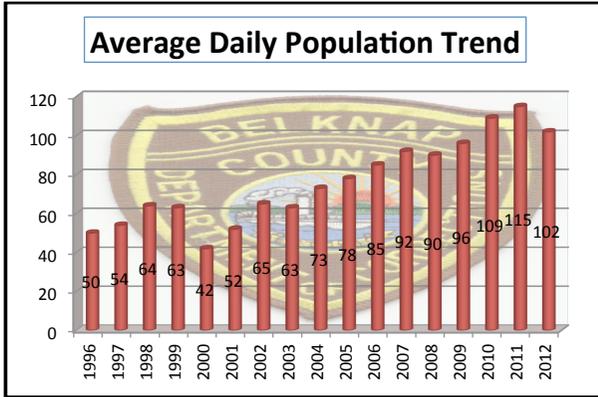
To the Honorable Commissioners of Belknap County, the elected Legislative Representatives, and to the residents of our community,

The annual reporting period provides me, as Superintendent of the Department of Corrections, with the opportunity to provide the straight-forward statistical information about the population that we have served, the demands placed upon the Department over the course of the year with regards to detentions of offenders charged or convicted of crimes committed within our communities, and to give every citizen an opportunity to consider for themselves whether they receive the best return on their investment for services provided by these hard working and dedicated public servants. It is my pleasure to serve as the department head for this organization. I am proud to highlight in this report some key factors that formed our past year and continued our course of addressing and managing, in the most positive way, the serious and significant needs and awesome responsibilities of incarcerating citizens of our county.

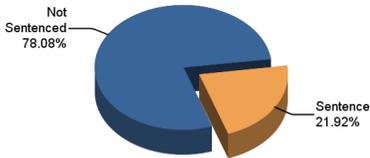
### **Summative Incarceration Statistics for 2012**

For the first year since 2000, we showed a statistically significant reduction in the average daily population down from 115 in 2011 to 102 in 2012. Despite periods of peak population of 121 in March of 2012 that forced a transfer of a group of inmates to Strafford County Department of Corrections, reductions in the population during the last two months of the year drove the averages back down. The trend data continues to demonstrate that the population has remained well above the original design capacity of 87 beds since 2007 and that this level continues to require the use of an industry space, a classroom, and the gym to for additional housing areas.

In complete contrast to the reduction in the average daily population, booking of new inmates in 2012 surpassed 2010 levels by 27.8% climbing up from 1552 in 2011 and passing 1,792 in 2010 to a new high of 1984. It is interesting to note that the female population continues to absorb a greater percentage of the total bookings of new intakes as represented by a 4% increase to 25.6% of the total number of new criminal bookings during 2012. The average length of stay overall however declined to 26.98 days for all inmates. What this reveals is that we processed many more inmates however we, as a community, did a far better job at releasing them earlier through bail, shorter sentences, or the use of alternative programs and sentencing options.



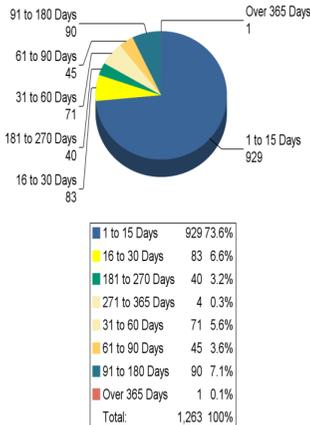
### Detention Profile



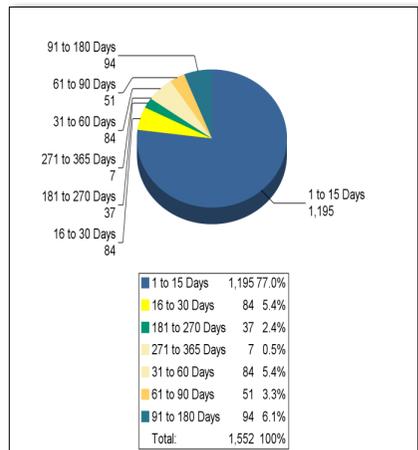
The percentage of Pretrial Offenders to Sentenced Offenders remained statistically unchanged from 2011. This category includes those held on felony, misdemeanor and civil cases; probation and parole violations; and "overnight holds". The number of protective custody (PC) cases climbed only slightly to 622 for 2012.

### Length of Stay Analysis

#### 2012



#### 2011



Trending Data	2009	2010	2011	2012
	<i>In days</i>	<i>In days</i>	<i>In days</i>	<i>In days</i>
Average Length of Stay (female offender)	10.54	13	16.62	21.45
Average Length of Stay (male offender)	15.32	22.4	24.10	28.39
Highest Month (admissions / releases)	235/224	174/181	158/171	174/174
	(June)	(July)	(May)	(May)

Source: GTL-DSI, Offender Management System (OMS)

## Community Corrections

Each year, we place a greater and greater emphasis on the philosophy of Community Corrections to help us address and control the growing population of new intakes as well as to look ahead toward the ultimate reunification of the inmates back to our communities. Community corrections once simply meant “work release” but over the years has “morphed” in to a series of programs and supervision methods to include Community Service, Work Release, Furloughs, Day Reporting, Pretrial Supervision, Administrative Home Confinement (aka Electronic monitoring or bracelet programs) and most notably Re-entry. Without the support of this programming option, every inmate served through this program would occupy a bed inside the already overcrowded and over burdened correctional facility.

During 2012, 50 inmates were placed on electronic monitoring. While we were not able to place more inmates out on the program this year, the data shows that we were able to get them out sooner and they spent significantly more time outside under this level of supervision allowing for an increase from 3,291 days in 2011 to **4,775 days of supervision outside of the jail in 2012!** Revenue generated from the program this year returned (\$6,492.75) to the General Fund.

In addition to cost-saving alternatives to incarceration, the Deputy Superintendent has maintained and expanded a program of furloughs to allow sentenced inmates who have health insurance or an ability to pay for procedures on their own to attend appointments, have surgery, seek medical care or establish treatment relationships with primary care providers in the communities in which the inmate will soon return. As a result, 110 furloughs were approved and monitored last year at a savings to taxpayers of more than \$130,000. While labor intensive to monitor, this program allows us to keep tight control over the rapidly rising health care costs assigned to the County for inmate care and treatment.

Throughout the year and looking forward, the concept of “Re-entry” has become the significant focus for returning inmates back to the community in a better position to remain arrest-free and to become successful and productive members of society. The Community Corrections officer works with our mental health counselors, alcohol/drug abuse team, and programs director to ensure that we have addressed the needs of an individual before sending them back out to complete their sentence. Attendance at programs, completion of an individual’s GED or vocational programming becomes a pre-requisite for participation in this level of supervision. We continue to work with our community partners to build the bridges and forge the relationships that these inmates need once they return home so that they won’t re-enter this system again.

## Programs

The Programs Director at the Department of Corrections has made a commitment to help identify the unmet needs of inmate offenders and to help seek out innovative ways and new programs that will help build skills and assist in the restoration of family units. Although only one of many important programs offered at the jail, the GED program continues to be our banner success story. We have continued the successful trend of reduced recidivism in this area during 2012. Of the now 75 successful graduates of the GED Program since 2009 the number of those who have re-entered the criminal justice system remains at only 3! In addition, we have been able to provide some GED services to nearly 200 inmates who either bailed out or completed their sentence before they were able to complete testing.

We added a number of new programs to this area in 2012 as well. Most notably were an automotive and carpentry program funded through a State of NH Education grant in partnership with the Lakes Region Community College system. This vocational program offered both men and women to gain basic entry-level skills that will assist them in obtaining work in the chosen field. Programming in both of these areas continues into 2013 and helps to solidify the partnership between the jail and the college, reinforcing the importance as well as the ability to learn a new trade reasonably and locally!

Other programs offered through Women’s Fund of NH, The Community Action Program (CAP), UNH Co-Operative Extension, the Family Resource Center, volunteer artists, teachers, clergy and friends have all contributed to the growth of services means to help address the dynamics and restore the family unit of the offenders. These classes are all offered out of one classroom making use of all available time and the availability of the instructors to offer needed programs to the inmate population.

PROGRAM	AGENCY
<b>ON-GOING CLASSES / GROUPS</b>	
Alcoholics Anonymous	Individuals
Narcotics Anonymous	Individuals
Bible Study	Various outreach program Volunteers
Parenting Class	UNH Cooperative Extension Service
Job Search Skills	NH Department of Employment Security
Serve Safe	Chef Jason McCarter – McCarter Associates
Yoga	Manna Stark
Alternatives to Violence	AVP Volunteers (National program)
New Beginnings	Educational outreach coordinators
Money Management Class	UNH Cooperative Extension program
Communication and Conflict Resolution Class	UNH Cooperative Extension program
Writing Class	Dorothy Piquado
Re-Entry Group	Salvation Army, Health Link, DHHS, BM CAP, UNH Co-Op Ext Service, NH Employment Sec.
STD & STI Education	Belknap-Merrimack CAP – Melissa Walsh
Career Education Program	NH Department of Education
Knitting	Marylyn Matthewman
Art Class	Mary Ellen Boudman
Writing From Within	Kristin Pelletier (Female Offenders)
<b>NEWLY ADDED IN 2012</b>	
Basic Auto Mechanics	LRCC
Basic Workshop & Carpentry	LRCC

## The Farm Program

The Garden Program at the Department of Corrections continued this past season by growing a variety of 16 different items that were provided to the Belknap County Nursing Home dietary services program. The poundage and price, according to the low end price, as set by the NH Farm Bureau Weekly Bulletin of the 2,968 pounds of fresh produce provided accounts for a savings of \$6,414. These items augment the meals provided to the Nursing Home residents as well as to the jail population throughout the picking season.

In addition to the produce provided to the Nursing Home, The Farm Stand operates throughout the season from the parking lot on the County complex where any excess items are offered for sale. As a result, the Department of Corrections collected \$3,835.40 in additional revenue that was returned to the General Fund.

### Top 50 Charges in 2012

SIMPLE ASSAULT 631:2-A	UNLAWFUL POSSESSION AND INTOXICATION 179:10
BREACH OF BAIL COND 597:7-A	HABITUAL OFFENDERS PENALTY 262:23
DRIVING AFTER REVOCATION OR SUSPENSION 263:64	RECKLESS CONDUCT 631:3
VIOLATION OF TERMS OF PROBATION OR PAROLE 504-A:4	SALE N/DRUG 318-B:2
THEFT BY UNAUTHORIZED TAKING 637:3	FRAUD USE OF CREDIT CARD 638:5
DRIVING OR OPERATING UNDER THE INFLUENCE OF DRUGS OR LIQUOR 265-A:2	FAILURE TO COMPLY WITH ORDER 153:16
RECEIVING STOLEN PROPERTY 637:7	MANUFACTURE CONTROLLED DRUG 318-B:2
NON-SUPPORT 639:4	HABITUAL OFFENDER 259:39
CRIMINAL THREATENING 631:4	CRIMINAL LIABILITY FOR CONDUCT OF ANOTHER 626:8
CONTROL DRUG ACT 318-B:2	ENDANGER WELFARE OF CHILD/INCOMPETENT 639:3
POSSESSION C/DRUG 318-B:2	CONDUCT AFTER ACCIDENT 264:25
VIOLATION OF PROTECTIVE ORDER 173-B:9	DISOBEYING POLICE OFC 265:4 II
BURGLARY 635:1	POSSESSION C/DRUG INTENT TO SELL 318-B:2
WILLFULL CONCEALMENT 644:17 I	FALSE REPORT 641:4
RESIST ARREST OR DETENTION 642:2	FELON IN POSS DANG WEAPN 159:3
CRIMINAL MISCHIEF 634:2	POSSESSION OF DRUGS 318-B:2
SALE C/DRUG 318-B:2	ISSUING BAD CHECKS 638:4
CRIMINAL TRESPASSING 635:2	AGGRAVATED DRIVING WHILE INTOXICATED 265:82-A
FAILURE TO APPEAR 594:14	AGGRAVATED DRIVING WHILE INTOXICATED 265-A:3
FORGERY 638:1	ROBBERY 636:1
DISORDERLY CONDUCT 644:2	WITNESS TAMPERING 641:5
RESISTING ARREST 594:5	OBSTRUCTING REPORT OF CRIME OR INJURY 642:10
2ND DEGREE ASSAULT 631:2	ORGANIZED RETAIL CRIME ENTERPRISE 637:10-C
BAIL JUMPING 642:8	
POSSESSION N/DRUG 318-B:2	
PAROLE VIOLATION	

## 2012 Summation and New Vision for 2013

As predicted, 2012 presented new challenges to address a swell in population that physically could not be handled internally. While using every “tool in the toolbox” to address the shrinking economy and the expanding inmate population, there are clear limits to addressing these issues internally. Collectively, we worked to develop new tools in our “tool box of options” to help classify, treat, monitor and respond to a plethora of unique needs to satisfy the demands of all the stakeholders in the criminal justice system.

The ability to appropriately respond to an aging infrastructure has proven to be a significant challenge this past year. With a hundred “occupants” who have constitutional protections as “wards of the State” meeting adequate standards of care remain the highest priority. Working with a Community Advisory Council, Jail Planning Committee, and Independent consultants and advisors, the County will most certainly find a solution that fits its immediate and long term needs in the months ahead.

As always, the appropriate place to end an annual report lies with the public servants who faithfully execute their daily tasks, place themselves in harms’ way each day, and do so not simply because of a paycheck but because the drive to serve their own community, to keep their families safe, and to make a difference in people’s lives inside and out, remains their principle driving force. As taxpayers, you should be proud of the small group of men and women here at the Department of Corrections that I have the pleasure to lead each day.

Respectfully submitted,

*Daniel P. Ward Sr.*

Daniel P. Ward Sr., MBA/PA, CJM  
Superintendent

## **Belknap County Nursing Home 2012 Annual Report**

Welcome to the Belknap County Nursing Home where our mission is “To care for our residents, as ourselves, with compassion, dignity, and respect.” This has been the foundation upon which the care and services which we provide have been enhancing the lives of people throughout the Lakes Region since 1835. We are proud of our long standing tradition of providing access to quality care in this community. We are also pleased to have an opportunity to share a few of our success stories with you, as well as to be able to provide you with some information about what we have done to achieve our mission and to enhance the quality of life of our residents.

Two thousand twelve was a year in which there are many examples of progress that was made towards fulfilling our mission. One measure of our progress is the result of the annual inspection performed by the New Hampshire Department of Health and Human Services. The inspection resulted in a deficiency free survey. This great achievement was the result of a dedicated team of physicians, nursing staff, therapists, and support personnel working together to provide our residents a high level of quality of life and quality of care.

We are a proud participant in “Advancing Excellence in Nursing Homes”. This is a national program that focuses on making nursing homes better places to live, work and visit. The program is the foundation of our Continuous Quality Improvement Program, and it provides many of the tools that we utilize to provide education, training, and support to our highly qualified staff.

Another measure of our progress is the successful outcomes achieved by our residents. We would like to share a few of them that we believe were made possible by focusing on a resident centered approach and a culture of compassion, dignity, and respect. These are real stories about people that live in the Belknap County Nursing Home and in our community.

Marjorie is an 88 year old resident whose social activities and ambulation were significantly limited by knee pain due to arthritis. In October, she underwent a total knee replacement. She returned to the nursing home for post-operative rehabilitation. In addition to daily passive motion exercises provided by the nursing staff, she was seen five times a week by physical and occupational therapy. The therapists focused on strengthening and range of motion of her knee to achieve her goals of independence and pain free ambulation. She participated in high level balance exercises and gait training to improve her strength and stamina. Within the first two weeks she had achieved a functional range of 90 degrees in her knee. Three weeks post-surgery she was deemed independent for daily living in her room and by four weeks she was independent throughout the facility. After six weeks she had reached all of her goals. She was now able to ambulate without any pain using her rolling walker. Marjorie was even able to go home with her family for the holidays with no permanent restrictions related to the surgical procedure.

Lucille is a 91 year old resident who was admitted to the nursing home for rehabilitation and long term care placement following a fall at home. Her fall resulted in a hospitalization due to a fractured wrist. Upon evaluation, she required maximum assistance with daily care, ambulation and transfers. She participated in occupational therapy five times per week to increase her independence with daily care, increase her upper body strength, and to improve her range of motion and strengthen her fractured wrist. She participated in physical therapy five times per week with high-level balance activities, lower body strengthening exercises and transfer and ambulation safety. Given her participation in these activities and education from the therapy team to learn new safety strategies, she was able to return to her prior level of independence within three weeks. After her initial success, Lucille and her family upgraded her discharge goals. The plan was now for her to return home with family. The therapy team performed a home evaluation with Lucille and her family where they evaluated her ability to maneuver safely in her home. The team was able to recommend adaptations that could be made to the house to make her return safe and successful. Lucille was able to return to her home with her family and return to her independent lifestyle just in time for the holidays.

Yvette is an 83 year old resident who was admitted to the nursing home for long term placement following hospitalization due to a fall at home. The fall resulted in a fractured hip that required surgery. Upon arrival at the nursing home she required maximum assistance with daily care and had very limited mobility. She was highly motivated to regain her strength and to be discharged to a more independent setting. She received intensive physical and occupational therapy for an average of 2.5 hours a day five days a week. After 7 weeks of therapy, she was independent with her daily care and was able to ambulate safely, including outdoors. Following discharge from rehabilitation services she continued to participate in exercises through restorative nursing programs developed by the interdisciplinary team. All goals having been met, Yvette decided she could care for herself and moved into a local assisted living facility.

These are just a few of our success stories, there are many more.

Some other indicators of progress towards our mission are the improvement in Quality Measures during 2012. Here is a summary.

- A reduction in skin breakdown and the development of pressure ulcers
- A reduction in residents with unplanned weight loss
- A reduction in unplanned discharges to hospitals
- A reduction in facility acquired infections
- A reduction in medication errors
- Improved outcomes in pain management
- Improved preventative skin care management
- Improved management of bowel and bladder function
- Improved independence with activities of daily living and mobility
- Improved resident satisfaction through consistent caregiver assignments
- Improved health information management through electronic medical records

In addition to positive patient outcomes and improved Quality Measures, we are focused on creating value and efficiency in the way we manage our fiscal obligations. We would like to share with you some of the progress we have made towards measurable improvement in reducing our operational deficit during 2012. Here is a summary.

A reduction in operating expenses in 8 of our 9 largest departments

A reduction in full time positions staff positions from 117 to 109

A reduction in staff turnover

A reduction in overtime

An increase in operating revenue

Stabilized facility occupancy at 98%

We are proud of our 2012, and we are pleased to have had the opportunity to share with you some of the success stories of our residents, our progress in improving Quality Measures, and our progress in regards to operating in a financially responsible manner.

We appreciate the support of the community that we serve and look forward to improving the quality of life for you and your neighbors during 2013 and beyond.

Sincerely,

Mathew Logue, N.H.A.  
Nursing Home Administrator

Dianne Roberts, R.N.  
Director of Nursing

## **Belknap County Registry of Deeds 2012 Annual Report**

To the Honorable Commissioners of Belknap County:

Thank you to my staff: Deputy Register Judy McGrath, Carol Morin, Sue Gagne and Cindy Beede. Their dedication and professionalism allow us to continue to enjoy the reputation as the best Registry of Deeds in the State. Additionally, I thank them for the unwavering support of me every day.

The Registry of Deeds experienced a significant increase in our document count for the year 2012. We recorded 15,026 documents, an increase of 989 documents over 2011. The total revenue for the Registry was \$829,872.00. This amount was achieved through the 4% commission received from the State of New Hampshire, ( as we are the collecting for the State's real estate transfer tax and LCHIP fees), recording fees collected per document, surcharge fees collected per document, internet account fees and copy fees. The total operating budget for the Registry, including salaries, during 2012 was \$433,857.00. Therefore, the Deeds office provided the taxpayers of Belknap County \$396,015.00 over the cost of our operating budget.

In June 2012, after a lengthy hiring process, we welcomed Cindy Beede as a part-time staff member. Cindy previously worked for the City of Laconia in the assessing office and then as the Tax Collector – retiring after a 30 year employment with the City.

In 2012 we noted the 10th anniversary of our internet accounts. Subscribers to these accounts are able to print documents at their office; saving them a trip to Laconia - with all the expenses incurred by that drive. There is a charge of \$2.00 per printed page to these subscribers and they are billed monthly. At this time we have 700 accounts - generating substantial revenue.

The amount of money generated from copying fees from the internet accounts and in person visits is approximately \$160,000.00.

Thank you to the members of the Belknap County Delegation for their continuing support of the Registry.

Respectfully submitted,

Barbara R. Luther  
Register

# Belknap County Sheriff's Department 2012 County Report

**Craig Wiggin – Sheriff**  
**Lieutenant David Perkins – Operations Commander**  
**Sergeant Michael McCarn – Civil Division Supervisor**  
**Detective Sergeant William Robarge – Criminal Division Supervisor**  
**Sergeant Donald Belyea – Court Security Supervisor**  
**Sergeant William Wright – Communications Supervisor**



*“A tradition of excellence in County law enforcement for over a century.”*

To the Honorable Belknap County Commissioners:

Pursuant to New Hampshire law, the Sheriff's Department is a full-service law enforcement agency like any other in New Hampshire. However, the Office of the Sheriff is responsible for a number of additional duties that are unique to the Sheriff. The members of the Belknap County Sheriff's Department carry out these duties in a highly professional and efficient manner. I am pleased to present this summary of the department's work during the past year.

## CIVIL PROCESS

Pursuant to New Hampshire RSA 104, the Sheriff is responsible for the service and execution of all “writs and precepts” within the County. This includes documents such as subpoenas, numerous types of landlord-tenant documents, various civil orders, and writs attaching physical property and real estate. Standard fees for service and related mileage are also prescribed by statute and are charged to the person or business requesting the service.

CIVIL DOCUMENTS SERVED:	3,591
FEES COLLECTED:	\$146,560.18

## PRISONER TRANSPORTS

The department is responsible for the transportation of persons incarcerated anywhere in the state and beyond, who are ordered to appear in a court of jurisdiction within the county. The Sheriff is also required to transport individuals to NH Hospital or other appropriate facility pursuant to any Involuntary Emergency Admission proceedings. We also transport defendants to courts at the request of local, state, county,

and federal police agencies and to various medical and other appointments. During this year, the Administrative Office of the Courts installed video arraignment equipment at the Circuit Court, with a link at the County Jail. This reduced the necessity to transport arrestees from the Jail to the Court for brief arraignments or bail hearings. The department conducted a total of 2,974 transports in 2012.

## **CRIMINAL AND CIVIL ARRESTS**

As prescribed by RSA 104, the Sheriff is required to execute orders of the Courts, which include civil, criminal, and contempt orders of arrest. The Sheriff is required to take such persons into custody and bring them before the Court. Deputies are tasked with finding and arresting individuals wanted on contempt orders, criminal arrest warrants, bench warrants issued by the Circuit and Superior Courts, as well as civil arrest warrants. A Deputy Sheriff serves as a member of the U.S. Marshal's Joint Fugitive Task Force, whose mission is to find some of the most dangerous fugitives in our state and beyond. During 2012, deputies made 435 custodial arrests. This included coordinating the extradition of 30 defendants from other states and returning them to Belknap County to face justice.

## **CRIMINAL INVESTIGATIONS**

The Criminal Division conducts investigations throughout the County and beyond, often providing technical or specialized assistance to smaller departments. Detectives regularly work in conjunction with other county, state, local, and federal law enforcement agencies on cases that involve multiple jurisdictions. The Criminal Division provides Forensic Polygraph services as well as referrals from across the County involving bad checks. Thousands of dollars in restitution was returned to individuals and businesses victimized by bad checks. A total of 151 case investigations were opened in 2012.

## **COMMUNICATIONS**

The communications center provides 24-hour services for nine police departments in Belknap County and to the Northfield Police Department on a contractual basis. In addition to the local towns, the communications center receives routine and emergency telephone calls via the Enhanced 9-1-1 system and provides dispatch services for the local Fish and Game Officers, Liquor Investigators, Medical Examiners, and the County Attorney's Office. The communications center is a central hub for the dissemination of vital information to the various public safety agencies throughout the County and beyond. During this past year, we completed a renovation of the Communications Center, which had not been done since 1981 and now provides a state-of-the-art facility. We added an additional transmitter/receiver site in New Hampton, which significantly reduced gaps in radio coverage across the western portion

of the County and also relocated our equipment to the newly-constructed tower and building at our primary site on top of Belknap Mountain. We were also required to completely re-program our entire system in order to comply with the interoperability requirements mandated by the Federal Communications Commission for all public safety agencies across the country. Communications Specialists managed 42,000 calls for service in 2012.



*McGruff the Crime Dog meets young visitors to the annual Belknap County Public Safety Day at Meadowbrook*

In conclusion, on behalf of the dedicated men and women of the Belknap County Sheriff's Department, I would like to extend my thanks to the Belknap County Commissioners, the County Delegation, and the citizens of Belknap County for their continued support. We are committed to continuing to serve you with professionalism and integrity.

Respectfully submitted,

*Craig H. Wiggin*  
Sheriff Craig H. Wiggin

## 2012 Belknap County Youth Services Annual Report

In 2012, our department saw a distinct change in the type of client being referred to our programs. That distinct change is visible in the increasing number of clients with mental illness and substance abuse issues. This rise has led two of our case managers to begin pursuing further education and licensure. Tori O'Hara has begun working on the necessary hours to become a Licensed Alcohol and Drug Counselor; and Katie Laux has begun graduate school pursuing a master's degree in Mental Health Counseling. Both have learned a great deal in their pursuits and both continue to improve the way we manage our cases with newfound sensitivity to mental health and substance abuse.

As a reminder, both the adult and juvenile court diversion programs are an asset to Belknap County by way of taxpayer savings; decreasing the burden of time commitment for police, courts, and prosecutors; and by helping our clients not only be successful in the program, but also by teaching them skills to be successful outside of the program. We worked with a total of 70 juveniles and 78 adults during the year.

Tori and Katie continue to teach The Challenge Course, a drug and alcohol education program for teens. This program encompasses 13 hours of education during four nights over a two week period. It is comprehensive and the expectation for participation is high. Five separate Challenge Courses were taught during 2012 with a total of 41 participants.

As a spin-off of The Challenge Course, a new drug and alcohol education program was developed during the year. Judge Carroll was interested in offering an educational element to those young adults receiving a fine and conviction for a drug and alcohol offense. Tough Options (Answered) With Educated Responses (T.O.W.E.R.) is a snapshot of one of The Challenge Course sessions. It is 90 minutes in length, and carries a cost of \$80. Similarly to The Challenge Course, T.O.W.E.R. is offered to teens under the age of 21 with a first-time drug or alcohol offense. However, T.O.W.E.R. was created as an alternative program for those who don't have the time or ability to commit to the full Challenge Course. Participation in T.O.W.E.R. results in a conviction where successful completion of The Challenge Course does not. Two T.O.W.E.R. classes were run in 2012 with a total of 25 people in attendance.

During the fall of 2012, we had a student intern, Leah, from Lakes Region Community College working with us. Leah received three juvenile cases to manage under Katie's supervision. Leah has this to say about her experience: "I have really appreciated and enjoyed my six months here as an intern. I have learned some very invaluable insights into the difficult world of Adult and Juvenile Justice. Brian, Katie, John, and Tori are a fantastic team. Their combined knowledge and innovative creativity in dealing with their clients is true excellence in action!"

Our search for meaningful community service opportunities for our clients continues on but we are thankful for the many agencies that allow our clients to fulfill that particular program requirement. A few of these agencies are: Salvation Army Thrift Store, P.I.C.K., Turkey Plunge, Prescott Farm, Laconia Housing Authority, Meredith Community Center, Belknap County 4H Fair, Service Link, Belmont Heritage Commission, Laconia Parks & Recreation, and Penstock Park in Belmont. Our department also continues to collect food items each first and third Friday of the months: October through May. We donate the food we've collected to the various food pantries in Belknap County.

We are proud to announce that on December 3, 2012 we received the Community Heritage Award for Community Volunteer Excellence presented to us by the Belmont Heritage Commission and the Belmont Board of Selection. Thank you for this honor! We continue to be appreciative of our many volunteers who make our Reparative Panels possible and meaningful. We'd also like to thank Bill Stewart who has been generous of his time in teaching anger management to some of our clients.

**BELKNAP COUNTY DELEGATION  
SUB-COMMITTEE MEETINGS**

**Name of Sub-Committee:** Administrative Budget Sub Committee

**Date:** 01/16/12

**Time:** 4:00 PM

**Present at Meeting:** William Tobin, Harry Accornero, Frank Tilton, James Pilliod, Colette Worsman, David Russell, Jeffrey St. Cyr, Alida Millham, Elaine Swinford, Robert Greemore, Tyler Simpson, Peter Bolster, Dennis Fields and Donald Flanders.

Absent: Robert Malone, Guy Comtois, Robert Kingsbury and Robert Luther.

**Significant topics of discussion:** Commissioners, County Administrator and County Finance Director gave a brief overview of the Administrative parts of the 2012 budget including salaries, benefits, health insurance. Administrator Shackett explained that this was across the board for every county department's administrative wages (same benefits for all employees). Representatives asked about healthcare and sick pay bonus. Also asked was the maximum that an employee can accrue for sick hours. Rep. Worsman asked if she could get the number of employees in each department in the budget for 2012. Healthcare costs and the projected increase in coverage were discussed as well as the percentage each employee contributes to the premium. The county has established a committee that is actively researching these items.

The Delegation continued to review with County officials the other budgets in administration, Finance Department, Human Services, Debt Service, Contingency and IT Support and the nursing home transfer.

Rep. Worsman had questions on the Collective Bargaining agreements that expired 12/31/12. These stay in place until a new one is negotiated. (Default contract)

M/Bolster made a motion, with the exception of lines 4100.0189.51, 4100.0232.52 and 4100.0540.53 to accept the budget in administration as follows: 4100, 4101, 4190,9000, 9100 and 9900. S/Fields for discussion. Rep. Discussions ensued. Bolster withdrew the motion and Fields withdrew his second of the motion.

Representatives asked what the rates for salaries were in the 2012 budget. Administrator Shackett responded 2% COLA, up to 3% merit for non-union and a step for union. Representatives asked for a census of the number of employees who did NOT receive a step or merit. (Top of their pay scale). There was discussion.

Rep. Worsman made several motions to revise the minutes of March 31, 2011. Representative Greemore seconded these motions. Motions failed 3/11. (Rep. Accornero, Worsman and Greemore in favor.) All others opposed). M/Fields, S/Bolster to review the meeting tape of the 3/31/11 meeting before any actions are taken. All concur. Motion carries.

M/Fields, S/Bolster at approve the minutes of 03/14/11 (2 sets), 03/21/11, 03/28/11, 5/23/11 (2 of them), 08/29/11 (2 of them), 11/14/11 and 12/12/11. Unanimous. Motion carries.

M/Swinford, S/Russell at adjourn at 6:52 PM. Unanimous. Motion carries.

Respectfully Submitted,

Angela A. Bovill,  
Administrative Assistant

**Belknap County Delegation  
Nursing Home  
Budget Subcommittee Minutes – 2/6/2012**

Members Present: Representatives Flanders, Fields, Pilliod, Worsman, Kingsbury, Luther

Members Absent: Representative Simpson.

Also present: Representative Millham, Debra Shackett, Glen Waring, Courtney Marshall, Deb Laflamme.

Mr. Marshall reviewed the Nursing Home budget and answered questions of the Committee. The administration identified \$20,000 that could be deducted from the budget request from the Hairdressing Department.

A motion was made by Representative Luther to reduce \$20,000 and approve the balance of the NH budget, pending a review of wages & benefits by the entire delegation. Second by Representative Fields, passed unanimously.

Respectfully submitted,

Debra Shackett, County Administrator

**Belknap County Delegation  
Deeds & Maintenance  
Budget Subcommittee Minutes– 2/6/2012 4:00pm**

**Members Present:** Representatives Russell, Accornero, Greenmore, Kingsbury, St. Cyr

Also present: Representative Millham, Debra Shackett, Glen Waring, Barbara Luther, Commissioner Nedeau, and Dustin Muzzey.

Ms. Luther reviewed a letter she had sent to the members of the Committee, requesting some of the funding be restored to her budget. She then reviewed the budget.

Representative Kingsbury made a motion to restore \$26,200 to the Deeds budget to replace the funding for a part time office clerk and micro-filming. Representative St. Cyr seconded the motion and it passed unanimously.

Representative Accornero made a motion to recommend the maintenance budget as presented. Representative St. Cyr seconded the motion and it passed unanimously.

Respectfully submitted,

Debra Shackett, County Administrator

**Belknap County Delegation**  
**Public Safety**  
**Budget Subcommittee Minutes 2/13/2012 9:00am 12:15pm**

Members Present: Representatives Comtois, Swinford, Worsman, Fields, Luther  
Members Absent: Russell, Simpson, Tobin

Also present: Debra Shackett, Glen Waring

Corrections - Superintendent Ward was present to answer any questions of the Committee. After review of the budget Representative Fields made a motion to recommend \$3,122,654.08 pending any further action taken by the Delegation relating to wages & benefits. Representative Luther seconded the motion and it passed unanimously.

Sheriff's Department - Sheriff Wiggin was present to answer any questions of the Committee. After review of the budget Representative Fields made a motion to recommend \$2,107,693 pending any further action taken by the Delegation relating to wages & benefits. Representative Luther seconded the motion and it passed unanimously.

County Attorney's Department - Melissa Gulbrandsen, County Attorney, was present to answer any questions of the Committee. After review of the budget it was noted that the revenue number would have to be reviewed & possibly revised. Attorney Gulbrandsen requested that additional staff be added to the Commissioners recommendation. The subcommittee agreed. Representative Luther made a motion to recommend \$753,118 pending any further action taken by the Delegation relating to wages & benefits. Representative Fields seconded the motion and it passed unanimously.

Youth Services - Brian Loanes, Director, was present to answer any questions of the Committee. After review of the budget Representative Luther made a motion to recommend \$192,517 pending any further action taken by the Delegation relating to wages & benefits. Representative Fields seconded the motion and it passed unanimously.

Respectfully submitted,  
Debra Shackett, County Administrator

**Belknap County Delegation  
Outside Agencies  
Budget Subcommittee Minutes  
2/17/2012 1:00pm – 3:30pm**

Members Present: Representatives Bolster, Accornero, Swinford, Russell, Flanders, Greenmore

Members Absent: Representative Malone

Also present: Debra Shackett, County Administrator

Community Action Program – After a review of the various programs and clarification of the county’s additional \$55,000, Representative Swinford made a motion to support the Commissioners recommendation of \$115,905. Representative Bolster seconded and the motion passed unanimously.

Conservation District – After a review of the savings made to operate the District, Representative Accornero made a motion to support the Commissioners recommendation of \$97,304. Representative Russell seconded and the motion passed unanimously.

Cooperative Extension – After a review of the request, Representative Accornero made a motion to support the Commissioners recommendation of \$162,818. Representative Swinford seconded and the motion passed unanimously.

Genesis – After an explanation of the services offered, payment arrangements, and the difference between funding requested from the towns and the county, Representative Swinford made a motion to support the Commissioners recommendation of \$34,200. Representative Russell seconded and the motion passed unanimously.

BCEDC – After an explanation of some of the operating changes, and some of the services provided to the towns/city within the county , Representative Greenmore made a motion to support the Commissioners recommendation of \$75,000. Representative Accornero seconded and the motion passed unanimously.

The committee agreed to support the LRMFA appropriation this year, but requested additional information regarding the county’s budgetary role. They would like to discuss further at the next meeting.

Respectfully submitted,

Debra Shackett, County Administrator

**Belknap County Delegation  
Capital Projects Committee  
3/2/2012 1:00pm – 3:30pm**

Members Present: Representatives Tilton, Tobin, Luther, Greenmore  
Members Absent:

Also present: Debra Shackett, Glen Waring, Dustin Muzzey

There was extensive discussion regarding the budget process, how the stimulus money was spent, and the county chart of accounts.

Eventually, the committee members requested that a listing of new equipment & capital projects be attached to the budget report.

Respectfully submitted,

Debra Shackett, County Administrator



## Belknap County Delegation Minutes March 12, 2012

Chair Millham called the Belknap County Delegation meeting to order at 4:00 PM on the above date at 34 County Drive, Laconia, NH.

**Conference per RSA 91-A: 2, I, (a).** at 4:02 PM, Chair Millham announced that prior to beginning their meeting, they will hold a non-public conference pursuant to RSA 91-A: 2, I, (a).

At 5:30 PM the public meeting was convened.

In Attendance: Reps. Fields, Russell, Millham, Swinford, Tilton, Pilliod, Worsman, Kingsbury, Accornero, Luther, Greemore, St. Cyr, Flanders, Tobin, Bolster and Comtois.

Absent: Reps. Simpson and Malone.

Also present: Commissioners, County Department Heads, the press and members of the public.

**Sub Committee Recommendations:** The Chair of each subcommittee reported to the full delegation the recommendations that were approved at their respective work sessions.

**Public Safety:** Chair Swinford reported that after review and discussion on the **Dept. Of Corrections budget**, members voted unanimously to recommend the \$3,122,654.08 pending any further action taken by the delegation relative to wages and benefits. Chair Swinford reported that after review of the **Sheriff's Dept. budget**, the committee voted unanimously to recommend the \$2,107,693 pending any further action taken by the delegation relative to wages and benefits. For the **County Attorney budget**, first item noted that the revenue number would have to be reviewed and possibly revised (\$30,000 in the form of a grant). Atty. Guldbrandsen requested additional staff be added to the Commissioners recommendation. (\$49,000 for an asst. attorney) The subcommittee agreed and voted to recommend \$753,118 pending any further action taken by the delegation relative to wages and benefits. Lastly, Chair Swinford reported that for the Youth Services budget, the committee voted unanimously to recommend \$192,517 pending any further action taken by the delegation relative to wages and benefits.

**Nursing Home:** Chair Flanders reported that after extensive review the only change the subcommittee made to the Nursing Home budget was to reduce \$20,000 from the hairdressing dept. budget. They approved the balance of the Nursing Home budget pending a review of wages and benefits by the delegation. Rep. Worsman identified several areas she would like to see reduced.

**Deeds and Maintenance:** Chair Russell reported that in the **Deeds budget**, the committee voted unanimously to restore \$26,200 back into the Deeds budget for a part time office clerk and micro-filming. Chair Russell reported that the subcommittee voted unanimously to recommend the **Maintenance budget** as presented, no changes.

**Outside Agencies:** Chair Bolster reported that for **Community Action Program** the committee unanimously voted to recommend \$115,905. For the **Conservation District**, the committee unanimously voted to recommend \$97,304. For the **Cooperative Extension**, the committee unanimously recommends \$162,818. The Committee unanimously voted to recommend \$34,200 for Genesis. Lastly, Chair Bolster reported that the committee unanimously voted to recommend \$75,000 for **Economic Development Council**. Rep. Worsman would like to fund outside agencies at the 2011 level and eliminate BCEDC (Economic Development).

**Capital Projects:** Chair Tilton reported this committee discussed various capital project items along with stimulus funded projects and the chart of accounts for the county. The committee agreed to recommend a listing of new equipment and capital projects be attached to the budget report.

**Approval of Minutes:** There was a set of minutes that dated back last to March 31, 2011 that were revised by Rep. Worsman along with the original version of the 3/31/11 minutes. Chair Millham wanted to make it clear that meeting minutes are not verbatim nor should they be narrated for anything other than typo's etc. That being said, M/Swinford, S/Bolster to approve the highlighted revised minutes by Rep Worsman 3/31/11 minutes of the delegation. Unanimous. **Motion carries.**

M/Swinford, S/Russell to adjourn at 6:48 PM. Unanimous. Motion carries.

Respectfully Submitted,

Angela A. Bovill,  
Administrative Assistant



## Belknap County Delegation Minutes March 20, 2012 at 7:00 PM

Chair Millham called the Belknap County Delegation meeting to order at 7:00 PM on the above date at 34 County Drive, Laconia, NH and started with the pledge of allegiance.

In Attendance: Reps. St. Cyr, Millham, Russell, Tilton, Luther, Swinford, Pilliod, Comtois, Fields, Bolster, Malone, Worsman, Tobin, Accornero, Greemore, Simpson, Flanders and Kingsbury.

Also present: Commissioners, County Administrator, Department Heads, Outside Agencies and the public.

**Approval of Minutes:** M/Swinford, S/Luther to accept the minutes of the Administration, Nursing Home, Deeds & Maintenance, Public Safety, Outside Agencies and Capital projects sub committees. All in favor. Unanimous. **Motion carries.**

Chair Millham then turned the meeting over to the County Commissioners and they opened their meeting at 7:04 PM. Commissioners announced that the three Collective Bargaining Agreements (CBA's) have been ratified by the SEA, union employees and the Commissioners. Administrator Shackett presented the cost items to the delegation. Ms. Shackett reviewed a handout which defined the costs and budgetary impact of each contract.

**Declaratory Judgment:** Chair Millham briefed the delegation that relative to the petition for declaratory judgment and injunctive relief filed by Mr. Tardif, the judge ruled it DISMISSED.

**Public Hearing:** At 7:24 PM, Chair Millham opened the public hearing and reviewed the ground rules. Chair Millham then asked for public input, questions, etc. There was no public comment or input. Chair asked again. The Public Hearing was closed at 7:26 PM.

**2012 Budget:** Chair announced that the delegation will vote by department. M/Bolster to proceed to act on budget with reduction for salaries and benefits and then agree to come back to vote to approve the MS-42 lines; S/Swinford. After discussion, **Rep. Bolster withdrew his motion.**

M/Swinford, S/Bolster to accept the Commissioners budget with savings at the bottom line that they have an agreement with the SEA and employees and if all agree (delegation) to move forward, if not, then the agreement is null and void. After discussions, **Rep. Swinford withdrew her motion.**

**Approve costs items for the CBA's:** M/Greemore, S/Swinford to approve the cost items in all three collective bargaining contracts, then the MS-42 will show the line by line savings in the approved budget. Rep. Accornero clarified that they will vote to approve the contract then move on to approve the budget. Roll call vote: 13 – Y (Accornero, Bolster, Fields, Flanders, Greemore, Luther, Millham, Pilliod, Russell, St. Cyr, Swinford, Tilton, Tobin), 5 – N (Comtois, Kingsbury, Malone, Simpson, Worsman). **Motion carries.**

**Administration budget:** M/Worsman, S/Kingsbury to reduce the County Administrator's salary to the same level as the county attorney, currently \$89,164. 7 – Y, 11 – N. Defeated. **Motion fails.** M/Worsman, S/Kingsbury to eliminate sick pay bonus, longevity pay, overtime, and to reduce the meeting and training and supplies line items in the administration budget. 6 –Y, 12 – N. Defeated. **Motion fails.** M/Fields, S/Russell to accept the sub committees recommendation of the \$545,889.16 as adjusted by the contract reduction amount. 10 –Y, 8 – N. **Motion carries.**

**Finance Budget:** M/Russell, S/Bolster to approve the subcommittee's recommendation of \$307,454 as adjusted by the contract reduction amount. 11 – Y, 7 –N. **Motion carries.**

**County Attorney Budget:** M/Bolster, S/Fields to approve the subcommittees recommendation of \$753,118 as adjusted by the contract reduction amount. 18 –Y. None opposed. **Motion carries.**

**Deeds Budget:** M/Russell, S/Accornero to approve the subcommittee recommendation of \$460,599 as adjusted by the contract reduction amount. Y – 18. None opposed. **Motion carries.**

**Sheriff's Dept. Budget:** M/Swinford, S/Fields to approve the \$2,107,693 sub-committee recommendation as adjusted by the contract reduction amount. 17 - Y (Rep. Bolster left the room). None opposed. **Motion carries.**

**Youth Services Budget:** M/Fields, S/Swinford to approve the sub committees recommendation of \$192,517 as adjusted by the contract reduction amount. 17 – Y. (Rep Bolster left room). None opposed. **Motion carries.**

**Information Technology budget (IT):** M/Russell, S/Flanders to approve the sub committees recommendation of \$91,181.23. 18 – Y. None opposed. **Motion carries.**

**Maintenance Budget:** M/Swinford, S/Fields to approve the sub committees recommendation of \$1,348,627.20 as adjusted by the contract reduction amount. 18 – Y. None opposed. **Motion carries.**

**Human Services budget:** M/Swinford, S/Russell to approve the sub committee's recommendation of \$5,571,064.00. 18 – Y. None opposed. **Motion carries.**

**Department of Corrections budget:** M/Fields, S/Luther to approve the sub committees recommendation of \$3,122,654.08 as adjusted by the contract reduction amount. 18 – Y. None opposed. **Motion carries.**

**Outside Agencies budgets:** M/Bolster, S/Luther to approve the subcommittee's recommendation of \$1,018,690 for discussion. Rep. Worsman made a motion to amend the amount to \$1,013,795, S/Greemore. 4 - Y, 14 – N. **Defeated. Motion fails.** Back to original motion to approve \$1,018,690. 15 – Y, 3 – N. **Motion carries.**

**Appropriation to Nursing Home:** M/Fields, S/Bolster to approve the Nursing Home transfer in the amount of \$3,903,414.96. 18 – Y. None opposed. **Motion carries.**

**Debt & Interest:** M/Tilton, S/Flanders to approve the sub committee's recommendation of \$253,473. 18 - Y. None opposed. **Motion carries.**

**Contingency:** M/Fields, S/Russell to approve the sub committee's recommendation on \$100,000. 18 – Y. None opposed. **Motion carries.**

**Nursing Home Budget:** M/Russell to approve the subcommittees' recommendation for the total Nursing Home budget of \$11,319,276.96. 18 – Y. None opposed. **Motion carries.**

**Vote to approve the 2012 Budget:** M/Bolster, S/Fields to approve the County Budget for \$30,732,000.78 with the amount to be raised by taxes of \$13,883,149.76. 12 – Y, 6 – N. **Motion carries.**

**Line items transfers:** M/Kingsbury, S/Worsman to adjust the amount that the commissioners are allowed to transfer from line item to line item to \$5,000 and that it requires the full delegations approval. 7 – Y, 11 – N. **Defeated. Motion fails.**

**Acknowledgements:** Chair Millham wanted to acknowledge the hard work of Belknap County Commissioners, Management, union members, employees for all the hard work that went into the budget, contracts, etc. Representatives also acknowledged that hard work of Chair Millham in guiding them through the budget process. Well done!

**Adjourn:** M/Luther, S/Flanders to adjourn at 9:20 PM. Unanimous. **Motion carries.**

Respectfully submitted,

Angela A. Bovill  
Administrative Assistant



## Executive Committee Meeting Minutes April 9th, 2012 at 4:00 PM

Chair Millham called the Belknap County Executive Committee meeting to order at 4:00 PM on the above date at 34 County Drive, Laconia, NH and started with the pledge of allegiance.

In Attendance: Reps. St. Cyr, Millham, Russell, Swinford, Fields, Flanders and Tilton.

Also present: County Administrator, Finance Director, Treasurer, Reps. Simpson, Tobin, Accornero, Kingsbury, Pilliod, Greemore and members of the public.

**Tax Anticipation Notes (TAN's) Request:** Chair Millham read RSA 29:8 borrowing for the purpose of this meeting. Chair Millham announced that regarding the reconsideration for the suit brought forth against the convention by Thomas Tardif, Attorney Fitzgerald has submitted a response on their behalf. Once she receives a copy, it will be forwarded to each county delegation member. Chair Millham turned the meeting over to county officials.

County Treasurer Michael Muzzey requested authorization to borrow up to \$10 million in anticipation of taxes. Chair Millham then opened up for comment from the Executive Committee. Members of the delegation were then able to make comments. Discussions ensued and at 4:20 PM, Chair Millham asked for public comment. Barbara Aichinger of Gilford asked how much the county would pay in interest and fees to borrow the money. Answer: Budgeted \$100,000. She also asked when the money would be paid back. Answer: By 12/31/12. There was no other public comment.

M/Swinford, S/Fields to authorize the County Treasurer to borrow up to \$10 million in anticipation of taxes. 7 – Y. None opposed. **Motion carries.**

**Other business:** Rep Accornero read an email that was sent from Administrator Shackett to the Register of Deeds. Discussions ensued regarding the role of the delegation and the budget and the role of the Commissioners managing the budget. Rep Accornero felt that the whole budget process was a scam or a sham. Rep. St. Cyr identified the process that is used in the State and schools and municipalities is the same as that of the county and it is not a scam in those areas or here at the county. At this point, Representative Accornero gathered his things and left the meeting. Rep. Kingsbury asked what it means when the delegation approves the budget and the

CBA's. Chair Millham answered: It means there is a motion and we vote. Rep. Kingsbury was still unclear.

Chair Millham asked if there was any other public comment: Thomas Tardif of Laconia spoke of appropriations in the budget. Mr. Tardif also went on to say that the meeting that is being held here this evening was "illegal" in his opinion.

With no further business to discuss, the meeting was adjourned on M/Swinford, S/St. Cyr. Unanimous. **Motion carries.** Meeting was adjourned at 4:40 PM.

Respectfully Submitted,

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Angela A. Bovill,  
Administrative Assistant



## Executive Committee Meeting Minutes April 30th, 2012 at 4:00 PM

Chair Millham called the Belknap County Executive Committee meeting to order at 4:00 PM on the above date at 34 County Drive, Laconia, NH and started with the pledge of allegiance.

In Attendance: Reps. St. Cyr, Millham, Russell, Swinford, Fields and Tilton.

Absent: Representative Flanders.

**Elected Officials salaries:** Chair Millham opened the meeting explaining the process of setting the elected officials salaries prior to the June 1st election filing period. Discussions ensued. M/Tilton, S/Russell to approve the salaries and benefits as they currently exist for the elected officials in Belknap County. Unanimous. None opposed. **Motion carries.** The Executive Committee will bring this recommendation to the full delegation for approval.

**Approval of Minutes:** M/Fields, S/Tilton to approve the 4/9/12 Executive Committee meeting minutes. Unanimous. None opposed. Motion carries.

**Adjourn:** M/Swinford, S/ Fields to adjourn the meeting at 4:13 PM. Unanimous. None opposed. **Motion carries.**

Respectfully submitted,

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Angela A. Bovill, Administrative Assistant



## Delegation Meeting Minutes April 30th, 2012 at 4:30 PM

Chair Millham called the Belknap County Delegation meeting to order at 4:30 PM on the above date at 34 County Drive, Laconia, NH and started with the pledge of allegiance.

In Attendance: Reps. St. Cyr, Millham, Russell, Swinford, Fields, Tilton, Greemore, Pilliod, Accornero, Kingsbury, Comtois, Bolster, Tobin and Worsman.

Absent: Representatives Flanders, Luther, Malone and Simpson.

**Elected Officials Salaries:** Chair Millham opened the meeting and reported to the delegation that the Executive Committee is recommending to the full delegation that salaries and benefits for elected officials stay the same as they currently exist for the next two years. The Chair then opened for questions from delegation members.

M/Bolster to accept the recommendation of the Executive Committee to keep the Belknap County elected officials salaries and kinds of benefits at the current rate for the next two years. S/St. Cyr for discussion. Rep. Kingsbury moved to amend the motion by recommending that the Commissioners salaries be cut in half. S/Worsman for discussion. Discussions ensued. Chair Millham asked if they were ready for the vote on the amendment to cut the Commissioners salaries in half. Y – 3 (Reps. Worsman, Comtois and Kingsbury). N – 11. Majority rules. **Motion fails.** M/Worsman to table the vote until 5/14/12, S/Bolster and encouraged all to vote against it. Rep. Worsman requested a roll call vote. Y – 5, 9 – N. Majority rules. **Motion fails.** Original motion stands that was made by Rep. Bolster and seconded by Rep. St. Cyr to keep the Belknap County elected officials salaries and kinds of benefits at the current rate for the next two years. Y – 11, 3 – N. Majority Rules. Motion carries. M/Bolster, S/Fields for reconsideration of the salary and benefits vote. Y – 3, N – 11. **Motion fails.**

**Approval of minutes:** M/Swinford, S/Fields for to approve the draft minutes of 03/12/12 and 03/20/12 as presented. Discussions ensued. All in favor – Y. Opposed – 1 (Rep. Kingsbury). Majority rules. **Motion carries.** M/Worsman that she voted against the budget on 03/20/12 and would like that stated in today's record. S/Bolster for discussion. Rep. St. Cyr indicated that there was no roll call vote that evening of March 20th and the record clearly shows 12 voted for the budget and 6 voted against. It was unclear even among representatives present who were the other 5 of the 6 that voted against it. And there were 4 members not present at today's meeting. We can-

not change the record. Rep. Worsman changed her motion to state that “as there was no roll call vote on the 3/20/12 meeting for the final budget vote that she wants it stated that she voted against the budget. Discussions ensued. M/Tilton, S/Swinford to table this item. Y – 8, N – 6. Majority rules. **Motion carries.**

**Adjourn:** M/St. Cyr, S/Fields to adjourn at 5:23 PM. Unanimous. **Motion carries.**

Respectfully submitted,

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Angela A. Bovill, Administrative Assistant



## Delegation Meeting Minutes May 14th, 2012 at 4:00 PM

Chair Russell (in the absence of Chair Millham) called the Belknap County Delegation meeting to order at 4:10 PM on the above date at 34 County Drive, Laconia, NH and started with the pledge of allegiance.

In Attendance: Reps. Russell, Flanders, Swinford, Fields, Tilton, Greemore, Pilliod, Accornero, Kingsbury, Tobin, Luther, Bolster and Worsman.

Absent: Representatives St. Cyr, Millham, Comtois, Malone and Simpson.

**Revenue Anticipation Note (RAN) request from Gunstock Area Commission:** Chair Russell stated that the delegation is meeting today to hear a presentation and request from the Gunstock Area Commission for a Revenue Anticipation Note in the amount of \$950,000. Chair Russell then opened the public hearing and turned it over the General Manager Greg Goddard and the Gunstock Area Commissioners for their presentation. Mr. Goddard explained the huge summer success that the Area had with their Summer Adventure Park. Between the Segway Tours, the Ariel Tree Top Adventure Tours, the Zip Tours and the Summit Lift Rides, one year's profit covered all debt costs. Winter on the other hand took a hit due to the lack of snow. Their early snow making was limited and the important vacation weeks were below average. The total winter skier visits were down 33 % from last year. Presentation concluded at 4:25 PM. Chair Russell then opened up to questions from the delegation. Questions ranged from staffing, capital improvements, to economy, etc. Chair Russell then asked for public comment. There was none. The public hearing was closed at 4:46 PM. Discussions ensued.

**Vote on the RAN:** M/Pilliod, S/Fields "Pursuant to the authority of Chapter 399:15, 1959 NH Laws as amended, to authorize the Belknap County Treasurer to issue notes, on the concurrence of not less than four members of the Gunstock Area Commission, in the amount not to exceed Nine Hundred and Fifty Thousand Dollars (\$950,000), on such terms and conditions as shall be negotiated by the Gunstock Area Commission. Said notes are issued in anticipation of revenues at Gunstock Ski Area and shall have a maturity date of no later than February 28, 2013. All notes issued pursuant to this authority shall contain an express provision that all fees, fares, and tolls as authorized by statue shall continue to be collected until such notes have matured. The Gunstock Area Commission shall pay the principal and interest on said notes out of revenues collected by Gunstock Area." Acting Clerk, Rep. Fields (in the absence of Clerk St. Cyr) took the roll call vote (attached to minutes). 12- Y and 1 - N. Majority rules. **Motion carries.**

**Approval of minutes:** M/Tilton, S/Swinford to approve the 4/30/12 Executive Committee Minutes as presented. Unanimous. **Motion carries.** M/Worsman to add to the minutes of 4/30/12 her reason for tabling the vote until 5/14/12. The motion received no second. Rep. Worsman requested a grammatical error be corrected. M/Bolster, S/Swinford to make the change of the word “stated” and accept the minutes as written. Rep. Worsman requested a roll call vote (attached to minutes). 8 – Y and 3 – N. Majority rules. **Motion carries.**

**Adjourn:** M/Fields, S/Pilliod to adjourn at 5:27 PM. Unanimous. **Motion carries.**

Respectfully submitted,

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Angela A. Bovill, Administrative Assistant



## Delegation Meeting Minutes June 25, 2012 at 5:00 PM

Chair Millham called the Belknap County Delegation meeting to order at 5:07 PM on the above date at 34 County Drive, Laconia, NH and started with the pledge of allegiance.

In Attendance: Reps. Millham, Russell, Flanders, Swinford, Fields, Tilton, Greemore, Tobin, Accornero, Kingsbury, Luther, Bolster, Comtois, Simpson and Worsman.

Absent: Representatives St. Cyr, Malone and Pilliod.

Also present: Commissioners, County Administrator, Finance Director, Superintendent of the DOC and the public.

***Expenditure review with the Executive Committee:*** Mr. Waring reviewed the budget status through May 2012. He answered all questions from the Executive Committee and others. Chair Millham accepted the report and that portion of business concluded at 5:15 PM.

***Presentation on Supplemental Appropriation request:*** At 5:16 PM, Chair Millham then turned the meeting over to Commissioners to hear their request for a Supplemental Appropriation for \$185,000. Administrator Shackett presented a power point explaining the history, background and details of the request. Presentation concluded at 5:43 PM and the Chair asked for questions from delegation members. At 6:50 PM, Chair Millham moved to the public hearing.

***Public Hearing on the Request for a Supplemental Appropriation:*** Chair Millham opened the public hearing. There were a couple of questions regarding the county's financial procedures and the economy. There were suggestions made for financing alternatives. The Chair asked for any more public comments. There were none. The public hearing was closed at 6:55 PM.

Rep. Worsman suggested tabling the supplemental appropriation request. M/Kingsbury to postpone and re-schedule meeting for the future to obtain answers to questions at a date at the call of the chair. S/Worsman for discussion. Rep. Kingsbury spoke to the motion and indicated his opinion on why there is more crime in this day and age. Chair Millham asked of all were ready for the question (in favor of postponing). 6 – Y, (Accornero, Comtois, Greemore, Kingsbury, Simpson, Worsman) 9 – N.

(Bolster, Fields, Flanders, Luther, Millham Russell, Swinford, Tilton, Tobin) **Motion fails.**

M/Worsman, S/Kingsbury to approve taking \$160,000 out of the current budget. 8 – Y, (Accornero, Comtois, Greemore, Kingsbury, Luther, Simpson, Tobin, Worsman) 7 – N. (Bolster, Fields, Flanders, Millham, Russell, Swinford, Tilton) Motion carries. Many Representatives indicated that the motion was not in order and irrelevant as the Commissioners can determine how to spend the money already within the budget.

M/Swinford, S/Fields to recess the meeting until July 16, 2012 at 4:00 PM. All in favor. None opposed. **Motion carries.**

**Approval of minutes:** M/Swinford, S/Fields to approve the 5/14/12 meeting minutes as written. Unanimous. **Motion carries.**

**Adjourn:** With no further business to discuss, the meeting was adjourned by unanimous vote at 7:30 PM.

Respectfully submitted,

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Angela A. Bovill, Administrative Assistant



## Delegation Meeting Minutes July 16, 2012 at 5:00 PM

Chair Millham called the Belknap County Delegation meeting to order at 4:01 PM on the above date at 34 County Drive, Laconia, NH and started with the pledge of allegiance.

In Attendance: Reps. Millham, Russell, St. Cyr, Flanders, Swinford, Fields, Tilton, Greemore, Tobin, Accornero, Kingsbury, Luther, Bolster, Comtois, Worsman, Malone and Pilliod.

Absent: Representative Simpson.

Also present: Commissioners, County Administrator, Finance Director, Superintendent of the DOC and the public.

**Minutes clarification:** Chair Millham discussed that the minutes of 5/14/12 were approved at the last meeting on 6/25/12, but others thought that this motion was taken after the meeting was officially adjourned. M/Bolster, S/Swinford to approve the 5/14/12 meeting minutes. Unanimous. Motion carries.

**Motion – Supplemental request:** Chair Millham stated that the motion that was made on 6/25/12 regarding the request for a supplemental appropriation was ambiguous, unclear and needs to be clarified. M/Bolster, S/Fields to clarify the actions on the supplemental budget. M/Bolster, S/Fields to approve the supplemental appropriation. Rep. Kingsbury pointed out that there is already a motion on the floor. Rep. Bolster withdrew the original motion, S/Fields. Rep. Bolster restated the existing motion on the floor and added to it as follows: M/Bolster, to approve \$160,000 for a supplemental appropriation to hire a program consulting firm to assist with designing a Community Corrections Program, S/Fields. Chair Millham asked if all were ready for the vote (roll call) of the motion. 9 – Y (Bolster, Fields, Flanders, Millham, Pilliod, Russell, St. Cyr, Swinford, Tilton). 8 – N (Accornero, Comtois, Greemore, Kingsbury, Luther, Malone, Tobin, Worsman). Majority rules. **Motion carries and the Supplemental budget is approved.** M/Bolster, S/Swinford to reconsider the vote on the supplemental appropriation. Roll call vote: 7 – Y (Accornero, Comtois, Greemore, Kingsbury, Malone, Tobin, Worsman). 10 – N (Bolster, Fields, Flanders, Luther, Millham, Pilliod, Russell, St. Cyr, Swinford, Tilton). **Motion fails.**

Draft minutes of the 6/25/12 meeting were distributed and will be approved with the minutes of today's meeting, which is the continuation of the 6/25/12 meeting. Some Representatives asked that names be included for the roll all votes in the 6/25/12 minutes and in today's meeting also. These will be included.

**Adjourn:** M/Bolster, S/Fields to adjourn at 5:10 PM.

Respectfully submitted,

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Angela A. Bovill, Administrative Assistant



## Delegation Meeting Minutes October 15, 2012 at 6:30 PM

Chair Millham called the Belknap County Delegation meeting to order at 6:30 PM on the above date at 34 County Drive, Laconia, NH.

In Attendance: Reps. Tobin, Accornero, Greemore, Worsman, St. Cyr, Millham, Swinford, Pilliod, Bolster, Flanders, Tilton, Fields, Luther and Russell.

Absent: Representatives Russell, Simpson, Kingsbury, Comtois and Malone.

Also present: Sean C. Sullivan, CPA.

**Candidate for Gunstock Area Commissioner:** Chair Millham announced that there was only one resume that was submitted for the position of Gunstock Area Commissioner. Chair Millham then welcomed Mr. Sullivan and he gave a bio on himself and reasoning for applying for the position of Gunstock Area Commissioner. Representatives asked Mr. Sullivan questions. M/Pilliod, S/Fields to appoint Sean C. Sullivan as Gunstock Commissioner. Unanimous. **Motion carries.**

**Report on Gunstock summer operations:** Greg Goddard, General Manager of Gunstock the reported to the county delegation with a 2012 summer recap. Mr. Goddard also took the time to publically thank all of the Delegation members who are not seeking re-election for all of their hard work over the years. They also acknowledged and Thanked Mr. William McLean for his service as a Gunstock Area Commissioner.

**Adjourn:** With no further business to come before the delegation, the meeting was adjourned at 6:55 PM.

Respectfully submitted,

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Debra A. Shackett, County Administrator



## Executive Committee Meeting Minutes November 5, 2012 at 11:00 AM

Chair Millham called the Belknap County Delegation Executive Committee meeting to order at 11:00 AM on the above date at 34 County Drive, Laconia, NH.

In Attendance: Reps. Millham, Flanders, Tilton and St. Cyr.

Absent: Representatives Russell, Fields and Swinford.

Also present: County Administrator and Finance Director.

***Review of County Expenditures with the Executive Committee:*** Mr. Waring reviewed the budget status through September 2012. He answered all questions from the Executive Committee. Representative Tilton wanted to see all projects itemized in the County's chart of accounts. Discussions ensued about how to provide Rep. Tilton with the information without changing the County's accounting system. Chair Millham accepted the report.

***Adjourn:*** With no further business to discuss, M/St. Cyr, S/Flanders to adjourn at 11:44 AM.

Respectfully submitted,

Angela A. Bovill, Administrative Assistant



## Delegation Meeting Minutes December 10, 2012 at 7:00 PM

Acting Chair Flanders called the Belknap County Delegation meeting to order at 7:00 PM on the above date at 34 County Drive, Laconia, NH and started with the pledge of allegiance.

In Attendance: Reps. Burchell, Comtois, Cormier, DiMartino, Fields, Fink, Flanders, Greemore, Gulick, Holmes, Huot, Raymond, Sylvia, Tilton, Vadney and Worsman.

Absent: Representatives Arsenault and Luther.

Also present: Commissioners, County Administrator and Finance Director.

**Introductions:** Delegation members introduced themselves, followed by Commissioners introducing themselves and the County Department Heads.

**Election of Officers:** Rep. Flanders referred to a case from 1971 and indicated that the election of officers should be done by secret ballot. He asked for a show of hands if all concur. Unanimous. None opposed. M/Greemore, S/Cormier to nominate Colette Worsman as the Chair. M/Fields, S/Huot to nominate Frank Tilton as the Chair. With no further nominations, representatives voted by secret ballot. **Worsman = 9 votes.** Tilton = 7 votes. It was announced that Colette Worsman would be the new Chair of the County Delegation and the meeting was then turned over to Ms. Worsman. M/Tilton, S/Flanders to nominate Dennis Fields as Vice Chair. M/Comtois, S/Cormier to nominate Robert Greemore as Vice Chair. With no further nominations, representatives voted by secret ballot. Fields = 7 votes. **Greemore = 9 votes.** Rep. Fields moved to make that a unanimous vote and give his votes to Rep. Greemore. M/Huot, S/Tilton to nominate Dennis Fields as the Clerk of the Delegation. Vote, by show of hands, was unanimous. **Motion carries.**

Public Hearing: Chair Worsman opened the public hearing at 7:20 PM and turned the meeting over to the Commissioners to give their 2013 budget estimates. Commissioner Philpot gave an overview on the process that got them to their 2013 recommended budget and Administrator Shackett reviewed in detail a power point presentation. The presentation concluded at 7:40 PM. Chair Worsman then asked for questions from delegation members.

At 7:50 PM, Chair Worsman asked for questions from the public: Mr. Kurt McGee of Sanbornton had questions regarding the TAN interest, the format of the county budget and if there was enough money budgeted for retirement if 2013. With no other questions from the public, M/Huot, S/Comtois to close public hearing on the budget at 7:56 PM. Unanimous. **Motion carries.**

M/Cormier to freeze spending, including wages as of this date until the delegation can meet to discuss the proposed 2013 budget. S/Comtois for discussion. Rep. Fields explained that the process is to review at subcommittee level first. Rep. Greemore stated that the 2013 budget takes effect 1/1/13, is not in effect till about a month from now and then the budget is approved by the end of March latest. Rep. Flanders indicated this was an inappropriate motion. Chair asked Rep. Cormier to explain her motion. Rep. Cormier did not understand how they (delegation) could start paying out money without a meeting. Rep. Tilton reiterated that the motion does not make sense as they have not yet done anything. Rep. Vadney sees Rep. Cormier's point to freeze moveable targets in 2013, then look at budget, then cut it. This way the county does not spend the money. Rep. Cormier agreed because you can't take money back once it is spent. Commissioner Philpot reminded the Delegation that by state statute, the delegation is not allowed to act on the budget until 28 days after the public hearing and then after that, it goes into effect for normal operating expenses. Rep. Worsman asked about the union contracts. Rep. Cormier withdrew her motion, Rep. Comtois withdrew his second.

**Public comments:** Chair Worsman asked for public comments. There were none.

**Election of Executive Committee Members:** In addition to the 3 officers of the delegation, 4 more members must be chosen to make the 7 member Executive Committee of the Delegation. Interested members raised their hands and they were: Huot, Cormier, Comtois, Flanders, Tilton, Vadney and Burchell. Chair stated that this vote will also be taken by secret ballot. Chair Worsman read each ballot out loud. **Huot = 8 votes, Flanders = 10 votes, Tilton = 13 votes, Vadney = 13 votes,** Cormier = 6 votes, Comtois = 7 votes and Burchell = 4 votes. The results of the tally are: Huot, Flanders, Tilton and Vadney will be Executive Committee members along with the chair, vice and the clerk.

**Sub Committees for the budget review:** Chair Worsman announced that a form is being passed around for Representatives to sign up for a subcommittee that they are interested in serving on. Once all of the reps have signed up, the Chair will compile a master list which she will then distribute to Administrator Shackett and for distribution. Chair will also designate who will chair each subcommittee.

**Adjourn:** With no further business to discuss, M/Huot, S/DiMartino to adjourn at 8:57 PM. Unanimous. Motion carries.

Respectfully submitted,

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Angela A. Bovill, Administrative Assistant

A true record Attest:

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Dennis H. Fields, Clerk of the County Convention



## Executive Committee Meeting Minutes December 21, 2012 at 12:00 PM

Chair Worsman called the Belknap County Delegation Executive Committee meeting to order at 12:00 PM on the above date at 34 County Drive, Laconia, NH.

In Attendance: Reps. Flanders, Fields, Greemore, Vadney, Worsman and Huot.

Absent: Representative Tilton.

Also present: County Administrator and Superintendent of the Jail.

**Review transfer request:** Ms. Shackett requested a transfer in the amount of \$20,000 from the contingency fund to the Department of Corrections budget to cover anticipated overages in wages, health insurance, outside activity and dietary services. (See handout for details) Commissioners approved this at their 12/12/12 meeting. Superintendent Ward and Administrator Shackett answered questions.

**Approval of transfer:** M/Flanders, S/Huot to authorize the transfer of \$20,000 from contingency into the specified department of corrections line items as reviewed. Unanimous. **Motion carries.**

Rep. Greemore asked if there was a revised MOU with the UNH cooperative extension and the county. Administrator Shackett reported that one may have been signed in October 2012 at the New Hampshire of Associations Annual Conference.

**Adjourn:** With no further business to discuss, M/Huot, S/Greemore to adjourn at 12:37 PM. Unanimous. **Motion carries.**

Respectfully submitted,

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Angela A. Bovill, Administrative Assistant

A true record Attest:

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Dennis H. Fields, Clerk of the County Convention