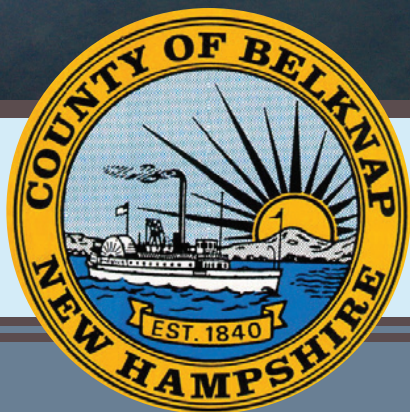


2013 Annual Report



Belknap County
New Hampshire

Belknap Board of Commissioners



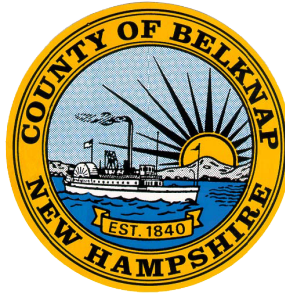
John H. Thomas, Chairman
Belmont, NH
District #2 Commissioner
Barnstead, Belmont, Gilmanton, and Tilton



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



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



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.

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2013 Belknap County Officers

COMMISSIONERS

John H. Thomas, Chairman
Edward D. Philpot Jr., Vice-Chairman.
Stephen H. Nedean, 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.

RESTORATIVE JUSTICE 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

Jane Cormier – Donald Flanders

Robert Greemore – Guy Comtois

Herb Vadney – Colette Worsman – Franklin Tilton

Belknap County Directory

Board of Commissioners 527-5400
Chairman: John H. Thomas, Jr., 34 County Drive, Laconia, NH 03246 **Fax:** 527-5409
Vice Chairman: Edward D. Philpot, Jr., 34 County Drive, Laconia, NH 03246
Clerk: Stephen H. Nedeau, 34 County Dive, Laconia, NH 03246

County Treasurer 527-5400
Michael G. Muzzey, 34 County Drive, Laconia, NH 03246 **Fax:** 527-5409

County Administrator 527-5400
Debra A. Shackett, 34 County Drive, Laconia, NH 03246 **Fax:** 527-5409

County Attorney 527-5440
Melissa Countway Guldbrandsen, 64 Court Street, Laconia, NH 03246 **Fax:** 527-5449

Register of Deeds 527-5420
Barbara Luther, 64 Court Street, Laconia, NH 03246 **Fax:** 527-5429

Sheriff 527-5454
Craig Wiggin, 42 County Drive, Laconia, NH 03246 **Fax:** 527-5469

Corrections Superintendent 527-5480
Daniel P. Ward Sr., 76 County Drive, Laconia, NH 03246 **Fax:** 527-5489

Restorative Justice Director 527-5493
Brian J. Loanes, 64 Court Street, Laconia, NH 03246 **Fax:** 527-5498

Finance Director 527-5400
Glen A. Waring, 34 County Drive, Laconia, NH 03246 **Fax:** 527-5409

Maintenance Director 527-5490
Dustin Muzzey, 64 Court Street, Laconia, NH 03246 **Fax:** 527-5449

Nursing Home Administrator 527-5410
Matthew P. Logue, 30 County Drive, Laconia, NH 03246 **Fax:** 527-5419

Human Resource Director 527-5400
Norman C. O'Neil, 34 County Drive, Laconia, NH 03246 **Fax:** 527-5409

Report of the County Commissioners

The year 2013 proved to be a year of challenges. We are pleased to report that in spite of it all, we have continued to promote the strategic management plan that was created many years ago. The organizational benefits to the county have been significant. This is a direct benefit of hiring the team of managers that work every day to ensure quality services are available when needed by the residents & visitors of the County. Additionally, we have reduced the county workforce significantly, which is a reflection of reorganization to accommodate escalating costs as well as shifting priorities to reflect the Commissioners goals.

We have a Health Benefits Review Team, led by the Human Resources Director and made up of management as well as labor representatives. There have been several reductions in the plans offered by the county and increases in the costs to employees during the past 5 years. This takes a significant and collaborative effort with many employee representatives and ongoing financial analysis of costs and benefits. We have changed health insurance carriers and plans during this period. These changes can be extremely disruptive in the workplace if not well managed. County managers continue to educate themselves about benefit options as well as the impacts of the Affordable Care Act.

The three collective bargaining agreements in the county expired 12/31/2012 and new agreements fell through when the cost items were rejected by the Convention in 2012. The negotiations continued during 2013, and this process is still ongoing.

The next step in the Community Corrections/Jail Planning Program was completed in 2013 with an extensive report prepared by Ricci Greene Associates of New York. This report verifies the need for a new jail and more importantly, opportunities to operate more efficiently and effectively in a new one. It includes site diagrams, staffing plans, and program features that will set the stage for the architects & engineer who will design the facility. A schematic design will be the next step in the process to further refine the facility requirements and the costs. The Commissioners continue to participate on the committee to see this project come to fruition. The Community Corrections Planning Committee meets the first and third Tuesday of each month at 6:00 pm in the Conference room #1 at the County Complex. These meetings are open to the public and all are welcome.

Once again, we experienced significant over-crowding at the jail and had to pay to send our inmates to other counties. This is not only an inconvenience to their families, attorneys, and social service providers, but a significant cost increase to our Sheriff's Department in additional transports. We appreciate the assistance we received from all of the other county correctional facilities during this time.

This year, the Commissioners took a different approach to our County Conversations. Instead of going out into the individual towns/city, the Commissioners invited all the

Select Boards and City Council to come to the county and tour our facilities. Each town/city was able to see each of the County Departments and how they work. This allowed the chance for more casual conversation between the two Boards along with new idea sharing. This was well received and we are pleased that all the respective boards were able to accept this invitation and take time out of their busy schedules to do this.

The Sheriff's department applied for and received a \$297,000 grant for upgrades to the communications infrastructure throughout the County. This grant required no matching contribution from the County. We now have 97% efficient coverage; this was a county wide project which provided a significant public safety benefit. Sheriff Wiggin gave kudos to Sgt. Wm. Wright who put the application packet together along with all supporting documentation and was able to spend many hours on the project. A supplemental appropriation in the amount of \$200,000 was approved by the Delegation in June 2013 to fund the Medicare A program. This will bring in additional revenue in the County Nursing Home budget. Nursing Home Administrator Matthew Logue has since reported that the supplemental appropriation has helped provide service to more patients under the Medicare A program and that it is working out great.

This county organization has experienced dramatic changes since 2005. Change that has been positive and beneficial to the public. The world has changed; the county has changed. We recognize the need for continuous improvement. We operate based on priorities, performance, and the provision of necessary services. This is the same process that has enabled the Commissioners to hold expenditures level for over five years, reduce staffing levels, and make significant infrastructure improvements. We depend on our professional management team for thoughtful and responsible management. We are proud of our all of our county employees. Their quality of work and dedication to providing services to our taxpayers in a professional and efficient manner make them amongst the finest in the State.

Sincerely,

2013 Belknap County Commissioners

John H. Thomas, Chairman

Edward D. Philpot Jr., Vice Chairman

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: 3/4/2013 Fiscal Year Ending 31-Dec-13

Mailing Address: 34 County Drive

Laconia, NH 03246

Phone #: 603-527-5400

Fax #: 603-527-5409

ColetteWorsmannh@metrocast.net
E-Mail: gwaring@belknapcounty.org

Prepared by: Colette Worsman-Chairman Belknap County Convention

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, ^{and previously attached in line item budget.} 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.

In accordance with RSA 24:14 and RSA 24:15 the County Convention voted on 3/4/2013 to require the county commissioners to obtain written authority from the executive committee before transferring any appropriations or part thereof of the line items delineated within the approved ^{previously attached budget.}

Chairperson

Clerk of County Convention

an integral part of this revised MS-42 is the previously voted line item budget and supplemental appropriation meeting minutes.

FOR DRA USE ONLY

7/23/13 - COPY RECEIVED AS FILED BY DELEGATION

MS-42

Budget - County of Belknap FY 2013

1	2	3	4
Acct.#	APPROPRIATIONS	Appropriations as Voted	DRA USE
GENERAL GOVERNMENT <i>For reporting purposes only, summarized below</i>			
4110	County Convention Costs	\$15,550	
4120	Judicial		
4122	Jury Costs		
4123	County Attorney's Office	\$740,452	
4124	Victim Witness Advocacy Program		
4130	Administration	\$442,584	
4150	Financial Administration	\$297,220	
4161	Treasurer		
4153	Other Legal Costs (For Reg. of Deeds)	\$5,200	
4155	Personnel Administration		
4191	Planning and Zoning for Uninc. Places		
4192	Medical Examiner		
4193	Register of Deeds	\$444,139	
4194	Maintenance of Government Bldg.	\$631,336	
4196	Insurance, Not Otherwise Allocated		
4198	Contingency	\$202,000	
4199	Other (Information Technology)	\$104,328	
PUBLIC SAFETY			
4211	Sheriff's Department	\$2,115,035	
4212	Custody of Prisoners		
4214	Sheriff's Support Services		
4219	Other Public Safety		
CORRECTIONS			
4230	Corrections	\$3,139,611	
4235	Adult Probation and Parole	\$195,203	
COUNTY FARM			
4301	Administration		
4302	Operating Expenditures		
4309	Other County Farm Expenditures		
COUNTY NURSING HOME			
4411	Administration	\$1,148,675	
4412	Operating Expense	\$9,269,925	
4439	Other Health (Physicians, Pharmacy & Genl)	\$677,230	
HUMAN SERVICES			
4441	Administration	\$5,667,468	
4442	Direct Assistance		

MS-42
Rev. 10/10

MS-42

Budget - County of Belknap FY 2013

1	2	3	4
Acct.#	APPROPRIATIONS	Appropriations as Voted	DRA USE
HUMAN SERVICES (continued) <i>For reporting purposes only summarized below</i>			
4443	Board and Care of Children		
4446	Diversion Program		
4447	Special Outside Services (Genesis, CAP, GLCA)	\$106,105	
	Other (Lakes Region Mutual Fire Aid)	\$533,463	
COOPERATIVE EXTENSION			
4811	Administration	\$162,818	
4819	Other Conservation (B.C. Conservation)	\$87,304	
ECONOMIC DEVELOPMENT			
4651	Administration		
4652	Economic Development (BCEDC)	\$75,000	
4659	Other Economic Development		
DEBT SERVICE			
4711	Principal Long-Term Bonds/Notes	\$124,151	
4721	Interest Long-Term Bonds/Notes	\$99,799	
	Other (Specify)		
INTERGOVERNMENTAL TRANSFERS			
4800	Intergovernmental Transfers		
CAPITAL OUTLAY			
4901	Land and Improvements		
4902	Machinery		
4903	Buildings		
4904	Improvements Other than Bldg.	\$60,000	
INTERFUND OPERATING TRANSFERS			
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		
TOTAL APPROPRIATIONS		\$26,384,616	

MS-42

Rev. 10/10

MS-42

Budget - County of Belknap FY 2013

1	2	3
Acct.#	SOURCES OF REVENUES	Estimated Revenue Ensuing Fiscal Year
ASSESSMENTS/TAXES		
3110	Property Taxes Levied for Unincorporated Places	
3120	Land Use Charge 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
3319	REVENUE FROM THE FEDERAL GOVERNMENT	
REVENUE FROM THE STATE OF NH		
3351	Shared Revenue for Unincorporated Places	
3352	Incentive Funds	
3354	Water Pollution Grants	
3355	Housing and Community Development	
3356	State & Fed. Forest Land Reim. in Unincorporated Places	
3359	Other (DHHS Recoveries)	\$50,000
3379	INTERGOVERNMENTAL REVENUES	
REVENUES FROM CHARGES FOR SERVICES		
3401	Sheriff's Department	\$332,500
3402	Register of Deeds	\$733,000
3403	County Corrections	\$116,500
3404	County Nursing Homes	\$8,320,825
3405	County Farm	
3406	Cooperative Extension Service	
3407	Maintenance Department	
3409	Other (County Attorney's Grants and Misc.)	\$59,967
REVENUE FROM MISCELLANEOUS SOURCES		
3501	Sale of County Property	
3502	Interest on Investments	\$100
3503	Rents of Property	\$134,850
3508	Contributions and Donations	
350	Other (Court Diversion & Probation Programs)	\$14,000
350	Other (Admin & Misc.)	\$212,758

*For reporting purposes only summarized below*MS-42
Rev. 10/10

Budget - County of Belknap FY 2013

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		\$10,149,500
FUND BALANCE TO REDUCE TAX RATE		\$2,350,000
TOTAL ESTIMATED REVENUES		\$12,499,500

BUDGET SUMMARY

Total Voted Appropriations	\$26,394,616
Total Revenues	\$12,499,500
Amount Certified to be Raised by Taxes	\$13,885,116



MELANSON HEATH & COMPANY, PC

CERTIFIED PUBLIC ACCOUNTANTS
MANAGEMENT ADVISORS

To the Board of Commissioners
County of Belknap, New Hampshire

In planning and performing our audit of the basic financial statements of the County of Belknap, New Hampshire as of and for the year ended December 31, 2012, in accordance with auditing standards generally accepted in the United States of America, we considered the County of Belknap, New Hampshire's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we do not express an opinion on the effectiveness of the County of Belknap, New Hampshire's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

During our audit, we became aware of other matters that we believe represent opportunities for strengthening internal controls and operating efficiency. The recommendations that accompany this letter summarize our comments and suggestions concerning those matters.

This communication is intended solely for the information and use of management, the Board of Commissioners and Delegation, and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

Melanson, Heath + Company P.C.

Nashua, New Hampshire

June 26, 2013

COUNTY OF BELKNAP, NEW HAMPSHIRE
STATEMENT OF NET POSITION
DECEMBER 31, 2012

	<u>Primary Government</u> Governmental Activities	Gunstock Area Commission (Component Unit - April 30, 2012)
ASSETS		
Current:		
Cash and short-term investments	\$ 4,017,131	\$ 638,314
Restricted cash	38,895	-
Investments	-	90,860
Accounts receivable, net	906,783	145,392
Intergovernmental receivables, net	235,748	-
Due from fiduciary funds	59,490	-
Inventory	42,862	198,161
Prepaid expenses	-	218,599
Other	48,603	-
Noncurrent:		
Capital Assets:		
Land	144,829	2,197,595
Construction in progress	215,310	-
Capital assets, net of accumulated depreciation	<u>10,810,073</u>	<u>12,795,458</u>
TOTAL ASSETS	16,519,724	16,284,379
LIABILITIES		
Current:		
Accounts payable	1,109,315	402,273
Accrued expenses	308,880	349,393
Deposits payable	-	35,198
Restricted cash liability	3,398	-
Deferred revenue	-	1,447,778
Current portion of long-term liabilities:		
Bonds payable	590,000	622,486
Capital lease payable	29,056	98,893
Compensated absences	463,771	-
Noncurrent:		
Bonds payable, net of current portion	2,510,000	6,247,486
Capital lease payable, net of current portion	-	49,862
Compensated absences, net of current portion	432,930	-
Net OPEB obligation	<u>395,157</u>	<u>-</u>
TOTAL LIABILITIES	5,842,507	9,253,569
NET POSITION		
Net investment in capital assets	8,041,156	7,974,126
Restricted for:		
Grants and other statutory restrictions	17	-
Unrestricted	<u>2,636,044</u>	<u>(943,316)</u>
TOTAL NET POSITION	<u>\$ 10,677,217</u>	<u>\$ 7,030,810</u>

See notes to financial statements.

COUNTY OF BELKNAP, NEW HAMPSHIRE

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED DECEMBER 31, 2012

		Program Revenues		Net (Expenses) Revenues	Gunstock Area
				and Changes in Net Position	Commission
	Expenses	Charges for	Operating	Governmental	(Component Unit
		Services	Grants and	Activities	for the year ended
			Contributions		April 30, 2012)
Governmental Activities:					
Administration	\$ 662,978	\$ -	\$ -	\$ (662,978)	
Finance office	303,685	-	-	(303,685)	
County attorney	632,412	-	93,427	(538,985)	
Registry of deeds	430,149	828,873	-	398,724	
Sheriff	2,106,014	410,555	-	(1,695,459)	
Youth services	184,904	21,993	-	(162,911)	
Information technology	85,696	-	-	(85,696)	
Maintenance	743,858	-	-	(743,858)	
Human services	5,509,105	491,841	-	(5,017,264)	
Corrections	3,346,683	162,878	19,961	(3,163,844)	
Economic Development Council	75,000	-	-	(75,000)	
Cooperative extension	162,818	-	-	(162,818)	
Outside agencies	780,051	-	-	(780,051)	
Nursing home	10,569,333	8,898,088	-	(1,671,245)	
Interest expense	143,003	-	-	(143,003)	
Total Governmental Activities and Primary Government	<u>\$ 25,735,689</u>	<u>\$ 10,815,228</u>	<u>\$ 113,388</u>	(14,807,073)	
Component Unit:					
Gunstock Area Commission	<u>\$ 8,749,952</u>	<u>\$ 7,538,026</u>	<u>\$ -</u>		<u>\$ (1,211,926)</u>
Total Component Unit	<u>\$ 8,749,952</u>	<u>\$ 7,538,026</u>	<u>\$ -</u>		(1,211,926)
General Revenues and Transfers:					
County taxes				14,043,150	-
Investment income				2,285	2,006
Miscellaneous				642,312	452,705
Transfers, net (Gunstock Area Commission)				175,000	(175,000)
Total general revenues and transfers				<u>14,862,747</u>	<u>279,711</u>
Change in Net Position				55,674	(932,215)
Net Position:					
Beginning of year				<u>10,621,543</u>	<u>7,963,025</u>
End of year				<u>\$ 10,677,217</u>	<u>\$ 7,030,810</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, 2012

	Original Budget	Final Budget	Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
Revenues:				
General Fund:				
County taxes	\$ 14,043,150	\$ 14,043,150	\$ 14,043,150	\$ -
Charges for services	8,741,124	8,741,124	10,990,228	2,249,104
Intergovernmental	60,767	60,767	58,873	(1,894)
Investment income	200	200	2,285	2,085
Miscellaneous	396,207	396,207	642,072	245,865
Other Funds:				
Grants and other	-	-	54,516	54,516
Total Revenues	23,241,448	23,241,448	25,791,124	2,549,676
Expenditures:				
General Fund:				
Administration	522,809	522,809	479,321	43,488
Finance office	302,870	302,870	298,354	4,516
County attorney	742,659	742,659	615,712	126,947
Registry of deeds	451,391	451,391	433,133	18,258
Sheriff	2,072,893	2,072,893	2,045,443	27,450
Youth services	167,011	192,011	175,553	16,458
Information technology	91,181	91,181	85,696	5,485
Maintenance	1,499,300	1,499,300	1,303,121	196,179
Human services	5,571,064	5,571,064	5,509,105	61,959
Corrections	3,114,472	3,089,472	3,089,295	177
Economic Development Council	75,000	75,000	75,000	-
Cooperative extension	162,818	162,818	162,818	-
Outside agencies	780,872	780,872	780,051	821
Nursing home	10,548,019	10,548,019	10,214,360	333,659
Contingency	80,000	80,000	-	80,000
Debt service - principal	600,000	600,000	600,000	-
Debt service - interest	209,089	209,089	137,325	71,764
Other Funds:				
Grants and other	-	-	54,515	(54,515)
Total Expenditures	26,981,448	26,991,448	26,058,802	932,646
Excess (deficiency) of revenues over expenditures	(3,750,000)	(3,750,000)	(267,678)	3,482,322
Other Financing Sources:				
Use of fund balance	3,750,000	3,750,000	3,750,000	-
Excess of revenues over expenditures	\$ -	\$ -	\$ 3,482,322	\$ 3,482,322

See notes to financial statements.

OFFICE OF THE BELKNAP COUNTY ATTORNEY



**COUNTY COURTHOUSE
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LACONIA, NEW HAMPSHIRE 03246**

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ADAM L. WOODS
ASST. COUNTY ATTORNEY

BARBARA E. BELMONT
VICTIM WITNESS COORDINATOR

BRENDA L. LONZO
OFFICE MANAGER

Report of the Belknap County Attorney - 2013

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 76 (up from 67 last year) 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. This year we experienced an increase in the number of cases involving heroin. We also see many crimes which are fueled by drug addicts' poor decision making and criminal choices, such as theft and burglary.

During 2013, the Office obtained 709 Indictments in 314 cases from Grand Juries sitting every six weeks. This number is an increase from 656 Indictments in 2012.

The breakdown of cases by jurisdiction is as follows:

Alton	29	Sanbornton	7
Barnstead	14	Tilton	76
Belmont	40	Sheriff's Office	42
Ctr. Harbor	7	Forest & Lands	4
Gilford	48	Drug Task Force	8
Gilmanton	14	NHDHHS	9
Laconia	198	NIU	3
Meredith	21	State Police	8
New Hampton	26	SSA	1

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 also handled numerous Probation Violations in 2013. 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: four full-time prosecutors (including myself), a victim-witness advocate (who has been with the County for 22 years); an office administrator (who has been with the County for over 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,

A handwritten signature in black ink, appearing to read 'Melissa Guldbrandsen', with a stylized flourish at the end.

Melissa Countway Guldbrandsen, Belknap County Attorney



Belknap County Department of Corrections 2013 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,

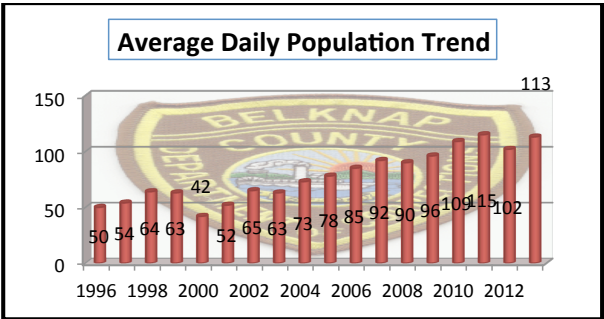
This annual report summarizes the “State of the Department” for the Jail and House of Correction for 2013 and provides me with the opportunity to highlight some of the trends in our inmate population as well as the milestones that were reached throughout the year. The efforts to work collaboratively with the county’s justice partners have been instrumental in managing our complicated and diverse inmate population. Influences to the local police agencies with regards to crime enforcement, our ability for the County Attorney to be able to process and prosecute cases, the court’s ability to schedule, hear or otherwise dispose of cases, and the ability by our Sheriff’s Office to transport and assist in investigations within the Department of Corrections all impact, collectively, how well the “system” operates and how “populated” the County Jail was in 2013, is presently, and will be in the foreseeable future. The awesome responsibility of protecting the community through safe, humane and professional detention of prisoners while also assisting those detainees who seek to change their lives falls on the dedicated employees of this department. To that end, we celebrate another banner year in 2013!

Summative Incarceration Statistics for 2013

Returning back to the population growth trend that has continued with only one variance since 2000, the average daily population in 2013 climbed back to 113 – a 10% increase over 2012 – resulting in the second highest ADP in more than 18 years. Because of several peak overcrowding periods in 2013, groups of inmates were once again housed outside of Belknap County. During those periods, the in-house population was three times the population from the year 2000. Even through the lowest period of incarceration, the average daily population has remained above the design capacity of 87 and the functional capacity of 109.

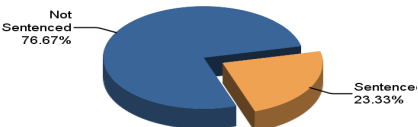
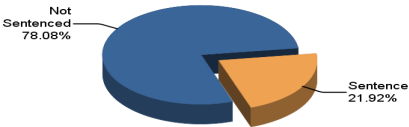
While the average daily population gives a great generalized view of the capacity and use of the jail on a daily basis, the total number of daily bookings provides a glimpse in to the number of people being processed throughout the justice system and who may influence or drive the population numbers of the jail in the future. Not all inmates arrested or processed are held; many make bail or are released after their initial arraignment by the court.

Historical booking of new inmates in 2012 was 1984, in 2011 it was 1552 and in 2010 it was 1792. 2013 has once again seen increases of total bookings, climbing 12.5% to a total of 2231 intakes. While this value does not exceed the peak bookings once seen in the early 2000’s, it is on a slowly climbing three-year upward trend. Use of reasonable and achievable bail amounts, electronic monitoring, day reporting and other pre-trial and alternative sentencing options has shown to be beneficial in processing the higher number of bookings while not allowing the daily population to grow out of control. The average length of stay overall climbed 20% from 26.98 days in 2012 to 32.42 days in 2013. The net result was perhaps fewer overall bookings (generally) but longer sentences and/or periods between arrest and disposition at court.



2012

2013

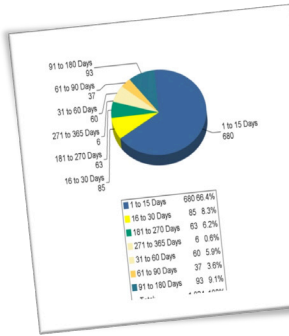


Detention Profile

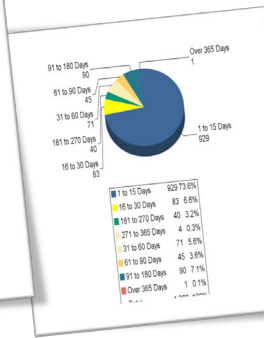
The percentage of Pretrial Offenders to Sentenced Offenders shifted slightly in 2013. Pre-trial includes those held on felony, misdemeanor and civil cases; probation and parole violations; and “overnight holds”. The number of protective custody (PC) cases decreased only slightly from 622 for 2012 to 605 in 2013.

Length of Stay Analysis

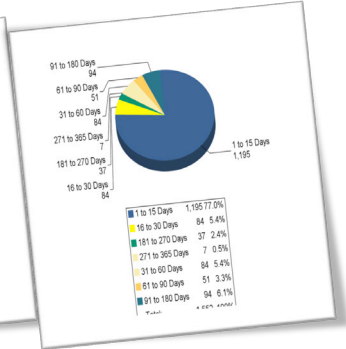
2013



2012



2011



The numbers of inmates held between 1 and 15 days has dropped three years in a row however, the length of stay for 16-30 days as a proportion of the total has risen in each of those three years and the length of stay for 181 to 270 days has nearly doubled since 2011!

Trending Data	2009	2010	2011	2012	2013
	<i>In days</i>	<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	29.07
Average Length of Stay (male offender)	15.32	22.4	24.10	28.39	34.13
Highest Month (admissions / releases)	235/224	174/181	158/171	174/174	105/96
	(June)	(July)	(May)	(May)	(Jul/Apr)

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

Community Corrections

The Community Corrections “division” encompasses all “alternative sentencing” options that help us to manage and otherwise reduce the number of inmates held in custody. After an extensive review and evaluation process and to ensure the safety of the community first and foremost, inmates may be considered for work release, electronic monitoring, home confinement, day reporting, or furlough release as we deem appropriate. This division is managed by one county corrections officer with limited back-up support. To ensure fidelity in the program and accountability for inmate participants, each program offering is “capped” for the maximum number of inmates who can participate at any time. Waiting lists are always maintained for these programs and we continue to work to incorporate these steps as part of a philosophical approach to the safe reintegration of the inmate to the community through a supervised step-down model.

During 2013, 52 inmates were placed on electronic monitoring for a combined total of 4,033 days. Revenue generated from the electronic monitoring program this year

increased to \$9,980.12 due to increased use. Revenue generated from the work release program returned \$40,439 to the General fund! These combined amounts helped to reduce the amount to be raised by taxes through the return of this revenue to the General Fund.

While the demand for these existing programs continue to rise as helpful and hopeful alternatives to incarceration, expansion cannot occur without appropriate and adequate support. New collaborative programs were developed this past year to offer a Recovery Court program for substance abuse offenders and new Pre-Trial monitoring in lieu of cash bail has also been started.

In 2013 the Belknap County Department of Corrections received 172 inmate requests for furlough. Of the 172 requests, 118 were approved, and 49 were denied for various reasons. These furloughs allowed inmates to attend medical appointments and seek treatment outside of the County jail with their own health care providers at NO cost to the county. The medical savings from these medical, dental, or other health care appointments has been substantial.

Programs

Programming at the Belknap County Department of Corrections continues to be the central foundation of our management strategy for the inmate population. The multi-tiered approach to inmate treatment and education is handled under the direction of our Programs Director, Tamara McGonagle with assistance from countless community volunteers and outside agencies. The collaboration amongst these agencies allows us to identify key needs, assist the individual, and provide tools necessary to target those criminogenic factors that lead the individual to the criminal justice system.

In years past I have listed the programs that have been and continue to be offered by the Department of Corrections. This year, I have included some evaluations as to the efficacy of the programs as well. The percentage amounts listed after each program reveal the number of inmates who have returned to the jail after successful completion of each program (The recidivism rate). Conversely, the “success” rate would be the difference between each amount and 100%. To place each in to perspective, according to the State, the recidivism rate without treatment of any kind is generally between 50 and 60%.

- ADAPT Group (A 12 week psycho-educational substance abuse self-awareness group with two separate groups each offered 1x a week. Funded through DOJ RSAT Grant) Group Facilitators are from Horizons Counseling, Nathan Brody & Phoenix House Franklin. ADAPT Curriculum used is “Thinking for

Change” and “Living in Balance”. 20 inmates completed ADAPT in 2010. 38 inmates completed ADAPT in 2011. 63 inmates completed ADAPT in 2012. 19 inmates so far have completed ADAPT for 2013. 144 inmates have completed ADAPT since 2010 and 19 have returned. (13%)

- GED Educational Program 102 inmates have earned their GED since May of 2010. 20 inmates earned their GED in 2010. 32 inmates earned their GED in 2011. 23 inmates earned their GED in 2012. 27 inmates earned their GED for 2013. Out of the 102 inmates that have earned their GED since 2010 15 have returned – All were Probation Violations except for 1 to pay off a fine. Instructors: Retired School Teachers- Duane Johnson, Debby Aberg and Rebecca Morse (17%)
- SERVSAFE Class (A food safety & food service class offered 5 x a year with a nationally recognized SERVSAFE employee starter program certificate.) This is grant funded through a CTE NH DOE grant) Instructor: Chef Jayson McCarter of McCarter Services, LLC and NH Food Bank “Recipe for Success” 105 inmates have earned their ServSafe Certification since 2010 and 5 have returned. The next ServSafe class is scheduled to start on October 29, 2013 – with 10 inmates participating. (5%)
- OSHA 10 – General Construction Course (A Construction Safety Course and upon completion the participants will earn their OSHA 1—hour certification.) This course is funded through NH DOE CTE Grant and taught in collaboration with LRCC. Currently 9 inmates are taking the class.
- LRCC Admissions & Financial Aid Informational Classes These classes are offered 2-4 x a year to inmates interested in pursuing

their education once they are released. The class presenters are: Wayne Fraser -Director of LRCC Admissions and Kristen Purrington-Director of LRCC Financial Aid.

- Male & Female AA Meetings (Offered 2 x a week)
- Male & Female NA Meeting (Offered 2 x a month)
- Non-Denominational Bible Study Discussion Groups (Offered 3 x a week)
- Non-Denominational Weekly Church Groups (Offered 2x a week)
- Writing Class (Offered 2 x a week) Instructor: Retired School Teacher -Dorothy Piquado Over 100 inmates have participated in the Writing Class since May 2010.
- Art Class (An on-going class offered 1 x a week) Instructor: Retired Art Teacher -Mary Ellen Boudman Over 100 inmates have participated in the Art Class since it started in August of 2010. The artwork was proudly displayed at the Belknap Mill in 2012 and the Lakes Regional Community College in the fall of 2013.
- Alternatives to Violence Program (Offered 4 x a year) Facilitators- Mary Alice Warner, Patricia Thomas, Emily Clemet, David Stamps, Patricia Carter & Lisa Carter 20 inmates participated in AVP in 2010. 47 inmates participated in AVP in 2011. 39 inmates participated in AVP in 2012. 106 inmates have participated in the

AVP program since 2010 and 9 have returned. (9%)

- Parenting Under Difficult Circumstances Class (A 7 week class taught through UNH Cooperative Extension offered 2 times a year) Instructor: Sue Cagle – UNH Extension Educator 10 inmates completed this class in 2010. 18 inmates completed this class in 2011. 16 inmates completed this class in 2012. 6 inmates so far have completed this class in 2013. 50 inmates have completed this class since 2010. 50 inmates have completed this class since May of 2010 and 5 have returned. (10%)
- Nurturing Parenting Classes (Rotating 6 week class to be offered through Family Resource Center of LRCS – Started on January 17, 2013) 30 inmates have successfully completed this class. None of the inmates who completed this class have returned. (0%)
- Money Management Class (A 3 week class taught through UNH Cooperative Extension offered 2-3 times a year) Instructor: Sue Cagle – UNH Extension Educator 35 inmates have completed the Money Management Class since 2010 and 4 have returned. (14%)
- Communication & Conflict Resolution Class (A 5 week class taught through UNH Cooperative Extension offered 2 times a year) Instructor: Sue Cagle – UNH Extension Educator. 42 inmates have completed the Communication & Conflict Resolution Class since May of 2010 and 4 have returned. (9%)

- New Beginnings “Chances and Changes” Class (Grant-funded through Women’s Fund of NH. Chances & Changes is on-going weekly classes for female inmates taught by New Beginnings of Laconia) Instructors: New Beginnings staff & volunteers. 66 female inmates completed the Chances & Changes program during the 2011-2012 grant calendar year and out of those 66 only 3 have returned. These classes continue to occur on a weekly basis (even without grant funding) and more than 90 females have participated in these classes. BCDOC and New Beginnings were awarded another grant through WFNH to continue with the programming for 2013-2014. So far for 2013 more than 25 females have participated and none have returned. (5%)
- Yoga Class for Female Inmates (Grant funded through Women’s Fund of NH. The class consists of six week sessions offered six times a year) Instructor: Manna Stark – Certified Yoga Teacher
- Yoga class for Male Inmates (six week sessions offered several times yearly) Instructor: Tom Kennedy – Certified Yoga Instructor
- Tai Chi Classes This class is offered 6 times a year for an 8- week session rotating between male and female inmates. This class is taught by Nancy Frost, a certified Tai Chi Teacher.
- Going Home/Re-entry Group (A 6 week class offered 3 x a year) Participating Agencies: NH

Employment Security, Captain Steve Warren Salvation Army, Lakes Region Community Services, Lakes Region Community College, DHHS, Community Action Program, UNH Cooperative Extension and Laconia Adult Education.)

- STD & STI Education & Awareness Class (CAP presented this class 2x during 2011 and 2x in 2012; Once for the female inmates and another for the male inmates.)

- Goal Setting Class/Decision Making Class (A 6 week class offered 1-3 x a year) Fran Wendleboe – Teacher
- Effects of Substance Use During Pregnancy and Shaken Baby Syndrome (Offered 2-3x a year to both male and female inmates)Instructor: Ruth O'Hara – RN from LRGH
- Knitting Class (Offered weekly for female inmates) Maryly Matthewman – Teacher. Blankets made by the inmates have been donated to the Carey House homeless shelter.

Updated: 11/19/13 (10%) recidivism rate for programs

We are particularly proud of the goal of reaching more than 100 “Graduates” of the GED program this year! Also, we have partnered with the Lakes Region Community College and have worked with them for inmates to enroll in degree and certificate programs in Advanced Manufacturing and other course offerings by the college (at the inmate’s own expense).

As always, space continues to be a challenge for Programming! We have ONE classroom in which all of these attempts to reduce the population, reduce the cost of incarceration to the taxpayers, and assist the inmates with rehabilitation and re-entry are held.

The Farm Program

Due to a number of policy and funding issues in 2013, The Garden Program at the Department of Corrections operated only as a service provider to the dietary division of the Belknap County Nursing Home. All excess produce was donated to the St. Vincent DePaul and other area non-profit groups. No farm stand operated during this season.

Top 50 Charges in 2013

SIMPLE ASSAULT 631:2-A	AGG. FEL. SEX. ASSAULT 632-A:2
THEFT BY UNAUTHORIZED TAKING 637:3	FRAUD USE OF CREDIT CARD 638:5
VIOLATION OF TERMS OF PROBATION OR PAROLE 504-A:4	DISORDERLY CONDUCT 644:2
CONTROL DRUG ACT 318-B:2	FORGERY 638:1
DRIVING AFTER REVOCATION OR SUSPENSION 263:64	THEFT BY DECEPTION 637:4
BREACH OF BAIL COND 597:7-A	HABITUAL OFFENDERS PENALTY 262:23
NON-SUPPORT 639:4	RESISTING ARREST 594:5
BURGLARY 635:1	UNLAWFUL POSSESSION AND INTOXICATION 179:10
DRIVING OR OPERATING UNDER THE INFLUENCE OF DRUGS OR LIQUOR 265-A:2	BAIL JUMPING 642:8
POSSESSION C/DRUG 318-B:2	RECKLESS CONDUCT 631:3
RECEIVING STOLEN PROPERTY 637:7	2ND DEGREE ASSAULT 631:2
VIOLATION OF PROTECTIVE ORDER 173-B:9	PENALTIES FOR INTOXICATION OR UNDER INFLUENCE OF DRUGS OFFENSES 265-A:18
RESIST ARREST OR DETENTION 642:2	SALE N/DRUG 318-B:2
CRIMINAL THREATENING 631:4	ACTS PROHIBITED 318-B:2
WILLFULL CONCEALMENT 644:17 I	FUGITIVE FROM JUSTICE; DUTY OF GOVERNOR 612:2
FAILURE TO COMPLY WITH ORDER 153:16	ARMED ROBBERY 636:1 III
AGGRAVATED DRIVING WHILE INTOXICATED 265-A:3	LICENSE REQUIRED (ISSUANCE OF MV LICENSES) 263:1
CRIMINAL TRESPASSING 635:2	CONDUCT AFTER ACCIDENT 264:25
PAROLE VIOLATION	ROBBERY 636:1
POSSESSION N/DRUG 318-B:2	SECOND DEGREE MURDER 630:1-B
SEE LIST	ISSUING BAD CHECKS 638:4
DISOBEYING POLICE OFC 265:4 II	HABITUAL OFFENDER 259:39
SALE C/DRUG 318-B:2	FELON IN POSS DANG WEAPN 159:3
POSSESSION C/DRUG INTENT TO SELL 318-B:2	
FAILURE TO APPEAR 594:14	

2013 Summation and New Vision for 2014

2013 has demonstrated that this department and its' employees remain steadfast and committed to addressing the dynamic needs of the inmate population as well as our criminal justice partners. Changing policies of the local police agencies, court closures, video arraignment, alternative sentencing requests, increased demands for substance abuse and other programming, budgetary constraints, political pre-disposition or philosophical approach to criminal justice systems, and the generalized state of the economy that can drive new crime statistics all trickle down to the jail. Our lack of the ability to turn away detainees requires us to find innovative ways to address cost shifting by many outside agencies and "interest groups." To "do more with less" has been a short-sighted but commonly popular catch phrase. The consequence of this philosophy has been documented in the media throughout the past year.

Our vision for the future is predicated on continuing our core responsibility of safety and security of the institution, identifying the areas that will best help to control our increasing inmate population and using budgetary resources as efficiently as possible. This department will continue to work with interest groups to identify deficiencies in

safety, security, health, physical plant, and operational issues and to find the most effective means to address them in the best interest of the County.

Respectfully submitted,

Daniel P. Ward Sr.

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

Belknap County Nursing Home 2013 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 is the foundation upon which the care and services we provide has 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, and are pleased to share with you what we have done this year to achieve our mission and enhance the quality of life and quality of care of our residents.

Two thousand thirteen was a year in which there were 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 the upgrade rating with the Center for Medicare and Medicaid Services 5-star rating system. We are proud of this achievement which is the result of our 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 by focusing on a resident centered approach and a culture of compassion, dignity and respect. This 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.

Focusing on quality is not new to BCNH; in 2013 we continued on course towards identifying, setting goals, measuring, and improving patient outcomes. We excelled in the publicly reported data that measures quality of care in skilled nursing facilities in the United States.

The Centers for Medicaid and Medicare Services increased our rating to 4 out of 5 stars on the 5 star rating system. Additionally, there were no complaint investigations during the year.

The government regulated Quality Measures reported on Nursing Home Compare show BCNH exceeded the state and national average in 12 of the 18 categories.

We outperformed the state and national averages in; reduction in the development of urinary tract infections, reduction in high-risk residents developing pressure ulcers, percentage of residents with new or worsening pressure ulcers (0%), decrease in residents who become incontinent, percent of residents who were physically restrained (0%), percent of resident who lose too much weight, percent of residents who have depressive symptoms (0%), percent of residents given the influenza vaccine (100%), and percent of residents who received an antipsychotic medication.

In the six measures where we did not exceed the state and national averages, we were no more than four percentage points away. Although we are proud of our achievements, we know that there is still room to improve and are continuing to work hard in these other areas.

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 operational improvement during 2013.

A reduction in the operating deficit to the lowest level in 5 years

An increase in operating revenue of 3.9%

A reduction in operating expenses of .4%

A reduction in full time positions staff positions from 109 to 103

Stabilized facility occupancy at 97%

We are proud of our achievements in 2013, and are pleased to have the opportunity to share with you some of our progress in improving Quality Measures, and our efforts in regards to operating in a financially responsible manner.

Although great ratings, positive survey results, and measurable improvement in Quality Measures are very important to everyone at BCNH, the measure of our quest for advancing excellence is from the success we achieve in caring for each of our residents. Whether providing extensive rehabilitation following a surgical procedure, continuous care for a chronic illness, or palliative care, our staff of dedicated caregivers is focused on our mission “To care for our residents, as ourselves, with compassion, dignity, and respect.”

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 2014 and beyond.

Sincerely,

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

Dianne Roberts, R.N.
Director of Nursing

Belknap County Registry of Deeds 2013 Annual Report

To the Honorable Commissioners of Belknap County:

The Registry of Deeds is the office that tracks the ownership of every parcel of land and building(s) in Belknap County. Each piece of property is represented in duly recorded documents at the Registry; types of documents include deeds, mortgages, assignments, discharges, liens, plans and more. Recording these documents, collecting the appropriate funds, depositing the funds daily in the Registry of Deeds account and distributing the funds monthly to the county and state are strictly regulated by the laws enacted by the State of New Hampshire.

Information regarding the sale of property is provided to the 10 towns and 1 city in Belknap County. The information is used by the municipalities for tax purposes. Our records are available to the towns/city on a daily basis via the internet.

The recording of land documents is one of the oldest functions performed by the government. The economy of the United States is directly impacted by the safe and accurate preservation of these records.

Belknap County land records begin in 1765 when we were part of Strafford County. In addition to being safely preserved here at the Registry, all documents and plans are stored at two off-site locations, on two different types of media to insure that we would be able to re-create the Registry in the event of a disaster.

Two thousand thirteen saw a slight increase in our document count over 2012. Interestingly, we noted a drop in document count and revenue immediately after the federal government shut down in October; which clearly impacted our year-end figures. Revenue collected at the Registry totaled \$829,630.00. Expenses to operate the Registry, including all salaries, totaled \$438,754.00.

The Registry of Deeds contributed \$390,876.00 to the county's general fund.

As always, my report includes a sincere thank you to my staff: Deputy Judy McGrath, Carol Morin, Sue Gagne and Cindy Beede. Our Registry of Deeds continues to enjoy the reputation as the best Registry in the state due to the dedication and professionalism of these ladies.

To the members of the Delegation - thank you for your continuing support of the Registry.

Respectfully submitted,
Barbara R. Luther
Register

Belknap County Sheriff's Department
2013 Annual Report
Craig H. Wiggin - Sheriff



"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. The Office of the Sheriff is also responsible for a number of additional duties as prescribed by RSA 104. 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 2013.

CIVIL PROCESS

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 state law and are charged to the person or business requesting the service.

CIVIL DOCUMENTS SERVED:	3,190
FEES COLLECTED:	\$125,000

PRISONER TRANSPORTS and COURT SECURITY

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 mental health 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. With the assistance of the Department of Corrections, a video link to the Circuit Court is utilized for brief arraignments or bail hearings, thereby reducing the necessity of physical transports in those cases. The department conducted a total of 2,269 transports in 2013. In addition to transporting prisoners, Sheriff's Deputies and Court Security Officers are responsible for the custody and control of all defendants at the Belknap Superior Court and the Fourth Circuit Court. Those personnel also

provide security for the judges and court staff, county employees, jurors and visitors to the historic Superior Court facility.

CRIMINAL AND CIVIL ARRESTS

The Sheriff is also 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, warrants issued by the Circuit and Superior Courts, as well as civil arrest warrants. 504 new warrants were received from all of these sources. 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 the County and beyond. The JFTF arrested suspects on charges including probation/parole violations, sexual assault, sale of drugs, theft, felony assault, failing to register as a sexual offender, and other serious offenses. Deputies made 430 custodial arrests during the year. This included the extradition of 15 fugitives arrested in 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. This includes investigations of any alleged criminal activity related to the Jail and House of Corrections. The Criminal Division also provides Forensic Polygraph services for criminal and administrative investigations, as well as pre-employment screening for law enforcement agencies. Additionally, it receives referrals from across the County involving bad checks, ultimately resulting in thousands of dollars in restitution being returned to individuals and businesses. A total of 125 criminal case investigations were opened in 2013.

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 began significant infrastructure upgrades, funded by a Homeland Security Communications Interoperability Grant Program. This included moving our primary transmit/receive site to the new tower and building on Belknap Mountain. Equipment to build a county-wide "simulcast" system to enhance our capability went live in October. The second stage of this project is ongoing and involves upgrading each of our sites with microwave capability to increase

coverage and redundancy, as well as eliminate the reliance on telephone lines. Communications Specialists managed over 40,000 total calls for service in 2013.



A Helicopter places a section of the new communications tower on the Summit of Belknap Mountain

A Helicopter places a section of the new communications tower on the Summit of Belknap Mountain

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

2013 Belknap County Restorative Justice Annual Report

Due to the addition of the Adult Court Diversion program in 2010, as well as our current participation in Recovery Court, we changed our agency name to Belknap County Restorative Justice. We feel this is a greater representation of what we do and is more encompassing of the various programs we offer, or may offer in the future as we move towards a community corrections model.

Another change that occurred in 2013 was the transition of offering online drug, alcohol, and shoplifting courses as a replacement for the Tough Options (Answered) With Educated Responses (T.O.W.E.R.) program created in 2012. There is an \$80 fee per class and participants are required to take the classes at our office so that we may monitor them (we receive a portion of the fee). The company that we have partnered with is 3rd Millennium Classrooms found at www.3rdmilclassrooms.com. Their convenient evidence-based approach allows us to provide a swifter sanction which is one of the reasons we made this change.

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. In 2013, we worked with a total of 51 juveniles and 100 adults.

Although each year brings its own set of challenges and changes, 2013 was especially poignant. After more than 10 years of playing an integral role at Restorative Justice, John Egan eased into retirement. We thank him for his unparalleled dedication, and his presence in the office will certainly be missed.

Belknap County Delegation Budget Subcommittee
Administration & Finance
01/11/13 at 9:00 AM

Members Present: Chair Greenmore, Representatives Luther, Comtois and Sylvia.

Absent: Rep. Huot.

Also present: Debra Shackett, Glen Waring (via teleconference call).

Representative Sylvia wanted to state for the record that he would not be claiming any mileage or meeting reimbursement.

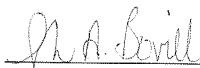
Representative Comtois told Ms. Shackett that his constituents in Barnstead never see the public postings and that he would like to see the county advertise these notices in the Baysider or the Suncook Valley Sun so that they are informed.

Ms. Shackett reviewed the Administration and Finance portions of the budget and answered all questions.

No actions were taken and no decisions were made.

Meeting was concluded at 10:08 AM.

Respectfully submitted,



Angela A. Bovill

Posted on website and emailed to all delegates 1/22/13

Belknap County Delegation Budget Subcommittee Minutes Outside Agencies
01/11/13 at 11:40 AM – 12:30 PM

Members Present: Chair Luther Representatives Fields, Arsenault, Cormier and Holmes.

Also present: Debra Shackett, Glen Waring (via teleconference call).

Cooperative Extension - Sue Cagle from the Belknap County UNH Cooperative Extension gave history and some background on their organization and budget request of \$162,818 (level funded). Representative Fields made a motion to support the Commissioners recommendation of \$162,818. Representative Arsenault seconded and the motion unanimously passed.

Conservation District - Lisa Morin from Belknap County Conservation District requested \$97,304 in the budget (level funded). She explained a little bit about what they do. Representative Fields made a motion to support the Commissioners recommendation of \$97,304. Representative Arsenault seconded and the motion unanimously passed.

Economic Development Council – Carmen Lorenz explained some of the operating changes, some of the services provided to the towns/city within the county and ongoing programs. Representative Fields made a motion to support the Commissioners recommendation of \$75,000. Representative Arsenault seconded and the motion passed unanimously.

Lakes Region Mutual Fire Aid (LRMFA) – Representative Fields made a motion to support the appropriation for 2013 of \$554,037. Representative Arsenault seconded and the motion passed unanimous.

Genesis - After an explanation of the services offered, payment arrangements, demand in the communities and the difference between funding requested from the towns and the county, Representative Arsenault made a motion to support the Commissioners recommendation of \$34,200. Representative Fields seconded and the motion passed unanimously.

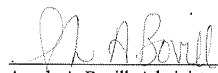
Community Action Programs – Brain Hoffman discussed the management of the organization and various funding. Sue Wnuk explained the family planning and prenatal programs and Pam Jolivette discussed the elderly services and programs that CAP provides. Representative Fields made a motion to support the Commissioners recommendation of \$60,905. Representative Arsenault seconded and the motion passed unanimously.

Greater Lakes Child Advocacy – Director Noyes explained the role of the GLCA and what services they provide. Representative Arsenault made a motion to support the Commissioners

Posted on website and emailed to all delegates 1/22/13

recommendation of \$11,000. Representative Fields seconded and the motion passed unanimously.

Respectfully submitted,



Angela A. Bovill, Administrative Assistant

Posted on website and emailed to all delegates 1/22/13

Belknap County Delegation Budget Subcommittee Minutes

Deeds & Maintenance

01/11/13 at 12:40 PM

Members Present: Chair Tilton, Representatives Holmes, Gulick, Burchell and Greemore.


Also present: Dustin Muzzey, Debra Shackett, and Glen Waring (via teleconference call).

Mr. Muzzey reviewed expenditures line by line with the committee and answered their questions. The Committee would like to get more accurate figure on utilities amounts once more 2012 bills are paid.

No actions were taken and no decisions were made.

Meeting was concluded at 1:45 PM.

Respectfully submitted,



Angela A. Bovill

Posted on website and emailed to all delegates 1/22/13

Belknap County Delegation Budget Subcommittee Minutes

Public Safety

01/11/13 2:38 PM – 5:15 PM

Members Present: Chair Vadney, Representatives Raymond, Tilton, Fink and Worsman (substitute for Rep. Sylvia).

Members Absent: Rep. Sylvia

Also present: Melissa Guldbrandsen, Craig Wiggin, Daniel Ward, Debra Shackett and Glen Waring (via teleconference call).

County Attorney's Department – Melissa Guldbrandsen, County Attorney, reviewed revenue and expenditures line by line. She then answered questions from the committee. The committee felt no further review as needed.

Sheriff's department – Sheriff Wiggin reviewed the revenues first. The committee then asked the Sheriff to review expenditures line by line. They asked for a position transition listing from the Sheriff. They also requested a breakdown of the electronic maintenance and repairs line item (014211-54352).

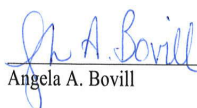
Department of Corrections - Superintendent Ward answered any questions of the Committee. Revenues were discussed and a line by line review of expenditures. The Committee would like to get a breakdown on full time and part time employees. (There is a large difference in the line items due to funds mistakenly being charged to the wrong payroll line items in 2012). Daniel discussed the two line items for medical services as requested by members

No actions were taken and no decisions were made.

Follow up on Sheriff's, Corrections and the Youth Services budget will take place on 1/18/13.

Meeting was concluded at 5:15 PM

Respectfully submitted,


Angela A. Bovill

Posted on website and emailed to all delegates 1/22/13

Belknap County Delegation
Budget Subcommittee Minutes
Nursing Home
01/14/13 at 1:00 PM

Members Present: Chair Comtois, Representatives Flanders, DiMartino, Cormier and Fink.


Also present: Matthew Logue, Debra Shackett and Glen Waring.

Matthew Logue, the new Nursing Home Administrator introduced himself. The committee asked Mr. Logue for a line by line review of revenues and expenditures. Mr. Logue reviewed the budget and answered questions for the Committee.

No actions were taken and no decisions were made.

Meeting was concluded at 2:45 PM.

Respectfully submitted,



Angela A. Bovill

Posted on website and emailed to all delegates 1/22/13

Subcommittee Review of the Registry of Deeds & Maintenance Budgets
January 18, 2013 at 10:00 AM
Belknap Superior Court House

Members Present: Chair Tilton, Representatives Gulick, Burchell, & Greemore.

Committee Chairman Tilton called the meeting to order at 10:00. Barbara Luther, Register conducted the Committee on a tour of her department, welcoming any questions and providing answers.

Dustin Muzzey, Facilities Manager then took the group on a tour of the maintenance offices in the basement of the building, also welcoming questions and providing answers.

The group returned to a meeting room in the Deeds office to review the two budgets. The Committee voted to recommend the following:

- Increase real estate transfer revenue by \$100,000
- Decrease Data Storage by \$1,000
- Increase Legal Expenses by \$5,200

- Reduce Contracted Services by \$659
- Reduce Heating Fuel by \$8,000
- Reduce New Equipment by \$1,000
- Reduce Building Expenses by \$15,000

The Chairman adjourned the meeting at 12:00.

Respectfully submitted,



Debra A. Shackett

Posted on website and emailed to all delegates 02/01/13

Belknap County Delegation Budget Subcommittee Minutes

Public Safety – 2nd Meeting
01/18/13 12:10 PM – 4:15 PM

Members Present: Chair Vadney, Representatives Raymond, Tilton, Sylvia and Worsman (substitute for Rep. Fink).

Members Absent: Rep. Fink

Also present: Melissa Guldbrandsen, Craig Wiggin, Daniel Ward, Brian Loanes, Debra Shackett, Glen Waring, and Norman O'Neil.

Youth Services/Diversion: Brian Loanes, Executive Director reviewed all revenues and expenditures. The Committee asked to get info on the 20 clients served by Diversion in 2010 for a follow up on where they are and what they are doing today. M/Tilton to reduce line item #51200 by \$32,000 plus payroll related deductions (payroll tax, workers comp, unemployment, retirement) Rep. Worsman modified the motion to level fund payroll at the 2012 rates. She asked for new payroll numbers using 2012 pay rates for all county employees for the next meeting. She would also like wages from 2009 till current for all county employees. Tilton, Y, Worsman, Y, Vadney Y, Sylvia Y. Raymond – N. Majority rules. **Motion carries.**

Sheriff's Department: Sheriff Wiggin reviewed each revenue line item. M/Tilton, S/Worsman to change revenue line item 34011 to \$135,000. Unanimous. **Motion carries.** Expenditures were reviewed. M/ Worsman to level fund 2012 wages and benefits as of 12/31/12 for line items 51120, 51122, 51220 and 51222. S/ Tilton. Tilton, Y, Worsman, Y, Vadney Y, Sylvia Y. Raymond – N. Majority rules. **Motion carries.** M/Worsman to zero out 51520, 51510 and to level fund the expense of health insurance so the employee pays the increase. S/Sylvia Rep. Tilton would like #'s on other municipalities' dental health, life ins., and long and short term disability. (County employees do not get any of those). Tilton, Y, Worsman, Y, Vadney Y, Sylvia Y. Raymond – N. Majority rules. **Motion carries.** Rep. Sylvia asked to be excused at 2:10 PM. M/Tilton to reduce the purchase of 4 vehicles down to 3. S/Worsman. Unanimous. **Motion carries.**

County Attorney Department: Melissa Guldbrandsen, County Attorney, reviewed her budget request again. Melissa also expressed her concern to level fund wages for union versus non union employees. She has concerns for the non-union employee suffering. Rep. Tilton stated that all non union should be treated the same as union to keep it fair. Atty. Guldbrandsen offered to eliminate her request for a juvenile prosecutor rather than the F/T Asst. CA requested. M/Worsman to level fund wages, change the PT to FT as requested by the county attorney, eliminate the sick pay and longevity incentives and level fund health insurance for all. S/Tilton.

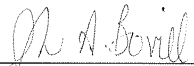
Posted on website and emailed to all delegates 1/22/13

Tilton, Y, Worsman, Y, Vadney Y, Sylvia Y. Raymond – N. Majority rules. **Motion carries.** Department of Corrections - Superintendent Ward reviewed revenues again. M/Raymond, S/Worsman to increase revenue line item 34037 by \$2,000. Unanimous. **Motion carries.** M/ Tilton to level fund wages from 2012 in line items 51100, 51200, 51405 and allow the additional \$15,000 to make the PT officer a FT officer. S/Worsman and also included removing sick and longevity incentives and to level fund insurance at the 2012 rate. Tilton, Y, Worsman, Y, Vadney Y, Sylvia Y. Raymond – N. Majority rules. **Motion carries.**

Rep. Tilton, Chair reviewed the Deeds and Maintenance subcommittee tour/work session that took place this morning at 10:00 am at the Courthouse. Chair Tilton reported that the subcommittee added \$100,000 to the real estate transfer tax, that they decreased line item 53421 to \$1,000 and lastly that they want to add a new line item called “legal” to the budget for \$5,200. In Maintenance budget, Chair Tilton reported that they are proposing to reduce line items 53420 to \$19,938, 54110 to \$90,000 57200 to \$2,315 and 56680 to \$1585 (thanking of Rep. Greemore who donated forks for the tractor!).

Meeting was concluded at 4:15 PM.

Respectfully submitted,



Angela A. Bovill

Posted on website and emailed to all delegates 1/22/13



Delegation Meeting Minutes **January 21, 2013 at 5:00 PM**

Chairman Worsman called the Belknap County Delegation meeting to order at 5:05 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, Worsman, Arsenault and Luther.

Also present: Commissioners Thomas, Philpot, Nedeau and County Administrator Shackett.

Introductions: Delegation members introduced themselves, followed by Commissioners and County Administrator.

Rep. Burchell moved, "as expressly provided for in RSA 24:14:1, that in the coming fiscal year, any transfer of money by the county commissioners from account number designated in the convention appropriation to another account number be made only after the commissioners obtain written approval of the executive committee for such transfer". Second by Greemore for discussion. Rep. Burchell explained. Rep. Fields thought there should be more info before a vote is taken. After discussion, the chair called for the vote. 10 – YES (Burchell, Comtois, Cormier, Fink, Greemore, Holmes, Sylvia, Tilton, Vadney, Worsman) 8 - NO (Arsenault, DiMartino, Fields, Flanders, Gulick, Huot, Luther Raymond) Approved. **Motion carries.**

Chairman Worsman asked the County Administrator if she could have department heads salaries broken out of the general salaries account numbers throughout the whole budget so that they are clearly separate. In addition, they would like a separate account number added to the Registry of Deeds budget labeled "Legal". Ms. Shackett asked if that legal account number should be added in every department's budget or just Deeds for 2013. Chair answered for Deeds only.

Sub Committee Recommendations

Deeds & Maintenance: Chairman Tilton made the motion to report that this committee met twice and made the following recommendations: **For the Registry of Deeds:** account number 34021 be increased from \$600,000 to \$700,000, account number 53421 be decreased from \$2,000 to \$1,000 and an additional account number be added in the Deeds budget labeled "legal" with a budget of \$5,200 for 2013. Also to decrease the contingency account by \$5,200. **For Maintenance:** account number #53420 be reduced to \$19,938 from \$20,597, account number 54110 be reduced to \$90,000 from \$98,000, account number 56680 be reduced to \$1,585 from \$2,585 and account number 57200 be reduced to \$2,315 from \$17,315. S/Vadney. The Posted on website and emailed to all delegates 1/29/13

chair called for a vote. 12 – Y (Burchell, Comtois, Cormier, Fink, Flanders, Greemore, Holmes, Luther, Sylvia, Tilton, Vadney, Worsman. 6 – NO (Arsenault, DiMartino, Fields, Gulick, Huot, Raymond). Approved. **Motion carries.**

Outside Agencies: Chairman Luther reported that this committee accepted the Commissioners budget recommendations for Cooperative Extension, Conservation District, Economic Development Council, Genesis, CAP and the Greater Lakes Child Advocacy Center. M/Luther to approve. S/ Fields. Chair called for a roll call vote: 13 – Y (Burchell, Comtois, Cormier, Fields, Fink, Flanders, Greemore, Holmes, Luther, Sylvia, Tilton, Vadney, and Worsman. 5 – N (Arsenault, DiMartino, Gulick, Huot, and Raymond). Approved. **Motion carries.** M/Tilton to amend account number #55015, LRMFA (Lake Region Mutual Fire Aid) to level fund at the 2012 budget mount of \$533,463 and to move towards eliminating from the County Budget in 2014. S/ Vadney. After discussion, the chair called for the vote. 13 – Y (Burchell, Comtois, Cormier, Fields, Fink, Flanders, Greemore, Holmes, Luther, Sylvia, Tilton, Vadney, and Worsman. 5 – N (Arsenault, DiMartino, Gulick, Huot, and Raymond). Approved. **Motion carries.**

Public Safety: Chair Vadney reviewed the sub committee's recommendation as follows: **County Attorney:** Recommends approving the request to make the current PT attorney a FT employee, saving \$27,300.34. **Sheriff's Department:** Revenue account number 34011 increased to \$135,000 from \$ 120,000. Eliminate one vehicle in account number 57600 by reducing the budget request to 3 cruisers instead of 4. **Department of Corrections:** Revenue account number 34037 is increased to \$10,000 from \$8,000. M/Vadney, S/Tilton. After discussion, the chair called for the vote. 13 – Y (Burchell, Comtois, Cormier, Fields, Fink, Flanders, Greemore, Holmes, Luther, Sylvia, Tilton, Vadney, and Worsman. 5 – N (Arsenault, DiMartino, Gulick, Huot, and Raymond). Approved. **Motion carries.**

Administration: Chair Greemore asked Administrator Shackett to explain revenue account number 35000. Ms. Shackett gave a detailed explanation of these miscellaneous revenues (Unanticipated funds) for the whole county, not just administration. Chair Greemore would like to obtain print out of that account number detail and Rep. Huot suggested getting a 5 year history. **IT (information technology for the whole county):** Chair Greemore suggested level funding account number 56680 at the 2012 budget of \$11,215. These are the recommendations of the subcommittee to the delegation. Chair Greemore called for a subcommittee vote. M/Greemore, S/Sylvia to increase Administration revenue account number 35000 to \$100,000 from \$20,000 and level fund Information Technology account number 56680 at the 2012 budget amount of \$11,215. 3 –Y (Greemore, Comtois, Sylvia). 2 - N (Luther & Huot). Approved. **Motion carries.** Chair Greemore then made the following subcommittee recommendation to the full delegation: Increase revenue account number 35000 to \$100,000 from \$20,000 in Administration and to level fund Information Technology at the 2012 budget amount of \$11,215. M/Greemore, S/Sylvia. After discussion, the chair called for the vote. 10 – Y (Burchell, Comtois, Cormier, Fink, Greemore, Holmes, Sylvia, Tilton, Vadney and Worsman). 8 – N (Arsenault, DiMartino, Fields, Flanders, Gulick, Huot, Luther and Raymond). Approved. **Motion carries.**

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Nursing Home: Chair Comtois started by making a motion to the subcommittee to level fund wages/salaries, remove sick pay and longevity incentives and level fund health insurance at the 2012 budget amounts for employees. S/ Cormier. Rep. Cormier also would like to also remove the \$26, 000 from account number 57000 to make it zero, to reduce account number 57500 down to \$10,500 from \$21,000 and to remove the \$45,000 in account number 57600 for a new van. Rep. Fink asked if they could lease a van. Sub Committee members agreed that we should look into leasing a handicapped accessible van and recommended putting \$15,000 in account number 57600 for a lease. Chair Comtois called for a subcommittee vote. 3 – Y (Fink, Cormier and Comtois) 2 – N (DiMartino and Flanders). Approved. **Motion carries.** Chair Comtois made the following recommendation to the full delegation: level fund wages/salaries, remove sick pay and longevity incentives and level fund health insurance at the 2012 budget amounts for employees, remove the \$26, 000 from account number 57000 to make it zero, to reduce account number 57500 down to \$10,500 from \$21,000 and to remove the \$45,000 in account number 57600 for a new van.

Rep. Tilton suggested dividing the vote. Suggestion accepted by Chairman Worsman that they would divide this vote. M/Comtois to, remove the \$26, 000 from account number 57000 to make it zero, to reduce account number 57500 down to \$10,500 from \$21,000 and to remove the \$45,000 in account number 57600 for a new van. S/ Sylvia. After discussion, the chair called for the vote. 11 – Y (Burchell, Comtois, Cormier, Fink, Greemore, Holmes, Luther, Sylvia, Tilton, Vadney and Worsman. 7 – N (Arsenault, DiMartino, Fields, Flanders, Gulick, Huot, and Raymond). Approved. **Motion carries.** M/Worsman to level fund salaries and health insurance, to remove sick pay and longevity incentives and to make the proper adjustments to the lines that go with those items (W/C, UI, retirement and payroll taxes). S/Sylvia. Some representatives voiced their concerns. After discussion, the chair called for the vote. 11 – Y (Burchell, Comtois, Cormier, Fink, Greemore, Holmes, Luther, Sylvia, Tilton, Vadney, Worsman) 7 - NO (Arsenault, DiMartino, Fields, Flanders, Gulick, Huot and Raymond) Approved. **Motion carries.**

Open public hearing: Chair Worsman requested a motion to open the public hearing. M/Vadney, S/Greemore. Unanimous. **Motion carries.** Chair Worsman opened the public hearing at 8:10 PM. Mr. Dave Devoy of Sanbornton, Mr. Dave Nickerson of Sanbornton, Mr. Kurt McGee of Sanbornton, Mr. Rick Demark of Meredith, Chief Jim Hayes, Mr. Earl Leighton of Sanbornton, and Mr. Roger Gray of Sanbornton, Ms. Brenda Baer of Laconia, Ms. Barbara Howard of Alton, Mr. Tim Sullivan of Gilford, Ms. Paula Trombly of Meredith, Hunter Taylor of Alton, Mr. Kevin Leandro of Gilford, Mr. Worsman from Meredith all asked questions and spoke to the budget and proceedings. Chair Worsman concluded public input at 8:40 PM.

Department by Department Review of the budget: Chair Worsman stated that the delegation will now go through the entire budget department by department. Votes for these items were taken by show of hands.

Delegation: M/Worsman to increase legal account number 53200 to \$10,000 from \$2,000 and to take the \$8,000 as a decrease from contingency account number 59900. S/Burchell. 13 – Y, 4 – N. Approved. **Motion carries.**

Posted on website and emailed to all delegates 1/29/13

County Attorney: No further action.

Administration: M/Burchell, S/Cormier to decrease account number 53010 to \$20,000. After discussion, Rep. Burchell amended the motion to \$25,000. S/ Cormier. 12 – Y, 4 – N. Approved. **Motion carries.**

IT: No further action.

Finance: No further action.

Maintenance: No further action.

Sheriff: No further action.

Jail: No further action.

Youth Services/Diversion: Waiting on numbers for 2010 cases which will be available in a couple of weeks.

Outside agencies: No further action.

Debt Service: Request for the Finance Director to find out potential rates. After discussion, it was determined that the county could actually begin the TAN process now.

Capital Projects: No further action.

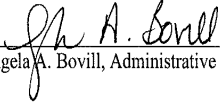
Nursing Home: All divisions in this department were covered. No further action. Delegation finished this process at 9:20 PM.

Next steps: Chair Worsman would like the updated budget with tonight's changes to see the effect that was made with tonight's work. Chair Worsman would also like to add the department heads wages in a separate account number in each individual budget. Once the numbers have all been updated, Chair Worsman would like emailed to all delegation members the updated budget with the subcommittee column added. Chair said that if the Commissioners have any other accounts that would help the delegation get to their \$1.3 million dollar reduction, to please bring forward. Rep. Vadney followed up by saying that they would entertain input by the Commissioners as they know more about the operation of the county, but cautioned them on using too much fund balance. When asked if the goal is to reduce taxes or to make employees pay more, Chair Worsman clearly indicated that the goal is \$1.3 million reduction without touching fund balance. Chair Worsman called for motion to close the public hearing. M/Huot, S/Fields to close public hearing at 9:47 Am. Unanimous. **Motion carries.**

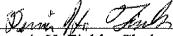
Adjourn: With no further business to come before the Board, M/Huot, and S/Fields to adjourn at 9:50 PM. Unanimous. **Motion carries.**

Posted on website and emailed to all delegates 1/29/13

Respectfully submitted,


Angela A. Bovill, Administrative Assistant

A true record Attest:


Dennis H. Fields, Clerk of the County Convention

Posted on website and emailed to all delegates 1/29/13



Executive Committee Meeting Minutes
February 4, 2013 at 4:30 PM

Chair Worsman called the Belknap County Delegation Executive Committee meeting to order at 4:30 PM on the above date at 34 County Drive, Laconia, NH.

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

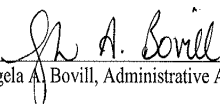
Also present: Commissioners, County Treasurer, Finance Director and County Administrator.

Officers of the Executive committee: Chair Worsman stated that in accordance with RSA 24:2-a she is seeking nominations for the election of officers for the Executive Committee. M/Worsman, S/Flanders to nominate Rep. Tilton as the Chair of the Executive Committee. Chair asked for other nominations. None. Unanimous. **Approved.** M/Vadney, S/Worsman to nominate Rep. Greemore as the vice chair. Chair asked for other nominations. None. Rep. Huot suggested they close the nominations and vote. Unanimous. **Approved.** M/Tilton, S/Greemore to nominate Rep. Vadney as the clerk. Chair asked for other nominations. None. Rep. Huot suggested they close the nominations and vote. Unanimous. **Approved.** Chair Worsman then turned the meeting over to Chair Tilton. Clerk Vadney would like to designate Administrator Shackett and her Administrative Assistant to keep records, etc.

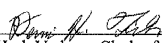
Tax Anticipation Notes (TAN's): Administrator Shackett asked Chair Tilton if they could discuss the need for TAN's at this time. Chair Tilton indicated that he was hesitant to discuss it this early in the year when there have been years in the past when it wasn't required until April or May. Ms. Shackett informed the executive committee that this year the county will run out of money around 3/28. Finance Director Glen Waring explained the process, the timing and the cash flow projection for this year. Treasurer, Michael Muzzey explained the process in support of his request to borrow. Rep. Vadney saw no harm in getting the treasurer authorized now to start the paperwork process. M/Huot, S/Fields to authorize the county treasurer to borrow an amount not to exceed \$10 million in tax anticipation notes. Chair Tilton called for the vote. 6 – Y, 1 – opposed (Rep. Tilton was opposed.) Approved. **Motion carries.**

Adjourn: With no further business to come before the Executive Committee, motion to adjourn at 5:00 PM. Unanimous.

Respectfully submitted,


Angela A. Bovill, Administrative Assistant

A true record Attest:


Herb Vadney, Clerk of the Executive Committee



Delegation Meeting Minutes **February 4, 2013 at 5:00 PM**

Chairman Worsman called the Belknap County Delegation meeting to order at 5:06 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, Worsman, Arsenault and Luther.

Also present: Commissioners Philpot, Nedeau, Thomas (via conference call), Treasurer Michael Muzzey and County Administrator Shackett.

TAN (tax anticipation notes) request: Chair Worsman informed the delegation that there was a request from the Commissioners to accept the request from the County treasurer to borrow up to \$10 million in anticipation in taxes. This was approved at the Executive Committee meeting. Chair Worsman asked Treasurer Michael Muzzey to speak to this request and answer questions. Chair Worsman indicated that this was not on the agenda, but it has been approved by the Executive Committee and wanted the whole Delegation informed.

Approval of minutes: M/Flanders, S/Vadney to approve the 12/10/12 minutes with name spelling corrections for Huot and Worsman. 17- Y, 1 – abstained due to absence (Rep. Arsenault). Approved. **Motion carried.** Chair Worsman submitted the ballots from this meeting for the record. M/Greemore, S/Vadney to approve the 12/21/12 Executive committee minutes. 6 – Y, 1 – abstained due to absence (Rep. Tilton) Approved. **Motion carried.** M/Vadney, S/Raymond to approve the 01/11/13 Public Safety subcommittee minutes. Unanimous. **Motion carried.** M/Vadney, S/Sylvia to approve the 1/18/13 subcommittee minutes. Chair Worsman asked to amend the 4th line in the 1st paragraph to include retirement. Unanimous. **Motion carried.** (Chair Worsman excused Rep. Vadney at 5:20 PM for the record) M/Tilton to approve the 01/13/13 Deeds & Maintenance @ 10:22 AM subcommittee minutes with the addition of “The Administrator said” at the beginning of the last sentence in paragraph 2. S/ Greemore. Unanimous. **Motion carried.** M/Gulick, S/Greemore to approve the Deeds & Maintenance @ 12:40 PM subcommittee meeting minutes. Unanimous. **Motion carried.** M/Gulick, S/Greemore to approve the Deeds and Maintenance 1/18/13 10:00 AM subcommittee minutes. Unanimous. **Motion carried.** M/Arsenault, S/Cormier to approve the 1/11/13 Outside Agencies subcommittee minutes. Unanimous. **Motion carried.** M/Sylvia to amend where it says “he would not be claiming any mileage” and add to that “or meeting fee reimbursement”. Rep. Huot said that is statutorily. Committee asked Administrator Shackett to research. S/ Luther as amended. Unanimous. **Motion carried.** M/Fink, S/Flanders to approve the 1/14/13 Nursing Home subcommittee meeting minutes. Unanimous. **Motion carried.** M/Huot,

S/Raymond to approve the 1/21/13 meeting minutes. Rep. Worsman asked that in every motion, wording be changed from “majority rules” to “approved”. On page 3, paragraph II insert wording that “Rep. Tilton suggested splitting the vote”. Also in that same paragraph, change “many” representatives to “some” representatives. M/Tilton, S/Greemore. Unanimous. **Motion carried.**

Commissioners recommended reductions: The Commissioners presented the requested budget reductions. This listing represents the effort put forth by the Commissioners to comply with the request of the delegation to reduce the budget by \$1.3 million. Rep. Greemore asked about the possible grant money for the sheriff’s department. Rep. Comtois asked about the tower on Belknap on behalf of Barnstead. Sgt. Wright reported that they are still waiting on State Police. Rep. Gulick verified that there were no reductions in outside agencies.

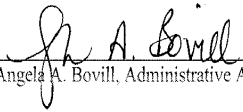
Public input: Chair Worsman asked for public input at 6:13 PM. Mr. Raymond Howard of Alton, Mr. Kurt McGee of Sanbornton, Ms. Melissa Guldbrandsen of Alton, Mr. Hunter Taylor of Alton, Ms. Paula Trombley of Meredith, Ms. Barbara Howard of Alton, Mr. Glen Worsman of Meredith, Mr. Tim Lang of Sanbornton, Ms. Charlene Houle of Gilmanton, Mr. Rick Demark of Meredith, Ms. Barbara Comtois all asked questions and spoke to the budget. Chair Worsman concluded public input at 6:40 PM.

Feedback: The Commissioners asked when they could expect to get feedback from the Delegation on their recommendations. Rep. Tilton said that they needed time to digest. Rep. Worsman asked where the accounts with their account numbers to match these reductions are. Administrator Shackett clarified that there are many many lines throughout the budget with the costs associated with wages. Rep. Gulick stated that the delegation seems to be changing the rules. The Commissioners did what they were requested to do, cut \$1.3 million and this is crazy. Rep. Comtois said that they were not supposed to use additional fund balance or touch the outside agencies. Rep. Raymond asked about the three union contracts and the sunset clause for wages associated with the contracts. Chair Worsman stated that the delegation has nothing to do with the contracts. Rep. Huot wanted to state for the record that the delegation does have something to do with the unions and that if they get hit with an unfair labor practice over this he wants the record to show that he made this statement. Administrator Shackett asked again when the Commissioners can expect to hear feedback. Rep. Worsman stated that she would not consider the information without account numbers being assigned.

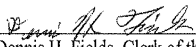
Future meetings: Chair Worsman announced that the following meetings will be scheduled as budget work sessions: Tuesday, February 19th at 5 PM, Monday, February 25th at 5 PM and Monday, March 4th, at 5 PM. At the 2/19/13 meeting, the delegation will give the Commissioners their input on the budget.

Adjourn: With no further business to come before the delegation, M/Huot, S/Comtois to adjourn at 7:30 PM. Unanimous. **Motion carried.**

Respectfully submitted,


Angela A. Bovill, Administrative Assistant

A true record Attest:


Dennis H. Fields, Clerk of the County Convention



Delegation Meeting Minutes February 19, 2013 at 5:00 PM

Chairman Worsman called the Belknap County Delegation meeting to order at 5:10 PM on the above date at 34 County Drive, Laconia, NH and started with the pledge of allegiance. Chair apologized for the delay as she waited for delegates to arrive from Concord.

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

Absent: Rep. Luther

Also present: Commissioners Philpot, Nedeau, Thomas, Treasurer Michael Muzzey and County Administrator Shackett.

Approval of Minutes: M/Greemore, S/Sylvia to approve the 01/21/13, 02/04/13 and the 02/04/13 Executive Committee Meetings minutes as presented. **Motion carries** Approved.

Reaffirmation vote of officers: Based on the fact the Delegation was sued for voting via secret ballots for their election of officers at the 12/10/12 meeting, M/Tilton, S/Greemore to take another vote as a re-affirmation of the 12/10/12 vote in open session; Rep. Worsman as the Chair, Robert Greemore as the Vice Chair and Dennis Fields as the Clerk of the Delegation. Rep. Arsenault suggested taking one vote. Rep. Gulick asked if this was appropriate and is questioning the reason of the vote. Rep. Raymond stated that legal counsel should be sought for some issues the delegation has created. Vote for Colette Worsman Chair Worsman called for a roll call vote. 11 – Y (Burchell, Comtois, Cormier, Fink, Flanders, Greemore, Holmes, Sylvia, Tilton, Vadney, Worsman), 2 – N (DiMartino, Huot), 4 abstained (Arsenault, Fields, Gulick, Raymond) and 1 – absent (Luther). **Motion carries** Approved. . M/Greemore, S/Comtois to reaffirm the vote on 12/10/12 for the 4 representatives elected to the Executive Committee; Reps. Flanders, Vadney, Huot and Tilton. 12 – Y (Burchell, Comtois, Cormier, Fields, Fink, Flanders, Greemore, Holmes, Sylvia, Tilton, Vadney, Worsman), 1 – absent (Luther), 5 (Arsenault, DiMartino, Gulick, Huot, Raymond) abstained. **Motion carries** Approved.

Legal Expenses for the Delegation: Due to unanticipated legal action taken against the delegation, M/Greemore to increase the Delegation's budget legal line item 014110-53200 to \$10,000 and reduce the administration legal line item 014130-53200 by \$10,000. S/Sylvia for discussion. Rep. Huot, Vadney and Gulick spoke against this action as it is premature in an unapproved budget. Rep. Huot called for a point of order. Administrator Shackett reminded the delegation that the \$30,000 in the administration budget for legal expenses is there because we need that budgeted amount. Chair called the motion. 8 –Y (Burchell, Comtois, Cormier,

Greemore, Holmes, Sylvia, Tilton, Worsman), 1 – absent (Luther), 9 –N (Arsenault, DiMartino, Fields, Fink, Flanders, Gulick, Huot, Raymond, Vadney). **Motion fails.**

Line items in the budget: M/Burchell, S/Cormier that all line items which are missing account numbers will have those numbers supplied to the delegation specifically to administrative and supervisory positions. That all line items must have account numbers so that they may be incorporated into the final budget for the vote of the delegation. Chair Worsman called for a roll call vote. 10 – Y (Burchell, Comtois, Cormier, Fink, Greemore, Holmes, Sylvia, Tilton, Vadney, Worsman, 1 – absent (Luther), 7 – N (Arsenault, DiMartino, Fields, Flanders, Gulick, Huot, Raymond). **Motion carries** Approved. .

Tax Anticipation Note (TAN): Chair Worsman announced as a result of the lawsuit, the validity of the Executive Committee Vote on 02/04/13 was questioned and it was concluded that it needs to be a vote of the full delegation. Chair Worsman then acknowledged Treasurer, Michael Muzzey. Mr. Muzzey stated that based on the review and approval of the Board of Commissioners, he is requesting that the County Delegation approve of borrowing up to \$10 million in FY 2013 in anticipation of taxes. M/Huot, S/Vadney to authorize the County Treasurer to issue an amount not to exceed \$10 million in TAN's for FY 2013 for Belknap County. Chair Worsman called for a roll call vote. 17 – Y (Arsenault, Burchell, Comtois, Cormier, DiMartino, Fields, Fink, Flanders, Greemore, Gulick, Holmes, Huot, Raymond, Sylvia, Tilton, Vadney, Worsman), 1 – absent (Luther). Approved. **Motion carries.**

Public Input: Chair Worsman acknowledged the Commissioners. Chair Thomas read out loud a letter regarding the budgetary roles for the Commissioners and the Delegation. Copies were distributed. (See attached) Commissioner Thomas also requested a meeting with the delegation to bring forth the cost items for the three union contracts.

Rep. Fields read a statement out loud and also gave a copy to the press regarding the budget processes and his dissatisfaction with the way it is being handled. (See attached)

Robert Kingsbury, Laconia asked for a range of salaries that were over \$65,000 per year. Mr. Kingsbury also asked about the Collective Bargaining Agreements. Mr. Hunter Taylor of Alton commented on the administrative budget.

Rep. Vadney stated that employees, or costs associated with full time employees (between wages, benefits, etc.) are expensive. Salaries alone have risen by 5% per year

Revenue Adjustments: Rep. Tilton discussed the Commissioners' undated list of proposed cuts. Noting that several of the items listed already had been approved by the delegation, the following motions resulted:

M/Tilton, S/Vadney to adjust the following revenue budget adjustments:

014150 – 35091 to \$2,350,000 (Fund balance)

014235 – 34091 to \$11,000 (Fees)

025100 – 34050 to \$1,143,366 (Medicaid)

Chair Worsman called for a roll call vote. 13 – Y (Burchell, Comtois, Cormier, Fields, Fink, Flanders, Greemore, Gulick, Holmes, Sylvia, Tilton, Vadney, Worsman), 2 – absent (Arsenault, Luther), 3 – N (DiMartino, Huot, Raymond). **Motion carries** Approved. .

Expenditure adjustments: M/Tilton, S/Sylvia the following Nursing Home budget adjustments:

025110 – 57600 reduce to \$0
025140 – 51400 reduce to \$100,000
025140 – 52200 reduce to \$284,931
025193 – 51100 reduce to \$231,784
025193 – 52200 reduce to \$17,939

Chair Worsman called for a roll call vote. 10 – Y (Burchell, Comtois, Cormier, Fink, Greemore, Holmes, Sylvia, Tilton, Vadney, Worsman), 2 – Absent (Arsenault Luther), 6 – N DiMartino, Fields, Flanders, Gulick, Huot, Raymond). **Motion carries** Approved. .

Budget details: M/Worsman requesting Commissioners present to the convention a budget reflecting votes that the Convention approved tonight and that line items are assigned account numbers for supervisor's wages also to include the amount to be raised by taxes. S/Vadney. Chair Worsman called for a roll call vote. 12 – Y (Burchell, Comtois, Cormier, Fields, Fink, Flanders, Greemore, Holmes, Sylvia, Tilton, Vadney, Worsman), 2 – Absent (Arsenault, Luther), 4 – N (DiMartino, Gulick, Huot, Raymond). **Motion carries** Approved. .

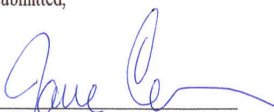
Clarification requested from Commissioners: Administrator Shackett, speaking for the Commissioners, said that all information has been provided to the Convention. Administrator Shackett said that they have not changed the county's general ledger, but the information is all there and has been provided every time it was asked for. Administrator Shackett said that the Commissioners are still seeking clarification on the submitted changes that they made at the 02/04/13 meeting. Administrator Shackett said that the Commissioners are unclear if the \$1.3 million reductions that they proposed are acceptable or if the convention insists on taking it out of employees' wages and benefits. Administrator Shackett said that the Commissioners have had no feedback on the proposed reduction plan and wondered when the full delegation will discuss?

Rep. Tilton responded that the Commissioners' list was discussed by him item by item prior to the two motions (shown above in the paragraph titled Revenue Adjustments). The motions were seconded, opened to the full delegation for discussion, and voted upon. Rep. Tilton then said that he had failed to discuss item 4 on the list and then explained why he did not recommend deleting that from the proposed budget, therefore not including it in his two motions. No other member suggested including it. He also pointed out that the Commissioners' list of proposed cuts totaled \$1.219, 500 million reductions, not \$1.3 million. Chair Worsman stated that the convention would like a budget that they could vote on at the 02/25/13 meeting.

Adjourn: M/Comtois, S/Burchell to adjourn at 8:00 PM. **Motion carries** Unanimous. .

Delegation had a non-meeting per RSA 91-A: 2 (b) to consult with legal counsel.

Respectfully submitted,



Jane Cormier, Clerk of the County Convention



Delegation Meeting Minutes
February 25, 2013 at 5:03 PM

Chairman Worsman called the Belknap County Delegation meeting to order at 5:10 PM on the above date at 34 County Drive, Laconia, NH and lead the pledge of allegiance.

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

Absent: Rep. Fields and Flanders.

Also present: Commissioners Philpot, Nedeau, Thomas, and County Administrator Shackett.

Moment of Silence: Chair Worsman announced the unfortunate death of Rep. Fields Dad and paused for a moment of silence in his honor.

Approval of minutes: Delegation reviewed the 2/19/13 Draft meeting minutes. Rep. Gulick and Rep. Raymond wanted a few sentences inserted of items that they spoke of. Rep. Tilton wanted some changes made in the wording under revenue adjustments, the paragraph on page 3 and also wanted another paragraph added. He will submit in writing. Discussions ensued around the contents of minutes and facts, motions etc. versus transcribed minutes with discussion. These minutes will be updated and the delegation will review again.

Lawsuit Tardif vs. Convention: Chair Worsman read an email (for the record) dated 2/15/13 where she requested through Administrator Shackett that the Delegation be allowed to hire outside counsel for the lawsuit. Commissioners instructed Administrator Shackett to convey that they considered the request, but that they have retained legal representation and would "keep the delegation informed". M/Greemore to Petition the decision of the Commissioners in denying the request (petition attached) S/Tilton for discussion. Rep. Gulick cited RSA 7:34 which indicates that the Commissioners are responsible for engaging the County Attorney if necessary. Commissioner Philpot agreed that the statute is clear. The Commissioners have retained legal counsel to defend this action. Rep. Burchell read the very last sentence in RSA 29 A: 7. Rep. Raymond asked for a roll call vote.

Representative:	YES	NO	ABSENT
Beth Arsenault		X	
Richard Burchell	X		
Guy Comtois	X		
Jane Cormier	X		
Lisa DiMartino		X	
Dennis Fields			X
Charles Fink	X		
Don Flanders			X

Robert Greemore	X		
Ruth Gulick		X	
Stephen Holmes	X		
David Huot	X		
Robert Luther	X		
Ian Raymond		X	
Michael Sylvia	X		
Franklin Tilton	X		
Herb Vadney	X		
Colette Worsman	X		
TOTAL:	12	4	2

Motion carries Approved.

Chair Worsman announced that the legal opinion letter that the Commissioners gave them this evening would be taken under advisement by the Delegation. Rep. Gulick stated that she was horrified by the continuous actions of some members of this convention. The efficiencies that have been reached in the County over the last 5 years are being destroyed and she moved to accept Chair Worsman's resignation. Rep. Arsenault read a written statement supporting the County operations, etc. and provided copies. (Attached) M/Raymond to delay the vote on the proposed budget until they can hear from the department heads of each agency regarding potential impacts. S/Gulick for discussion. Chair called for a roll call vote:

Representative:	YES	NO	ABSENT
Beth Arsenault	X		
Richard Burchell		X	
Guy Comtois		X	
Jane Cormier		X	
Lisa DiMartino	X		
Dennis Fields			X
Charles Fink		X	
Don Flanders			X
Robert Greemore		X	
Ruth Gulick	X		
Stephen Holmes		X	
David Huot	X		
Robert Luther	X		
Ian Raymond	X		
Michael Sylvia		X	
Franklin Tilton		X	
Herb Vadney		X	
Colette Worsman		X	
TOTAL:	6	10	2

Motion Fails.

Budget votes: M/Tilton

1. Increase line for Contingency from \$86,800 to \$150,000
2. Increase 53200 legal County Convention from \$2,000 to \$10,000
3. Reduce 56110 (training in the Administration budget) from \$7,000 to \$2,000
4. Reduce 53200 legal in the Administration budget from \$30,000 to \$10,000
5. Reduce unnumbered line County Administrators salary from \$106,721 to \$86,821.

S/Sylvia for discussion. Rep. Tilton spoke to his motion that the county was too willing to hire lawyers and that the county administration has been constantly increasing and growing. Rep. Huot asked why he wanted to affect the County Administrator's salary; did he not level fund at least year's number? Rep. Tilton said that the budget is increasing too much. Commissioner Philpot explained that \$30,000 for legal costs is necessary; he reminded the Delegation that they do not realize the status of the County's legal situation. They have never inquired or asked for any information. Commissioner Thomas said that the Commissioners did not refuse to provide the delegation with a new budget, they simply declined to change their general ledger accounts and he also reiterated that the Commissioners set salaries. Rep. DiMartino stated that if the Delegation continues down this path they will need to increase their legal line item. Chair Worsman called for decorum. Rep. Cormier questioned why the largest salary in the budget has no line item. Rep. Huot reminded members that the Administration and Finance Subcommittee made their recommendations, and they were accepted. Now they want to make these cuts. Rep. Arsenault said that instead of hiring a stenographer, we should take care of residents. Administrator Shackett reiterated that all budget info has been provided many times to the delegation. Also that the largest salary has been clearly identified on its own line in the budget. It has been provided every time it was asked for. Chair Worsman called for a roll call vote.

Representative:	YES	NO	ABSENT
Beth Arsenault		X	
Richard Burchell	X		
Guy Comtois	X		
Jane Cormier	X		
Lisa DiMartino		X	
Dennis Fields			X
Charles Fink	X		
Don Flanders			X
Robert Greemore	X		
Ruth Gulick		X	
Stephen Holmes	X		
David Huot		X	
Robert Luther		X	
Ian Raymond		X	
Michael Sylvia	X		
Franklin Tilton	X		
Herb Vadney	X		
Colette Worsman	X		
TOTAL:	10	6	2

Motion carries Approved. . For the record, Rep. Holmes asked to abstain from this vote and Chair Worsman stated that since he was part of the discussion he must vote, just as the house floor does in Concord. Commissioner Philpot asked Chair Worsman a parliamentary question on what specific rules the Chair is operating under – Chair stated" no specific rules".

Public Hearing: M/Tilton, S/Greemore to open the public hearing at 6:20 PM. Unanimous by show of hands. **Motion carries.**

Public input: Robert Kingsbury of Laconia, Barbara Howard of Alton, Diana Lacey of Belmont, Ken Randall of Tilton, Paula Trombly of Meredith, Raymond Howard of Alton, Peter Brunette of Lakeport, Hunter Taylor of Alton, Roger Gray of Sanbornton, Charlene Houle of Gilmanton, Maureen Baxley of Laconia, David Pollak of Laconia, Patrick O'Reilly of Tilton, Andrea Adams of Gilford, Sandy Sturgeon of Tilton, Liz Merry of Laconia all spoke. Edward Philpot, Laconia wanted public to know that the budget copies tonight were Chair Worsman version, not the official county document; that the Commissioners request to present the cost items for the 3 contracts has been refused twice and should be considered as part of the budget; to reiterate that we should stop referring to "taxpayers" and refer to as residents or citizens and remind the delegation that the County must legally honor the contracts and lastly that the Commissioners have always offered any budget info to residents and citizens. Debra Shackett, Gilmanton stated that early in the budget process the delegation decided to cut approx. 1 million, Commissioners presented a plan for those reductions to the delegation in good faith, the delegation took that and are still adamant that they want to cut employees. M/Worsman, S/Sylvia to close the public hearing. Unanimous by show of hands. **Motion carries.** The Public hearing was closed at 7:20 PM. Chair Worsman thanked everyone for their input.

Budget and vote of the Delegation: Rep. Gulick said is it irresponsible to vote on the budget until the public has had a chance to review. Rep. Tilton said the budget was presented at 12/10/12 meeting, sub committees have voted on it, modifications are reflected from 2/19/13 budget meeting and that an 8.9% increase was unacceptable to the delegation. Rep. Gulick reminded them the 8.9% is not the increase in property taxes, that the subcommittee process was inconsistent and that it is not fair to the public if we vote tonight. Commissioner Thomas asked again when they could present the cost items associated with the contracts. M/Gulick to allow the Commissioners to present the cost items of the 3 CBA's at the 3/4/13 delegation meeting before voting on the budget. S/Huot for discussion. Chair Worsman called for a roll call vote:

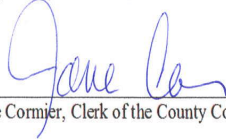
Representative:	YES	NO	ABSENT
Beth Arsenault	X		
Richard Burchell		X	
Guy Comtois		X	
Jane Cormier		X	
Lisa DiMartino	X		
Dennis Fields			X
Charles Fink	X		
Don Flanders			X
Robert Greemore	X		
Ruth Gulick	X		
Stephen Holmes	X		
David Huot	X		
Robert Luther	X		
Ian Raymond	X		
Michael Sylvia		X	
Franklin Tilton		X	
Herb Vadney		X	
Colette Worsman		X	
TOTAL:	9	7	2

Motion carries Approved.

Budget information for vote: M/Worsman to receive all budget information from the County Commissioners including all line items on the County budget prepared to include budgeted items from the February 19 and tonight's meeting so it is ready for the delegation to vote at the March 4, 2013 meeting. S/Greemore for discussion. Yes, this can be done so all are working together from same county budget document, etc. with proposed/updated changes. Administrator Shackett said that the budget will be updated and posted the County's website tomorrow. Chair Worsman asked for it to also be emailed to all 18 delegates. Unanimous by show of hands.
Motion carries.

Adjourn: M/Huot, S/Luther to adjourn at 7:50 PM. Unanimous. Motion carries.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Jane Cormier", is written over a horizontal line.

Jane Cormier, Clerk of the County Convention



Delegation Meeting Minutes
March 4, 2013 at 5:00 PM

Chairman Worsman called the Belknap County Delegation meeting to order at 5:03 PM on the above date at 34 County Drive, Laconia, NH and lead the pledge of allegiance.

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

Absent: Rep. Flanders.

Also present: Commissioners Philpot, Nedeau, Thomas, and County Administrator Shackett.

Chair announced that they would move the approval of meeting minutes to the end if there were no objections. There were none.

Cost items for Collective Bargaining Agreements: Chairman Worsman turned the meeting over to the Commissioners to present the cost items. Chairman Thomas said the negotiations started in August 2012; he wanted to thank the negotiating team for all their hard work and effort in getting to the tentative agreements. Administrator Shackett gave members a list of the cost items for the 3 bargaining units. They are 18 month contracts with a total cost package of \$478,457.23. Administrator Shackett pointed out that all of the listed items (with the exception of merits) are contractually required to be paid. Rep. Tilton wanted to know the logic behind giving a 2% COLA on 6/30/14 (for budgeting purposes) and not including the added costs for consideration? That portion will be addressed during the 2014 budget process. Rep. Sylvia asked if this meant raises for employees. Administrator Shackett answered yes if they are members of the CBA, they are eligible via performance review and if they are not maxed out on the pay scale. Rep. Sylvia asked if the county will pick up the increase for health insurance. There is a 7.3% increase this year effective July 1. Administrator Shackett answered that there is criteria the employee will have to meet, or their share of health insurance will go up 10%. Rep. Greemore asked what the wellness programs are? Human Resource Director Norm O'Neil explained the 3 components of the requirements to be met. Finance Director Glen Waring explained how they came to the COLA rate. Rep. Huot asked if longevity pay was for the entire term of the contract. Rep. Greemore asked what would happen if the Delegation didn't fund the cost items. County would have to find the money. Rep. Tilton asked if sick pay was in the contracts. Yes. Rep. Burchell read somewhere about the Laconia PD not being entitled to what was allowed in the contract. Mr. O'Neil stated that was not true. Rep. Fields asked where the money would come from if the delegation does not approve. Administrator Shackett answered that other areas will have to be sacrificed. Rep. Cormier asked when the negotiations were

agreed to. A tentative agreement was made on 1/16/13 and the ratification process began. Rep. Fields indicated this could have been done two weeks ago when the Commissioners asked to be put on the agenda. Commissioner Philpot said they were not given permission to present. Chair Worsman thanked the Commissioners for their presentation.

M/Raymond to accept the cost items as presented. S/Fields for discussion. Rep. Worsman clarified dollar amounts that were listed. Chair called for a roll call vote:

Representative:	YES	NO	ABSENT
Beth Arsenault	X		
Richard Burchell		X	
Guy Comtois		X	
Jane Cormier		X	
Lisa DiMartino	X		
Dennis Fields	X		
Charles Fink		X	
Don Flanders			X
Robert Greemore		X	
Ruth Gulick	X		
Stephen Holmes		X	
David Huot	X		
Robert Luther		X	
Ian Raymond	X		
Michael Sylvia		X	
Franklin Tilton		X	
Herb Vadney		X	
Colette Worsman		X	
TOTAL:	6	11	1

Motion fails.

Budget: M/Fields to revert back to the Commissioners recommended budget. S/Huot for discussion. Rep. Fields stated that he did not like the process used from the start with subcommittee meetings and the many different versions of the county budget vs. Chair Worsman budget and that he wanted to start the whole process over and do it right. Chair Worsman stated that the motion needs to have a dollar figure. M/Huot to amend the motion to approve the Belknap County budget of \$26,784,596 as presented to the Delegation on 12/10/12. S/Arsenault to accept the amendment to the motion. Rep. Fields accepted the amendment. Chair Worsman called for a roll call vote.

Representative:	YES	NO	ABSENT
Beth Arsenault	X		
Richard Burchell		X	
Guy Comtois		X	
Jane Cormier		X	
Lisa DiMartino	X		
Dennis Fields	X		
Charles Fink		X	
Don Flanders			X

Robert Greemore		X	
Ruth Gulick	X		
Stephen Holmes		X	
David Huot	X		
Robert Luther		X	
Ian Raymond	X		
Michael Sylvia		X	
Franklin Tilton		X	
Herb Vadney		X	
Colette Worsman		X	
TOTAL:	6	11	1

Motion fails.

Budget: M/Tilton to adopt the 2013 Belknap County budget authorizing General Fund expenditures in the amount of \$15,206,786 and Nursing Home expenditures in the amount of \$10,925,830 making the 2013 Belknap County budget \$26,132,616. Further to allow the Commissioners to use \$2,350,000 to reduce the 2013 tax rate and that all funds appropriated for all line items in 2013 shall be nontransferable without prior approval of the Executive Committee or full Delegation per RSA 24-14. S/Vadney. Rep. Tilton said he used the same wording for this motion that was used in minutes from 2004, 2006, 2007 motions made by then Chairs of the delegation Thomas or Nedeau. Rep. Fields asked if it was the intention of this delegation to run the day by day operations of the County instead of the Commissioners.

Rep. Huot voted to amend the motion to: move that the County budget for 2013 as proposed by the Commissioners for line item 51510, sick pay bonus; 51500, longevity, and 52100, Health Insurance be substituted for the recommended changes made by the Delegation and that the source of funds be as follows: Fund Balance = \$125,000 and Other = \$100,412 (total increase of \$225,412. The Intent of the motion is to maintain employee benefits at the same level (sick, longevity, and health) as provided in 2012 plus any increases required by changes in the status of employees or increases imposed by the county health insurance provider. S/Gulick. Rep. Gulick stated our county employees are important and urged delegates to approve. Rep. Arsenault said it is short sighted to cut employees benefits since they live, work and shop in the county. Rep. Cormier wants to know why we keep having a kick the can analogy. She appreciates the work the county does and is aware that we all pay taxes. Rep. Gulick asked that Commissioner Philpot be allowed to speak. Rep. Fields commented on how he thought this budget process became personal. Chair called for a roll call vote on the amended motion:

Representative:	YES	NO	ABSENT
Beth Arsenault	X		
Richard Burchell		X	
Guy Comtois		X	
Jane Cormier		X	
Lisa DiMartino	X		
Dennis Fields	X		
Charles Fink		X	
Don Flanders			X
Robert Greemore		X	

Ruth Gulick	X		
Stephen Holmes		X	
David Huot	X		
Robert Luther		X	
Ian Raymond	X		
Michael Sylvia		X	
Franklin Tilton		X	
Herb Vadney		X	
Colette Worsman		X	
TOTAL:	6	11	1

Motion fails. Back to the original motion made by Rep. Tilton and seconded by Rep. Vadney for discussion. Rep. Raymond discussed the costs to fund CBA that was denied could force layoffs. Rep. Vadney said that is up to the Commissioners to figure out. Rep. Burchell spoke with the DRA regarding the MS-42. Rep. Raymond said that the delegation has taken two NO votes regarding employee benefits, either they can approve now or they will be faced with the transfer later. M/Huot that the amount of the appropriation for 2013 for LRMFA in account #014660 – 55015 be in the amount of \$554,037. S/Arsenault to discuss. If the delegation wanted to change the funding for LRMFA, they should have consulted with each town. If that is the intent, then they need to reach out to all the communities for 2014. Rep. Greemore asked what cause the \$20,374 increases. Rep. Tilton said LRMFA has no outside overview of their budget. Chair called for a roll call vote.

Representative:	YES	NO	ABSENT
Beth Arsenault	X		
Richard Burchell		X	
Guy Comtois		X	
Jane Cormier		X	
Lisa DiMartino	X		
Dennis Fields	X		
Charles Fink		X	
Don Flanders			X
Robert Greemore		X	
Ruth Gulick	X		
Stephen Holmes		X	
David Huot	X		
Robert Luther		X	
Ian Raymond	X		
Michael Sylvia		X	
Franklin Tilton		X	
Herb Vadney		X	
Colette Worsman		X	
TOTAL:	6	11	1

Motion fails. Back to the original motion made by Rep. Tilton and seconded by Rep. Vadney. Administrator Shackett wanted the public to know that the \$52,000 for the corrections officer in the Jails budget is in the budget; this needs to be stated because there is a difference in the county budget posted on the website and the number in the motion that Rep. Tilton has made. There

was no vote in any minutes that said the delegation was taking this position out. The \$52,000 was approved by the subcommittee and then taken out in error when the budget was level funded. The position was not included in that level funding of wages and we asked that it be put back in. Now, the delegation is taking it out twice. The difference between Chair Worsman budget and the County budget was the \$52,000 as explained by the Finance Director. The motion to vote on the budget of \$26,184,616, does not have that \$52,000 and it needs to be added back. M/Burchell to increase the contingency by \$52,000 instead of in the Jail budget until the discrepancy is figured out. S/Tilton. Unanimous by show of hands. **Motion carries.** The new number for the total appropriation will \$10,925,830 Nursing Home and \$15,258,786 general fund for a grand total of \$26,184,616. Chair called for a roll call vote:

Representative:	YES	NO	ABSENT
Beth Arseneault		X	
Richard Burchell	X		
Guy Comtois	X		
Jane Cormier	X		
Lisa DiMartino		X	
Dennis Fields		X	
Charles Fink	X		
Don Flanders			X
Robert Greemore	X		
Ruth Gulick		X	
Stephen Holmes	X		
David Huot		X	
Robert Luther	X		
Ian Raymond		X	
Michael Sylvia	X		
Franklin Tilton	X		
Herb Vadney	X		
Colette Worsman	X		
TOTAL:	11	6	1

Motion carries. Chair announced that is the 2013 Belknap County Delegation Budget and thanked everyone.

Appeal for Legal representation: M/Greemore to give the County Convention consent to retain outside counsel to represent the County Convention. S/Sylvia for discussion. Rep. Arseneault said it is crazy to appeal to ourselves and why are we not satisfied with the representation that the Commissioners provided. Rep. Fields asked who pays for counsel. Rep. Sylvia said that he wants to have the County Attorney represent the Convention. Rep. Burchell said that the convention wants the County Attorney to represent them and that the Commissioners are not in charge of this. Rep. Burchell also stated that the letter from Atty Fitzgerald (the county's legal counsel) is wrong. Rep. Raymond stated with all due respect that someone with a legal degree would have the knowledge and experience to know what is right. Rep. Huot said it is a conflict of interest for this body to appeal to itself. Chair called for a roll call vote:

Representative:	YES	NO	ABSENT
Beth Arsenaault		X	
Richard Burchell	X		
Guy Comtois	X		
Jane Cormier	X		
Lisa DiMartino		X	
Dennis Fields		X	
Charles Fink	X		
Don Flanders			X
Robert Greemore	X		
Ruth Gulick		X	
Stephen Holmes	X		
David Huot		X	
Robert Luther		X	
Ian Raymond		X	
Michael Sylvia	X		
Franklin Tilton	X		
Herb Vadney	X		
Colette Worsman	X		
TOTAL:	10	7	1

Motion carries. Chair stated that now the Convention has retained the right to retain outside legal counsel.

Legal Representation: Rep. Sylvia wants to see if the County Atty. will represent the Convention. County Attorney Guldbrandsen reported that Attorney Fitzgerald (per RSA 7:34) contacted her and would be in charge of the case. Attorney Guldbrandsen stated RSA 29:A2 is what she was following and clearly the two statutes are in conflict. She feels like she is stuck in the middle and it would not be appropriate for her to represent the Convention. Rep. Burchell asked if she could just file the appearance and then the Convention will choose counsel from there. Attorney Guldbrandsen said it is just a form that needs to be filed; you can do it on line. All you need is a name and address to file the form. Attorney Guldbrandsen could file the appearance tomorrow (which is the deadline) and then withdraw. Rep. Burchell suggested hiring someone from the Walter Mitchell Firm to appear. Rep. Gulick suggested having Atty. Guldbrandsen file the appearance. Rep. Fields wanted to know how Rep. Burchell came up with this attorney from Walter Mitchell Group. It was during a chance hallway discussion with Chair Worsman, Rep. Tilton and Rep. Huot at the LOB in Concord. M/ Huot to retain a lawyer from the Walter Mitchell Group to see if they will represent the Convention in this case. S/Burchell. Cormier added that Attorney Guldbrandsen be a fill in if they cannot. Administrator Shackett reminded the Convention that the Commissioners legal counsel (Attorney Fitzgerald) will be filing the appearance tomorrow; that is happening. Chair called for a roll call vote.

Representative:	YES	NO	ABSENT
Beth Arsenaault			X
Richard Burchell	X		
Guy Comtois	X		

Jane Cormier	X		
Lisa DiMartino	X		
Dennis Fields	X		
Charles Fink	X		
Don Flanders			X
Robert Greemore	X		
Ruth Gulick		X	
Stephen Holmes	X		
David Huot	X		
Robert Luther	X		
Ian Raymond	X		
Michael Sylvia	X		
Franklin Tilton	X		
Herb Vadney	X		
Colette Worsman	X		
TOTAL:	15	1	2

Motion carries.

Adjourn: M/Burchell, S/Huot to adjourn at 8:03 PM. Unanimous by hand vote. **Motion carries.**

Respectfully submitted,



Jane Cormier, Clerk of the County Convention



Delegation Meeting Minutes

March 19, 2013

Chairman Worsman called the Belknap County Delegation meeting to order at 6:10 pm on the above date at 34 County Drive, Laconia, NH and started with the Pledge of Allegiance.

In attendance: Reps. Arsenault, Burchell, Comtois, Cormier, Fields, Fink, Flanders, Greemore, Gulick, Holmes, Huot, Luther, Raymond, Sylvia, Tilton, Vadney, Worsman.

Election of Chair, Vice Chair, Clerk and Executive Committee members

Point of Order made by Rep. Arsenault about who should run meeting – Rep. Flanders or Rep. Worsman. Elected chair was elected publicly and it was decided that Rep. Worsman would chair the elections at this meeting.

Election - Chairman of Delegation. Rep. Tilton nominated Rep. Worsman. S/Rep. Sylvia. Rep. Arsenault nominated Rep. Huot for Chairman of Delegation. S/Rep. Gulick. Roll Call vote - 12 Rep. voted Rep. Worsman (Burchell, Comtois, Cormier, Fields, Fink, Flanders, Greemore, Holmes, Sylvia, Tilton, Vadney, Worsman) 5 rep. voted Rep. Huot (Arsenault, Gulick, Huot, Luther, Raymond) 1 absent (DiMartino).

Election – Vice Chairman of Delegation. Rep. Worsman nominated Rep. Greemore. S/Rep. Vadney. Rep. Luther nominated Rep. Huot for Vice Chairman. S/Rep. Arsenault. Roll Call vote – 12 Rep. voted Rep. Greemore (Burchell, Comtois, Cormier, Fields, Fink, Flanders, Greemore, Holmes, Sylvia, Tilton, Vadney, Worsman). 5 Reps. voted Rep. Huot (Arsenault, Gulick, Huot, Luther, Raymond) 1 absent (DiMartino).

Election – Clerk of Delegation. Rep. Greemore nominated Rep. Cormier. S/Holmes. Rep. Arsenault recommended Rep. Fields. S/Rep. Huot. Roll Call vote 11 Rep. voted Rep. Cormier (Burchell, Comtois, Cormier, Fink, Greemore, Holmes, Luther, Sylvia, Tilton, Vadney, Worsman) 6 Rep. voted Rep. Field (Arsenault, Fields, Flanders, Gulick, Huot, Raymond) 1 absent (DiMartino).

Election – Executive Committee. M/Rep. Tilton that 4 elected members and 3 ex officio to equal 7 members on the Executive Committee. S/Flanders. Vote was 15 members in favor (Burchell, Comtois, Cormier, Fink, Flanders, Greemore, Gulick, Holmes, Huot, Luther, Raymond, Sylvia, Tilton, Vadney, Worsman). 1 voted nay (Arsenault) 2 Absent (Fields, DiMartino).

Rep. Sylvia asked question about duties of Executive Committee. Rep. Tilton answered E. C. works with budget and considers requests of line items in budget and contingency. Prior to June filing, E. C. recommends salaries of elected officials for upcoming years. Minimum meeting requirement is at least twice per year, but more as needed.

Election Results: Rep. Burchell nominated Rep. Vadney, S/Greemore; Rep. Flanders nominated Rep. Tilton, S/Vadney; Rep. Tilton nominated Rep. Flanders, S/Worsman; Rep. Luther nominated Rep. Huot, S/Tilton; Rep. Worsman nominated Rep. Comtois, S/Vadney; Rep. Raymond nominated Rep. Arsenaault, S/Rep. Gulick. Rep. Arsenaault declined nomination. Rep. Gulick nominated Rep. Raymond, S/Rep. Arsenaault. Rep. Comtois received 9 votes (Burchell, Comtois, Cormier, Fink, Greemore, Holmes, Sylvia, Vadney, Worsman). Rep. Flanders received 15 votes (Burchell, Comtois, Cormier, Fink, Flanders, Greemore, Gulick, Holmes, Huot, Luther, Raymond, Sylvia, Tilton, Vadney, Worsman). Rep. Huot received 7 votes (Arsenaault, Flanders, Gulick, Huot, Luther, Raymond, Tilton). Rep. Raymond received 6 votes (Arsenaault, Gulick, Huot, Luther, Raymond, Vadney). Rep. Tilton received 12 votes (Burchell, Comtois, Cormier, Fink, Flanders, Greemore, Holmes, Luther, Sylvia, Tilton, Vadney, Worsman). Rep. Vadney received 12 votes (Burchell, Comtois, Cormier, Fink, Flanders, Greemore, Gulick, Holmes, Raymond, Sylvia, Tilton, Worsman). Rep. Worsman said Executive Committee will vote when it next meets to elect chair of committee.

Acceptance and/or Correction of Minutes: After review of Feb. 19, 2013 minutes, Rep. Tilton suggested comments as submitted and emailed to administration on 2/23/13 be inserted into the Feb. 19 minutes. Once inserted in the 2nd draft, a final vote for acceptance can be held. M/Tilton to revise the minutes to include the 2/23/13 emailed comments. S/Holmes.

15 voted in favor (Burchell, Comtois, Cormier, Fink, Flanders, Greemore, Gulick, Holmes, Huot, Luther, Raymond, Sylvia, Tilton, Vadney, Worsman), 1 voted to oppose (Arsenaault), and two absent (DiMartino, Fields).

After review of Feb. 25 minutes, M/Greemore to attach petition to Belknap County Commission regarding the Tardiff lawsuit in revised minutes. Once inserted in the 2nd draft, a final vote for acceptance can be held. S/Worsman. Corrections to be made on minutes include page 2 vote, Rep. Huot voted YES and was NOT absent. Rep. Gulick made correction of "cited" not "sited". Vote was hand count of 14 yes; 1 nay; 1 abstention (not present at meeting); 2 absent.

After review of March 4 minutes, M/Worsman to include comments from Attorney Guldbrandsen to Belknap County Convention and Commissioners into the minutes. S/Greemore. Hand count vote was 4 yea, 12 opposed, 2 absent. Suggested corrections to include changes in minutes on page 4 "to" to "two"; page 5 "do" to "due", and date on page 3 of 2004 to 2007. Hand count vote was 15 yea, 1 opposed, and 2 absent.

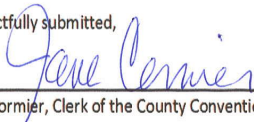
M/Worsman to go into nonpublic session at 7:13 pm per RSA 91-A-3:II(e) regarding litigation. S/Greemore. Hand count vote was 16 yea, 2 absent. No decisions were made.

M/Huot to re-enter public session at 7:36 pm. S/Luther. Hand count vote was 16 yea, 2 absent.

M/Huot Chair contact Attorney Fitzgerald to obtain representation Tardiff vs Belknap County Commission. S/Gulick. Rep. Tilton amends Chair be the point of contact between council and county convention. Huot accepts amendment. Hand count vote 13 yeah, 3 nay, and 2 absent.

Rep. Sylvia suggests the delegation look over Investigations RSA 24:17 to possibly discuss at next meeting. M/Comtois to adjourn. S/Huot. Meeting adjourned at 7:48 pm.

Respectfully submitted,



Jane Cormier, Clerk of the County Convention



**Belknap County Executive Committee Meeting
April 8, 2013**

Present: Reps. Tilton, Worsman, Flanders, Vadney, Greemore, Cormier, Commissioner Thomas, Deb Shackett, Angela Bovill, and Glen Waring. **Absent:** Rep. Comtois

Rep. Worsman nominates Rep. Tilton to be Chair of Exec Committee. Seconded by Rep. Vadney with unanimous vote for Executive Committee Chair.

Rep. Worsman nominates Rep. Flanders to be Vice Chair of Exec Committee. Seconded by Rep. Vadney with unanimous vote for Executive Committee Vice Chair.

Herb Vadney nominates Rep. Cormier for Clerk for Executive Committee. Seconded by Rep. Tilton with unanimous vote for Executive Committee Clerk.

Purpose of meeting is to review budget – end of year 2012. There is a requirement to meet at least twice a year. Next meeting will review 2013 first quarter budget. Rep. Vadney proposed an Executive Committee meeting on April 17 Seconded by Rep. Tilton. Unanimous vote.

Rep. Tilton budget 2/14/2013 will be reviewed section by section. Mr. Waring and Ms. Shackett cannot give specific answers today – as “information has already been given”. Rep. Vadney feels Mr. Waring & Ms. Shackett are “stonewalling” this committee meeting. Specific information regarding inflated estimates will be offered at the scheduled next meeting.

Audited reports will be available soon. Mr. Waring suggested adjustments are not expected but could be possible. Preliminary audit due by end of April and draft statements due first part of May and should be finalized by mid May 2013.

In summary the unaudited revenue is \$31,494,065.91. Unaudited expenses is \$28,567,004.41. Estimated amount to be added to fund balance is \$2,897,061.50.

Rep. Worsman confirmed MS42 was submitted in person to DRA in Concord. Rep. Worsman added to the accounting document to verify “In accordance with RSA 24:14 and 24:15 the county convention voted to require the county commissioners to obtain written authority from the executive committee before transferring any appropriation or part thereof of the line items delineated within the attached budget.” In addition, added to the MS-42 was “Attached and an integral part of this report, is the line by line detail and meeting minutes.”

Rep. Tilton adjourned meeting at 3:07 pm.

Respectfully submitted,



Jane Cormier, Clerk of the County Convention



Executive Committee Meeting

April 17, 2013, 4:30 pm

Chairman Tilton called the Executive Committee Meeting to order at 4:34 pm on the above date at 34 County Drive, Laconia, NH and lead the Pledge of Allegiance.

In Attendance: Chair, Rep. Tilton and Representatives Worsman, Vadney, Flanders, Greemore, Cormier
Commissioner Thomas, Administrator, Deb Shackett, Finance Director, Glen Waring

M/Greemore to approve the minutes of 4/8 meeting; S/ Rep. Worsman. Unanimous vote to approve the minutes.

Rep. Tilton opened to review progress on the 2012 budget. Overview from Finance Director, went over summary points of 2013 budget. Expense report through 3/31 now on line. Comments and questions from last meeting were discussed. Chair Tilton requested more in depth information regarding discussed expenses. Response from administration was the requested information was too in depth to offer at this time. Much discussion about clarity of expenses and accessibility of administration in answering these questions appropriately.

Training: Travel information in the Attorney offices for annual conference was questioned. Expenses that offered no details were questioned. Administrators cannot give detail of expenses that have no stated purpose listed. Rep. Tilton asked for specifics from Administrators. Response - "Don't have documentation available for this information".

Rep. Tilton explains entrees tell nothing about how specific expenses were generated. How did the taxpayers benefit from the bulk of this "training". Ms. Shackett: "...So I know how to do my job better...". Tilton: "This information is critical for next year's budget." Delegation requests more in depth information - line items should contain pertinent information.

2013 Budget

Revenue: Most budgets are tracking in line – some are over expended but these are workers comp, unemployment insurance, property & liability, auditing services, printing and postage. Nursing Home running within its approved budget.

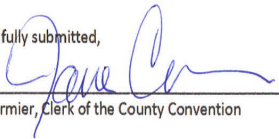
Outside Agencies receive monies up front – Rep. Greemore: "Any feedback regarding pre-payments". Ms. Shackett: "We pay the Outside Agencies once as appropriated."

Ms. Shackett went through the budget revenue. Revenues are over estimates due to a class action suit which presented income. Also, due to Medicare A, revenues are up in Nursing Home due to beds filled for short term rehab services. Summary went through expenses overall. More expenses were generated by special nursing services for the short term rehab patients.

After some discussion of numbers, it was noted, several lines and departments totals differed from Delegation approved budget including monies moved from the Contingency Fund without Executive Committee approval. Ms. Shackett noted that if we were looking for the money the delegation allocated for the legal expenses in the registry of deeds, it is not there, she said we have put it in the Health Insurance account. She further explained the Commissioners did not follow appropriation as the delegation voted. Ms. Shackett explained they "moved money around as Commissioners needed to spend it."

M/Tilton to adjourn. S/Flanders. Unanimous vote to adjourn. Meeting ended at 6:03 pm.

Respectfully submitted,



Jane Cormier, Clerk of the County Convention



Delegation Meeting Minutes
April 17, 2013, 6:00 pm

Chairman Worsman called the Belknap County Delegation meeting to order at 6:05 pm on the above date at 34 County Drive, Laconia, NH. Rep. Greemore led the Pledge of Allegiance.

In Attendance: Reps. Fink, Vadney, Holmes, Cormier, Worsman, Greemore, Burchell, DiMartino, Fields, Randers, Gulick, Huot, Luther, Raymond, Sylvia, and Tilton. Also present: Commissioners Thomas, Nedeau, Philpot, County Administrator Deb Shackett, and Angela Bovill.

Absent: Reps. Arsenault and Comtois

Acceptance/Correction of Meeting Minutes for March 19.

Modification to include insert "No decisions were made." on Non Public Session into minutes. Rep. Sylvia and Rep. Greemore's names spelled incorrectly and will be corrected. M/ Greemore. S/Holmes to accept changes. Unanimous voice vote with one abstention: Rep. DiMartino. Motion carries.

M/Worsman: Delegation approved budget should be attached to the minutes of March 4 meeting. S/Vadney. Roll call: YEA: Burchell, Fink, Randers, Greemore, Holmes, Luther, Sylvia, Tilton, Vadney, Worsman. NAY: DiMartino, Fields, Gulick, Huot, Raymond. Motion carries.

Commissioner Thomas – spoke about "good news" with regards to revenue from Nursing Home. Deb Shackett spoke on request of an appropriation from the delegation. Requested \$200,000 to be appropriated as supplemental to the Nursing Home budget. If \$200,000 is appropriated, \$400,000 can be brought in through Medicare A. Revenue comes in from short term care through Medicare A. After care of these patients, the Nursing Home retains approximately a 14% income over expenses. Extra costs incurred in OTP services. Currently, 89 patients - 9 on Medicare A. Capacity is 94 patients. M/Randers for Public Hearing on this supplemental request for the 2013 budget with financials given to delegation before meeting. S/Huot. Voice vote - ten Yea and one Nay. Motion carries.

Report on Executive Meeting – April 8 review 4th quarter of 2012. Had questions and unaudited results revenue came in \$600,000 above estimates. Expenditures about 2.3 million less than budget. Amount over budget and added to Fund Balance: \$ 2,897,061.

Committee met this evening to review first quarter – noteworthy, Commissioners are not following approved budget. Some department totals are same as convention voted budget, but many line items amounts are being moved within the budget. Spike in revenue in Medicare A discussed as well. Meeting quarterly to discuss budget.


M/ Flanders to go into non public session at 7:14 pm per RSA 91-A:3:11(e) regarding litigation.
S/ Greemore. Unanimous roll call vote. Motion to move out of non-public session at 7:18 pm. No
decisions were made. M/ Sylvia to return to Public Session at 7:19 pm. S/ Holmes. Unanimous vote.

Other Business. Discussion regarding counsel to represent the delegation in dispute with County
Commissioners. M/ Greemore - Belknap Convention, mindful of ongoing disputes affecting the
Convention and the Commissioners, shall hire the law firm David Horan to represent its interests and,
further that the decision to allow Paul Fitzgerald to remain in place in the Tardif matter does not
indicate acquiescence to the Commissioners in the choice of counsel to represent the Convention.
S/ Burchell.

Discussion on motion. Rep. Fields commented on this process of seeking representation for delegation
not appropriate. Rep. Huot discussed this was not on the agenda. Chair Worsman responded that this
evenings' Executive Meeting made this business important to discuss. It was clear the Commissioners
have no intent to follow the approved budget line items as voted by the delegation. Rep. Cormier
commented the delegation has been in the process of seeking representation for some time and there
was nothing secret about this. Roll Call: AYE Burchell, Cormier, Fink, Greemore, Holmes, Sylvia, Tilton,
Vadney, Worsman NAY: DiMartino, Fields, Flanders, Gulick, Huot, Luther, Raymond. Motion carries.

M/ Huot to adjourn for the evening. S/ Greemore. Meeting ended at 8:03 pm. Unanimous hand vote.
Motion carries.

Respectfully submitted,


Jane Cormier, Clerk of the County Convention

Belknap County
May 21, 2013
Delegation Meeting Minutes

Chairman Worsman called the Belknap County Delegation meeting to order at 6:00 pm on the above date at 34 County Drive, Laconia, NH and started with the Pledge of Allegiance.

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

Absent: Reps. DiMartino and Luther

Also present: Commissioners Philpot, Nedeau, Thomas; Finance Director, Glen Waring; Nursing Home Director, Matt Logue; and Administrative Assistant, Angela Bovill

Acceptance and/or correction of minutes: Executive Committee: 4/17 M/Flanders S/Greemore. Unanimous vote. **MOTION CARRIES.**

Full Delegation Minutes: 2/19/13; 2/25/13 (with petition added); 3/4/13 (as previously voted – attached with line item delegation approved budget); 3/19/13; 4/17/13. M/Greemore, S/Comtois Unanimous vote. **MOTION CARRIES.**

Rep. Huot commented the Clerk of the Convention did not meet the Public Hearing statute for this meeting for appropriation. Statement needs amount to be appropriated and date for the proposed appropriation. Angela notes the towns were informed as has been the county's past practice and May 1 re-schedule for the meeting was sent. Rep. Vadney said vote could be put off until the statute notice is completed and continue briefing at this meeting for the supplemental proposal. Rep. Gulick requested a vote be made to be able to proceed with the presentation and then a vote to get the appropriation approved for the Nursing Home. Delegation will re-schedule public meeting to meet all requirements of the public notice. Chair Worsman requested Angela to send draft notice to Rep. Huot to address concerns prior to mailing public notice.

Chairman Worsman had a statement about a notice in Laconia Daily Sun which ran on May 16, 2013. Chair read a statement about this news article being misleading and inaccurate. "Commissioners say convention majority has already pre-judged proposal to expanded nursing services." Chair stated this is not true. No one in delegation has spoken or communicated regarding any motions made on supplemental appropriation. It was noted Ms. Shackett was quoted in this article "The intent of the leadership is not to deliberate issues in public...not allowing the public to hear the discussion." Chair stated it is sad that our county administrator presents such false information. Commissioner Thomas commented Ms. Shackett is with her brother at Dartmouth and would not be in attendance at this meeting.

NH Admin/County Administration/Commissioners gave presentation headed by Glen Waring.

Supporting information contained answers to delegations questions and explained how supplemental will fund Medicare A program. Approval date for this program must be soon. Concerns and comments were heard by the public. Skip Murphy, Gilford questioned changes regarding Affordable Care Act in adjusting Medicare A should service conditions change. Commissioner Philpot responded this was a dynamic process with discussion to delegation. Glen Waring discussed this program can bring good news to taxpayers and is flexible with "no carry over effect" and with no staffing changes. Commissioner Thomas responded since we have effectively 'stopped' the program already, this shows it is "fluid and can be stopped." Roger Gray, Sanbornton thanked the Chair and delegation for taking into account taxpayer concerns and declared he is "happy you are asking questions." Michael Lehrman from Catholic Charities and Brenda from St. Francis were concerned about the county nursing home competing with private industry and questioned the Belknap County Nursing Home mission. Matt Logue responded consumers are driven by choices. BCNH offers a choice. Commissioner Thomas responded that Medicaid beds are priorities at BCNH.

Discussed scheduling delegation Monday June 3, 5:30 pm for public hearing with information handouts and condensed presentation by Commissioners for this r/s hearing.

M/Vadney to authorize Chair Worsman point of contact between counsel and county convention. Rep. Vadney suggested in interest of fairness that contact should include Rep. Huot as well if he is interested in accepting. S/Comtois. Rep. Raymond asked how to pay the counsel. Chair Worsman responded it was Commissioners' responsibility to pay the bill. Vote was 11 in favor and 3 opposed. **MOTION CARRIES.** Rep. Huot was not present for vote.

M/Greemore to move into non- public session RSA 91-A: 3, II (e) regarding litigation. S/Comtois.

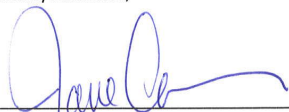
Roll call vote YES: Comtois, Cormier, Fink, Flanders, Greemore, Holmes, Sylvia, Tilton, Vadney, Worsman. NAY: Gulick, Raymond. Vote was 10 – 2. **MOTION CARRIES.**

M/Greemore made in non-public session to seal the non- public minutes until information becomes public. S/Holmes. Vote was 10 – 2. **MOTION CARRIES.**

M/Greemore to return to public session. S/Comtois. Back in public session on 8:33 pm. Vote was 10 – 2. **MOTION CARRIES.**

M/Comtois to adjourn 8:35 pm for the evening. S/Tilton. Unanimous vote. **MOTION CARRIES.**

Respectfully submitted,



Jane Cormier, Clerk of the County Convention



**Belknap County Delegation
May 21, 2013**

Non Public Meeting Minutes

5/21/13 Non Public Session 8:12 pm

Present: Reps. Comtois, Cormier, Fink, Flanders, Greemore, Holmes, Sylvia, Tilton, Vadney, Worsman, Gulick, Raymond

M/Vadney for Chair Worsman to authorize Attorney David Horan to send letter regarding RSA 24 and its line item authority to County Commissioners, NH Attorney General, and Belknap County Treasurer. **S/Holmes.** Hand vote 10 -2. **Motion passes.**

M/Greemore to seal the minutes until the letter becomes public. **S/Comtois.** Hand vote 10 – 2. **Motion passes.**

M/Greemore to go out of non public session at 8:33 pm. **S/Comtois.** Unanimous vote. **Motion passes.**

*Respectfully submitted,
Rep. Jane Cormier, Clerk*

**Belknap County
Delegation Meeting Minutes
June 3, 2013**

Chairman Worsman called the Belknap County Delegation meeting to order at 5:30 pm on the above date at 34 County Drive, Laconia, NH and started with the Pledge of Allegiance.

In attendance: Reps. Burchell, Cormier, DiMartino, Fink, Flanders, Greemore, Gulick, Holmes, Huot, Raymond, Sylvia, Tilton, Vadney, Worsman. Commissioners Thomas, Philpot, and Nedeau. Nursing Home Director, Matt Logue, Administrative Director, Deborah Shackett, and Administration Assistant, Angela Bovill.

Absent: Reps. Arseneault, Comtois, Fields, Luther

M/Huot to accept minutes for May 21, 2013 Delegation meeting. S/Greemore. Voice Vote unanimous.

MOTION PASSES.

Chair mentioned that members of this delegation are not “professional” legislators. Should any member have information regarding the process of this delegation, information should be shared prior to the actual meeting. This will spare the taxpayer unnecessary expense.

Supplemental Appropriation

Commissioner Thomas discussed whether we need to re-do presentation.

Rep. Vadney said it will not be necessary to re-do the briefing but suggested if anyone present for the public hearing should have questions all or part of the briefing should be presented.

M/Flanders. S/Greemore to open Public Hearing. Voice vote unanimous. **MOTION PASSES.**

No member of the public spoke.

M/Huot. S/Flanders. Close Public Hearing. Voice vote unanimous. **MOTION PASSES.**

Beds for Medicare A are estimated at 7.7 since beginning of year. Commissioner responded number of patients would be estimated at 7.7 – 10. Rep. Vadney mentioned that number seemed high from prior meeting discussions. Rep. Vadney questioned how many patients should be allowed into the program. Discussed mission of nursing home. Private rest homes are adequate to handle Medicare A. Rep. Vadney suggests we should not grow the program to compete with area private Nursing Homes. Commissioner Nedeau says this is “just a choice.” Commissioner Thomas says they will not be denying any possible candidates who may need a longer term stay. Ms. Shackett suggests “It is a balance.” She says, “It will be self-regulating,” as to what the budget allocates, this is what will be spent. Rep. Vadney says we should

not enter into competition with private business. Suggests we put a maximum to number of patients and pay close attention to residency numbers and look at other counties in the meantime.

M/Huot re: RSA 24:14a to approve a supplemental appropriation in the amount of \$200,000 for the purpose of accepting Medicare A Nursing Home patients. S/Gulick.

Rep. Huot says it will save taxpayers money. Rep. Greemore asks "How do we split up the \$200,000?" Rep. Huot responds "we are not in the business of managing the money." Rep. Greemore questions how does the money breaks down into the additional line items? Director Logue responded, "Averages for what patients have used," approximately 50% physical therapy, 35% occupational therapy, and 15% speech therapy. Rep. Tilton responded we received the seven line items already from the commissioners. They are line 56054 \$95,600, 56055 \$131,450, 56056 \$11,950, 56057 \$57,680, 56058 \$3,000, 56059 \$7,500, 56060 \$1,250. Rep Huot agreed to include the breakdown by line in his motion. Rep. Gulick agreed.

Rep. Tilton asked Rep Huot if his motion included a change in the revenue." Ms. Shackett responded, we do need another increase revenue adjustment and expense.

Rep. Holmes questions if we can make this an additional amendment? Yes, this is possible. Chairman Worsman added she has been conflicted about this situation. We are in competition with private sector. This situation needs to be carefully discussed and mission statement should be put into the record. Motion should have specific amounts in the appropriation. Rep. Tilton wishes to amend the motion on the floor. Suggests delineating revenue source of \$414,044 to reduce the amount to be raised by taxation. The revised amounts: 34046 \$1,075,000, 34048 \$1,025,000, 34050 \$850,366, 34054 \$175,000

Rep. Huot responds statute states we appropriate line item monies – we do not manage. Rep. Gulick responds that concern about private sector is not our mandate. We are here to look over the county nursing home. Rep. Silvia asks "Does the county have a statutory requirement to provide nursing home services?" Ms. Shackett responded, "No." Rep. Worsman responds we do need to balance budget by both revenue and expense. Rep. Vadney states our real goal is to raise money to run the Nursing Home for those in need. MS 42 and tax rate is set. What changes need to be made? Whatever we do here should be what is on the MS 42. Ms. Shackett responds they intend to revise numbers exactly as presented. Rep. Worsman mentioned budget on web site is not the budget the delegation has voted on. Rep. Vadney believes Rep. Huot's motion deals only with the expense side of supplemental, without detail. Questions were offered on which budget will be used - the budget voted on by the Convention or the budget which is NOT the convention budget, but is currently posted on the Belknap County website. Commissioner Thomas confirmed the funds would be added to the Commissioner's budget.

M/Tilton to amend motion on the floor (Rep. Huot) to revise the revenue accounts: Line 34046 \$1,075,000 34048 \$1,025,000, 34050 \$850,000, 34054 \$175,000

S/Flanders Roll Call vote 12 - 2. YES: Reps. Cormier, DiMartino, Fink, Flanders, Greemore, Gulick, Holmes, Huot, Raymond, Tilton, Vadney, Worsman. **NAY:** Reps. Burchell and Sylvia. **MOTION PASSES.**

M/Tilton to amend supplemental request amount to \$150,000 (25% off original amounts).

S/Worsman. Proposed Expense Changes: 56054 \$81,200, 56055 \$108,588, 56056 \$10,313, 56057 \$48,317, 56058 \$2,576, 56059 \$ 6,375, 56060 \$ 1,061 Discussion.

Appropriate \$150,000 instead of \$200,000. Having gone through budget and list of items in revised budget shows Commissioners decreased some 39 lines in budget to the estimate of \$179,609. This money was appropriated and they chose not to use. This money is available. Activity position in Nursing Home, although funded, was not used - \$59,000 in total. \$50,000 was Activity position with balance being some benefits.

Rep. Tilton explained why he proposed to amend the \$200,000 supplemental appropriation to \$150,000. He believes that there is sufficient appropriations available in the current approved budget to be able to transfer \$50,000 to the NH-Physicians section to accommodate the request. This is based on the April 8 Executive Committee meeting when the Commissioners presented a budget printout that had a column labeled "revised budget" in which 39 items totaling \$179,609 had been reduced or eliminated from the budget approved and appropriated by line by the County Convention. This means the Commissioners do not intend to spend that amount on the purposes appropriated; hence it is available for transfer to the NH-Physicians section. One item approved for \$50,000 (plus more for benefits) for a position in the Nursing Home has not been filled and the year is half over. The method to accomplish this is for the Commissioners to request the transfer by the Executive Committee. To accommodate that there will be an Executive Committee meeting to address Commissioners requests on June 24 prior to the full meeting of the County Convention. Rep. Tilton further explained that in making this proposed amendment he recalled the two long meetings in summer of 2012 to consider a Commissioners supplemental request for \$160,000, there was much discussion of whether it could be funded by transfer or whether it would have to come from additional taxes. It was presented that the budget was so tight that new funds, i.e. taxes were necessary. The Convention yielded to the Commissioners and the taxpayers had to bear the cost. However, at the April 8, 2013 meeting of the Executive committee the Commissioners presented the final numbers for 2012- the expenditures came in at under the appropriated budget by more than \$2.3 Million; thus the \$160 thousand could have been funded easily without raising taxes. The taxpayers should not have been burdened by this unnecessary request. The County's expenditures of 92.5% "actual versus budget" for 2012 was similar to that of the previous several years. Thus Rep Tilton is skeptical as to why some of this new requirement can't be funded from existing appropriations.

Convention appropriated this money but monies were never used. This will be discussed at next Executive Committee meeting. Commissioner Thomas feels Commissioners have been

specific about this program. Ms. Shackett responded this is a balance sheet issue and monies should be evenly handled. Commissioner Philpot says it is inaccurate to say the \$50,000 has not been used. "Money has been moved around to meet contractual obligations to county employees." Chair responded this is inaccurate saying Commissioners have paid out monies in the Administrative Department for either Longevity or Sick Time Bonus to which we had zero appropriations and no contractual obligations. We, as a delegation are faced with giving additional monies, with no security the monies will actually go to line items as previously voted. Chair says, "...you have to show that you will not take the money and put it wherever you like. That's what we are wrestling with." Rep. Huot is "sad" we are going to get back into "appropriation" discussion. We are here for a specific purpose of appropriation. Rep. Tilton commented on statement of "specific" purposes. According to Rep. Tilton, in 39 instances, Commissioners have not used the monies as the Convention has voted. Commissioner responded this is a statutory request. Commissioner Thomas responded, "...do what you have to do so we can get on with our work." Please do not "waste time" as Commissioners have much other work. Rep. Raymond suggested this supplemental should be a separate issue.

Rep. Burchell - Point of Order – amendment is to revise appropriation amounts as previously stated. Is this correct? Chair Worsman yes, on Rep. Tilton amendment-supplemental app. of \$150,000.00. **Roll Call Vote 7 – 7. YES:** Burchell, Cormier, Greemore, Sylvia, Tilton, Vadney, Worsman **NAY:** DiMartino, Fink, Flanders, Gulick, Holmes, Huot and Raymond. **MOTION FAILS.**

For the record, mission for Belknap County Nursing Home is inserted into minutes. **"Nursing Home Mission Statement is to care for our residents as ourselves, with compassion, dignity and respect."**

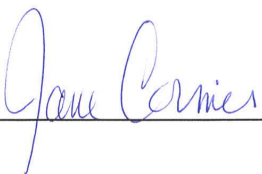
Back to original M/Huot - vote for approval of \$200,000 Supplemental Appropriation. **Roll Call Vote 10 – 4. YES:** Reps. DiMartino, Fink, Flanders, Greemore, Gulick, Holmes, Huot, Raymond, Tilton, and Vadney **NAY:** Reps. Burchell, Cormier, Sylvia, and Worsman. **MOTION CARRIES.**

Monday June 24, 5:30 pm will be the public meeting for Ricci Greene prison presentation. Presentation will be about two hours in length. Planning Commission meeting is on this same night and some delegates will need to be absent and this meeting will be filmed.

Chair Worsman passed out sheet for suggested Meeting Procedures which will be discussed at our next scheduled delegation meeting.

M/Huot, S/Flanders. Unanimous voice vote. Meeting adjourned at 6:43 pm.

Respectfully submitted,





Belknap Delegation Executive Committee Meeting

June 24, 2013, 5:00 pm

Rep. Tilton called meeting to order at 5:00 pm. Quorum is present.

Present: Reps. Comtois, Cormier, Greemore, Tilton, Vadney and Worsman
Administrator Shackett

Absent: Rep. Flanders, Commissioners, and Administrative Assistant, Angela Bovill

Rep. Tilton explained meeting is to assist the Commissioners with county budget process and to address any requests by the commissioners for funds transfer. No requests have been presented to authorize any funds to cover any projected needs. There are no new contract negotiations underway at this time. Commissioners are projected to begin negotiations anew in August/Sept 2013. Present contracts have expired and new plans for negotiations will be discussed in August.

Rep. Worsman noted there are 27 accounts where Delegation appropriated \$0 dollars – 13 accounts have had money spent. There are 91 lines where money has been moved. In Nursing Home, seven departments have different funds than what delegation had previously approved. Contingency funds have been used, with no request to the Executive Committee for authorization. Rep. Vadney asked question on sick pay bonus. Are employees still receiving sick pay bonus in their checks? Shackett responded employees did receive the sick pay bonus this year with 2013 funds. Union and non-union members received these monies.

No Commissioners were present at meeting. M/Worsman to adjourn the meeting.
S/Greemore. Unanimous vote. Meeting was adjourned at 5:09 pm.



**Belknap County Delegation Meeting
June 24, 2013, 5:30 pm**

Chair Worsman called the meeting to order at 5:41 pm at the above date at 34 County Drive, Laconia, NH and Rep. Burchell lead the Pledge of Allegiance.

Present: Reps. Burchell, Comtois, Cormier, Greemore, Vadney, Gulick, Tilton, Fields, Raymond, DiMartino, Worsman, Fink, Holmes, Commissioners Nedeau, Philpot, Thomas and Administrator Shackett
Absent: Reps. Sylvia, Flanders, Luther, Arsenault, Huot and Administrative Assistant, Angela Bovill

M/Greemore to approve the minutes of June 3, 2013 meeting. **S/Gulick**. Unanimous vote to approve the minutes. One abstention – Fields.

Ricci Greene presentation for the proposed county jail. Commissioner Philpot commented on history of comprehensive plan and analysis for county facility. He explained building facilities are inadequate, and there are safety and code issues with current jail. Some discussion was presented on building new programs for inmates to address issues of recidivism. Ricci Greene went through presentation which is attached to these minutes. After discussion, questions were asked by the delegation regarding specifics of the proposal, including building options and the funding of this proposal.

Hearing was then opened to the public.

Bernadette Lesch from Laconia was the only member of the public to speak. She questioned the delegations' attention to the presentation and suggested the questions the delegation asked were unnecessary.

Ms. Shackett discussed the entire correction presentation is currently posted on the website.

Chair Worsman informed the public unfortunately a number of delegates had to leave the meeting early or were absent as a result of a meeting conflict with the Lakes Region Planning Commission.

M/Burchell led to adjourn the meeting at 7:56 pm. **S/Gulick**. Unanimous vote.



Belknap Executive Committee Meeting Minutes

August 12, 2013, 4:00 pm

Chair Tilton called meeting to order at 4:00 pm. Quorum is present.

Present: Reps. Comtois, Cormier, Greemore, Tilton, Vadney and Worsman
Commissioner Thomas, Administrator Shackett, Finance Manager, Glen Waring,
Administrative Assistant, Angela Bovill

Chair Tilton asked the administrators to begin their presentation regarding budget review.

County Convention budget is projecting over budget.

County Attorneys Dept. – two big issues: Medical Services (Medical Examiner) and Witness Fees. This expense could throw county over budget. Homicides are costing us money. Medical Referee line has been deleted \$10,000. Shackett: Not a line item we use anymore. Was Medical Examiner – now called, Medical Services and Supplies 53500 which covers those expenses - Administrators reduced item from \$10,000 to \$8,000.

County Administration: May have legal expenditures which could throw county over budget. But so far, it is good. Rep. Worsman: In Administrative Dept. noticed salary line \$236,000 approved but it is reduced \$217,000. Who is not included in this line now since it has been reduced? Shackett: The same people are in there. A percentage of wages is paid by Nursing Home. Chair Tilton: Line 54800 \$17,125 was approved. How did it get to \$20,000? Has insurance gone up? Shackett: Premiums not higher. Tilton: These monies were from Admin. Dept. You are spending monies from dept. to dept. Thomas: This is part of the administration. Not a transfer request, moving money around within the dept. is not transfer.

Shackett: Information Tech – on track. Finance Office: Expecting to be over slightly. Tilton: Question: Property and Liability Insurance in Finance Dept. Shackett: It is all administration. Tilton: You asked for \$3,000 and we appropriated for it? Chair Tilton: You are contradicting what you have been claiming that monies are only being moved within departments. You are moving money from department to department. Not just within department.

Registry of Deeds in good shape. Have not needed to use 20 hours which was budgeted. County Maintenance going according to plan. Tilton: Maintenance for Corrections is carried in the Maintenance Dept. line item? Shackett: Yes. Contingency we have attached a line to explain expenses.

Cormier: If Contingency is not a fund, can you define what "Contingency means"? Shackett: Contingency is an unanticipated expense as a miscellaneous. Worsman: 3 times money moved out. Telephone moved twice when they had their own line item. Why do you not need approval to move that money. Two for telephone and one is for retirement. Each dept. is given its own line. So, why was money moved without permission? Shackett: These expenses were unanticipated and would have caused more transfers. Not normal costs and did not want to factor them in year after year. Tilton: Why is this different from the many requests when you came to EC to move money? Most recent request was Dec. 2012. Why this change now to "cover unanticipated expenses"? Cormier asked Commission. Thomas to give his view of Contingency Fund.

Comm. Thomas: it has always been a line item, not a fund. Fund was found too cumbersome to handle as a fund and is now used as a line item for convenience. Tilton: Dept. needed something and commissioners come forward to EC or sometimes delegation. Comm. Thomas: Convenience of convention or commissioners to move money as line. Chair Tilton: We will move this process along.

Shackett: Sheriff's Dept.: Some wages are over and some are under. Looks like it will come in on budget. Corrections Dept.: Numbers are way up for the summer but were down in beginning of year. Restorative Justice is a new name and will refer to this as such. Things are in good shape. H & H Services in good shape this year. All other Outside Agencies will be expended by end of year. Nursing Home has vacancies now but should come in on target. 98% projected spending of budget.

Rep Worsman: Page 27 of report – Voted at last meeting to increase Nursing Home budget to \$200,000 but budget increased \$204,351.60. Waring: Encumbrance in 2012 and carried forward in 2013. Greemore: Why didn't the \$4,000 go to fund balance? Shackett: Because it was an open purchase order but was committed to be spent.

Transfer Requests from Contingency:

Shackett: Transfer requests County Convention 4110 \$4,500. This line will go over budget because of meeting fees. Tilton: This was under budget from previous years. Shackett: I believe it is more than other years. Tilton clarifies: 2010 \$6,336, 2011 \$14,000

Transfer Request 4150 – \$5,500 Employee change in Health Insurance. Discussion on plans being offered. Much discussion. Worsman: Your number is different from approved budget but still under 50%. Is transfer necessary at this time? Shackett: We know what the amount is going to be. Developed projection shows we will spend \$46,651. Worsman: Any dept. seen a decrease from which we can transfer? Shackett: Have not thought of doing it that way. Worsman: From taxpayer's point of view, it is better to transfer rather than tap into contingency since it has not been expended. Shackett: Transfer not affecting amount raised by taxes.

Tilton: Only expended 41% so far in this line item. Flanders: Healthcare working on split year basis. It will go up due to two different years involved.

Transfer Request 4230 - Tilton: Corrections: PT employee \$10,000? Shackett: running over due to medical leave. Greemore: Medical leave Act holds position as unpaid? Shackett: They must use time while employee is out. Greemore: Sick or vacation time? Shackett: Whatever they have accrued. Sick Pay budget is only bonus incentive. Sick pay is factored into salary wage. It is significantly going over. Rep. Vadney: Does not understand family leave. When on FL, salary stops but payments are used as personal leave? If they have personal leave they can use that. But, if they don't use the money up, what happens to that money? Shackett: we are projecting over \$22,000 in that line. It does not offset. We believe it is going to go over and we will be back.

Worsman: FT is going to be fine but you're overextended in PT. We budgeted for that. Let's move from FT into PT. Tilton: I would like to be responsive. We have asked for them to come to us and as a show of faith. I support transfer \$5,200. Vadney: I don't disagree. Money is small amount. But, the definition of contingency fund needs to be addressed. Tilton: This is the traditional use. Vadney: This is early in the year to use contingency. Cormier: The definition is important. Amount is the concern. Tilton: This is the proper format for transfers. Shackett makes comment on differences in contingency definition. This is not asking to pull back on prior decisions.

M/Flanders moves to approve transfer of \$10,500 PT Corrections. No second. M/Vadney for transfer \$5,500. S/Greemore. Vote: Yea 4 Nay 3 **Approval for transfer of \$5,500 passes.**

Healthcare: Chair Tilton asked questions about coverage. Comm. Thomas: Constructed discovery -cannot discuss this. M/Vadney to transfer \$5,500. S/Flanders. Vote: 3 Yea 4 Nay **Approval does not pass.**

On County Convention request for \$4,500. Worsman: Difficult approving this. Reason we have had to have so many meetings is because of budget issues. Will not support at this time. M/Vadney deny this transfer. S/Greemore. 6 Yea 1 Abstain. **Approval does not pass.**

Unanimous vote to adjourn Executive Committee Meeting @5:23 pm.

*Respectfully Submitted,
Rep. Jane Cormier, Clerk*



Belknap County Delegation Meeting

August 12, 2013

Chair Worsman called meeting to order at 5:31 pm.

Present: Reps. Arseneault, Burchell, Comtois, Cormier, DiMartino, Fields, Fink, Flanders, Greemore, Gulick, Holmes, Huot, Luther, Raymond, Sylvia, Tilton, Vadney, Worsman, Administrator Deb Shackett, Administrative Assistant, Angela Bovill, Commissioner Thomas, Gunstock General Manager, Greg Goddard, and Gunstock Commissioners: Morgenstern, Durfee, Sullivan, and Lowth.

Pledge of Allegiance

Acceptance of Minutes:

Executive Committee 6/24/2013. **M/Greemore S/Comtois** Unanimous vote to approve.

Motion passed.

Delegation Minutes 6/24/2013 **M/Gulick. S/Greemore.** Yea: 17 Abstention 1- Arseneault

Motion passed.

Revenue Anticipation Note presentation. **M/Huot** to open public Hearing. **S/Fields.** Unanimous vote. Mr. Goddard presented on behalf of Gunstock area commissioners. Even though he has been here many times, he sent information prior to all delegates as there are new delegates on the convention. A RAN is a short term cash flow loan. These RANs have always been repaid. This year RAN is for \$750,000.00. This is a fairly common amount for the past 18 years. Approved RAN is put to bid to area banks. Bond Counsel certifies proceedings and bid is awarded and RAN is paid back. RAN is expected to be repaid at the end of February.

Delegation questions: **Is Gunstock viable as a going concern? If Gunstock was private would it be profitable.** The answer to both is yes. Profit in last five of six years. Clean audits. Seasoned team at the resort which offers ability to respond to situations as they may arise.

Are you still competitive? Can Gunstock compete with other ski areas? Yes, Gunstock is a day trip ski area in a region where there are 2nd home owners. Loyal pass base. Solid outreach/lessons programs help keep business reliable. First big ski area north of Boston. Great reputation. Adventure Park has exceeded estimates. Expect full payment by Summer 2014. Hopes that someday requesting a RAN note will no longer be necessary.

Public Input on RAN: **Number for tourist/residence using Gunstock?** No exact number. **The amount of money returned?** It is a flat fee between county and Gunstock through 2015 of \$175,000. **How successful is the night skiing?** Night skiing is very successful for Gunstock. **Who authorizes the Moose Plate grant?** Paid by surcharge of plates.

2

Rep. Sylvia mentioned the Sheriff needing to go to Gunstock? Mr. Goddard: has not had any dialogue with Sheriff. Apparently, Sheriff believes there has been more calls to Gunstock on nights and weekends. Gilford Police wants the Sheriff's office to respond. Goddard wants to go through logs and look at plan to address going forward.

M/Huot to close the Public Hearing **S/Greemore**. Unanimous vote.

M/Fields to approve the RAN for Gunstock. Motion by Fields is attached to minutes. **S/Arsenault**. Roll Call vote. 16 Yea: Reps Arsenault, Burchell, Cormier, DiMartino, Flanders, Fields, Fink, Greemore, Gulick, Holmes, Huot, Luther, Raymond, Tilton, Vadney, Worsman. 2 Nays: Comtois, Sylvia. **2/3 vote is approved.**

Budget Discussion

Chair Worsman has received constituents' questions about budgets and what is happening with the budgets. Discussed how the line authority voted by the majority of this delegation is not being followed and there are 92 line items moved around in this budget. Rep. Cormier read: from March 4 minutes: on March 4, 2013, the majority of this delegation voted to adopt the 2013 Belknap County budget authorizing the amount of \$26,184,616 (about 600,000 less than request by Commissioners). Also, this motion was made by Rep. Tilton, "...and that all funds appropriated for all line items in 2013 shall be nontransferable without prior approval of the Executive Committee or full delegation per RSA 24:14. The vote was 11 yea – 6 nay – and 1 absent.

Chair Worsman: Delegation approved Master Budget on page 12 Registry of Deeds - Legal Services was to pay the Registry of Deeds fee \$5,200. When you go to Commissioner's Budget there is NO LINE for Legal Services. Funds were moved in budget and the line item was eliminated. Delegation voted that money should be placed in separate line to pay the Registry of Deeds. But, that line item has disappeared. Shackett: Line doesn't show up because it was not an existing account. Putting the line there was not deemed appropriate by the Commissioners.

Nursing Home – Activities Dept. page 25. A concern that arose was that we cut salaries in Activities Dept. In Delegation budget, we fully funded. The Commissioners budget did indeed cut the NH Activities budget, around \$50,000. Clearly, there are two budgets being used in this process. Shackett: Delegation came up with appropriations. Commissioners decided they could not run the county with the Delegation voted budget. Rep. Greemore: How can we arbitrarily decide this budget if Commissioners just move dollars around in the budget. Rep. Fields: We know where the departments are going. We had subcommittees budget. Rep. Burchell: Spoke with DRA – they have no interest in how we formulate our budget. MS42 is a form which gives basic financial information. DRA does not set the county budget. Rep. Huot: There is some problem with page 34. Suggested we should vote on APPROVED budget and if transfer requests don't match, vote it down.

Chair Worsman: discussed 24:14a and read to delegation. Rep. Huot brought up 24:22 which discusses "statement". Rep. Tilton: read 24:21-A which deals with "itemized in detail and a record shall be kept." Rep. Vadney commented Commissioners are not present for this meeting.

Asks Deb what she thinks about us not using any Commissioner budget, ONLY the voted and approved delegation budget.

Public Input: Question: **Where are our Commissioners? If I am unhappy, how can we unseat the Commissioners?** Rep. Burchell: RSA's on line will define how to remove a Commissioner. Question: **Are we keeping our eye on what is going on?** Lots of people are hurting. Asks delegation to look out for the taxpayers. Says he cannot afford to pay any more in taxes.

Rep. Vadney: This delegation tried to bring sanity to budget process. Commissioners have stonewalled this entire process. Shackett: The Commissioners do not know about what is happening here tonight. Rep. Sylvia, Meredith: There is a disconnect between public servants and regular folks. Public servants have to look at what is going on. Rep. Worsman: We tried to level fund this budget. The process has been circumvented.

Jail Discussion and Public Input:

Chair Worsman brought up jail as delegation received tour of Corrections facility prior to this delegation meeting. Questions by public: **Age of Jail?** Different sections: 100 yrs – 40 yrs – 30 yrs. Rep. Fields: Nothing has been done yet. We need to find out how to spend the money. Rep. Burchell: The figure for \$42 million was arrived at by a company we paid \$160,000 to put the proposal together. Noted parole violators are the largest percentage of people in Jail. Rep. Tilton: We need to appropriate money as necessary for repairs. Ricci Greene may be the best of the country, but they cost the most as well. They came up with plan, but no final design.

Comment from public input: **The jail has been left in serious disrepair to force us to build a new jail.** Rep. Greemore: Lots of stuff that needs correction. From tour today, there are two parts to jail Housing & Programs. Space is an issue with programs and with Woman's jail. Upgrade & maintenance. Rep. Vadney: Population was about 100 people. Less than approx. 10 are dangerous. Others are drug related crime. Public comment regarding any additions: **If you want to repair over 15% of building the rest may need to get up to code.** Rep. DiMartino: What do we do next? We need to do something. Rep. Burchell: Disagree about waiting for Commissioners to come up with plan. Need a subcommittee to look into this. Rep. Tilton: There are plans from past commissioners. This is being totally dismissed.

Rep. Cormier asked if we can put together a subcommittee? Rep. Holmes: A citizen can put together a committee. Rep. Tilton: This delegation cannot and should not start a subcommittee as it is not our responsibility. Shackett: Commissioners are actively looking at other options. Question/comment from public: **If Commissioners are so concerned about jail, why did we spend \$500,000 remodeling offices three years ago? They should have used that money for the jail and**

repair. Several comments from citizens to thank delegation for keeping taxpayer in mind with this process. 4

M/Greemore to temporarily adjourn meeting to consult with legal counsel (non meeting).
S/Vadney. Roll Call Vote: 13 Yea: Reps: Burchell, Comtois, Cormier, Fields, Fink, Flanders, Greemore, Holmes, Luther, Sylvia, Tilton, Vadney, Worsman. 4 Nay: DiMartino, Gulick, Huot, Raymond. 1 absent: Arsenault. **Motion passes.**

M/Greemore to reconvene this meeting and move back into session at 8:45 pm. **S/Vadney.** Unanimous vote.

M/Burchell to authorize and direct David Horan to file a petition for declaratory judgment and injunctive relief with the Belknap County Superior Court with the goal towards obtaining the courts guidance concerning the budget dispute between the County Delegation and the County Commissioners. **S/Greemore.** Rep. Huot discusses that the public needs to know about this possible litigation. Right to know issues have been raised. Rep. Burchell – Point of Order -replies Rep. Huot comments have nothing to do with vote. Rep. Huot: “We are trying to get the court to say we are right. Are we seeking a declaratory injunction and prove irreparable harm.” Rep. Gulick comments this is a bad idea and we may not like what we get. More discussion on litigation.

Roll Call vote. 8 Yea: Burchell, Comtois, Cormier, Fink, Greemore, Holmes, Sylvia, Worsman
Nay 9: DiMartino, Fields, Flanders, Gulick, Huot, Luther, Raymond, Tilton, Vadney. Absent: Arsenault. **Motion does not pass.**

Further discussion about putting off litigation to see if something can be worked out. Rep. Holmes: What happens if Commissioners continue misusing the RSA's. Chair read RSA 24:15 and 24:16. Discussion from delegates that perhaps we can wait 60 days or so and see what happens with Commissioners abiding by the line item approved budget.

M/Huot to adjourn meeting at 9:18 am. **S/Luther.** Unanimous vote.

*Respectfully Submitted,
Rep. Jane Carmin, Clerk*

Belknap Executive Committee Meeting Minutes

October 8, 2013, 2:30 pm

Chair Tilton called meeting to order at 2:35 pm. Quorum is present.

Present: Reps. Comtois, Greemore, Tilton, Vadney and Worsman.

Absent: Reps. Cormier and Flanders

Also Present: Commissioners Thomas, Philpot and Nedeau, Administrator Shackett,
Finance Director Waring and Asst Finance Officer Mora

Acceptance of Executive Committee Meeting Minutes of August 12, 2013:

M/Vadney to accept meeting minutes of August 12, 2013.

S/ Comtois. All in favor.

Tilton: Referenced RSA 24:14, the Executive Committee to meet at least twice a year to review the County's budget, no less than twice a year and more if needed. Discussion followed as to how many times the Executive Committee would meet.

M/Vadney to meet quarterly and more if necessary.

S/Comtois. All in favor.

Worsman: The column **Delegation Rec.** corresponds with what the **Delegation voted** on in March, 2013 and revenues are not being weighed against this voted budget.

Tilton: We are reviewing the 2013 budget and will be comparing column two with column four, I'll ask the Administrator to begin the review. Shackett: The first section is a summary of revenues and expenditures by department and includes projections to 12/31/2013. Greemore: wanted to know where the supplemental revenue appropriation that was approved earlier in the year. Shackett: indicated that it was included in the Nursing Home section.

Worsman: Inquiring about federal funds the county receives, she would like administration to provide total amount received on an annual basis from the federal government. Discussion followed about the federal monies, Administration would provide information of federal monies received, there was also discussion on the PREA prison action and how that effects the county jail, along with discussion on a LSR that would change the age of a minor from 17 to 18. Rep Tilton asks the Administrator to continue with the budget review.

Shackett: County Convention Budget; is projected to be fully expended and would go over if you choose not to transfer funds.

Shackett: County Attorney Budget; projected to come in on track, due to a loss of one of our attorneys to the State for a higher paying position. Shackett also pointed out health insurance will go over due to open

enrollment change and another cause of concern was the number of autopsies being done, which we have no control over, but witness fees will come well under budget to help offset these expenditures.

Worsman: Noted that the budget would not be going over if the Commissioners used and spent the delegation voted amounts for health insurance and quoted RSA 24:14a, the delegation voted a dollar amount for this line and this is what is causing the problem.

Shackett: County Administration; to explain the unanticipated revenues, we received monies from JUA Class action suit which we didn't anticipate and Court House rental, the state continues leasing the space and next year we will include this revenue in our budget. Shackett also pointed out the projected amount for legal fees will go over budget. Worsman would like to see an itemized list for legal and how much Administration has spent on legal fees reference to the budget authority, discussion followed on legal expenses. Administration will provide a breakdown of expenditures.

Worsman questioned the Administrator's salary and wanted to know if part of her salary was included in the \$112,000 in the Nursing Home budget. Shackett: Yes. Worsman: this is not transparent as the taxpayer cannot now compare these year to year expenses. This inflates the administration and finance budgets and is being done to circumvent the convention voted amounts for the salary lines in these two departments for 2013. Worsman said she was trying to create transparency in government and argued with salaries now being expensed out of two departments (admin/finance and Nursing Home) you are violating our vote and hiding these true values. Shackett said administration and finance wages have always been assessed to the Nursing Home budget and it used to be done in a less transparent way, through a journal entry showing it as revenue when it wasn't revenue and the auditors would always reverse the entry. We have changed the process to the auditor's recommendations; this is a more transparent way than the journal entry that was being done before. Discussion continued and the question was asked as to why only Nursing Home budget was used and not the Jail and Sheriff's departments, Shackett advised the Nursing Home is reimbursed by the federal government with Medicare and Medicaid monies.

Rep Tilton asked the Administrator to continue with the budget review.

Shackett: Information Technology; is on target. Tilton wanted to know what would bring us to the \$102,000. Waring indicated that equipment has been ordered and some installed but has not been paid yet. Greemore questioned the Repairs & Maintenance line item, what would be spent. Waring said it would be unexpected small items that would come up and have to be replaced.

Shackett: Finance Office; Revenue was interest only and is higher than originally anticipated and the Fund Balance was voted on, more discussion on allocation of wages in the Finance Office to the Nursing Home, and entries are according to the auditors recommendation. Worsman wanted to know if the Finance Director's salary was charged to the Nursing Home, Waring said it was a percentage of the entire Finance staff, there are (3) employees in the Finance office. Shackett also mentioned a change in health insurance due to open enrollment.

Shackett: Registry of Deeds; Revenues are looking better in real estate transfer and LCHIP fees than anticipated. Deeds budget on track, the part time employee has not been needed as much. There was discussion by Rep Comtois on real estate transfer fees not being paid and Comm. Philpot indicated that the Reg. of Deeds office would not know about these transfers, mortgage companies are just making the assignments.

Shackett: Maintenance Dept; Rep Tilton wanted to know if any maintenance salaries were charged to the Nursing Home. Shackett indicated there was not, as the Nursing Home has their own maintenance staff. Rep Greemore question the fuel account has used less than half of its budget and questioned the projected amount. Shackett said our biggest purchased hasn't come yet. Greemore said there should be a better way to allocate. Rep Vadney questions the water and sewer line item. Shackett said there was a water meter in the jail that hadn't been read in three years. Discussion followed on the remaining charges for this account. Waring said third quarter hadn't been paid yet and the fourth quarter would also be charged to this budget. Shackett said Grounds and Landscaping line item may have some extra money, jail parking lot is not done yet, discussion followed on the use and location of the parking lot.

Shackett: Sheriff's Dept; not as much revenue as anticipated, wages have been lumped together, there will be a balance of \$12,582. Rep Greemore wanted to know why we were spending overtime wages faster than regular wages and Rep Vadney questions why we were going over on dispatcher's salaries as well. Discussion followed on the salaries in the Sheriff's Dept.

Shackett: Corrections Dept; is projected to go over by \$22,000, we are out sourcing inmates, we have 20 inmates in three different counties, only one county has billed us so far. The inmate population is very high; this is also affecting the Sheriff's Dept budget in transporting inmates.

Shackett: Restorative Services; revenues for the adult program is higher than anticipated, the program is running very well, this is also keeping people out of our jail. The expenses are projected to come under budget.

Shackett: Health & Human Services; unanticipated revenue of \$272,346 discussion followed on these monies.

Shackett: Outside Agencies; will be paid their budgeted amounts.

Shackett: Capital Projects; will not be spent by the Sheriff, the county is looking at a time keeping system, discussion followed on the use of these monies. Greemore asked, since the money is no longer needed for the intended purpose (to improve emergency communications) why are we not using this for the jail maintenance. Shackett: we could if we chose to but that is not the commissioners' choice. Worsman: Once again we are wasting tax payer' money. This \$60,000 should be used for jail maintenance.

Shackett: Debt Service; is right on target.

Shackett: Contingency; will depend if transfers are approved. Tilton, money has been transferred from this account by the administration without authorization from the Executive Committee.

Shackett: Nursing Home; revenue includes the supplemental that had been previously approved, discussion continued on these monies, it was decided more information was needed.

Shackett: NH Administration; there was more discussion on the Professional Service line item in the nursing home budget relative to the administration and finance wages.

Shackett: NH Maintenance; is in good shape.

Shackett: NH Rehabilitation Services; is a little higher due to changes that took place during open enrollment.

Tilton: Question on the maintenance department and the fuel cost, the estimate seems to be high, will we be spending \$111,000 between now and December 31st. Shackett, these are the estimates.

Shackett: NH Dietary; right on track.

Shackett: NH Nursing Dept; we should be on track we have changed some positions from full time to part time.

Shackett: NH Laundry and NH Housekeeping; are both on track.

Shackett: NH Physicians; is effected by the supplemental budget, projections are a little under budget.

Shackett: NH Chaplain Services; should be on track.

Shackett: NH Activities; is a little high, but think we will come under budget, some discussion on the 2012 carry-over item in Activities budget.

Shackett: NH Hairdresser; is projected to be under budget.

Shackett: Surplus, taxpayer cost to the Nursing Home is projected to be down by \$800,000. Tilton, the bottom line is, an operating loss for the Nursing Home projected at \$2,016,293.

Vadney: Question on LRMFA, brief discussion on future billing process to towns in Belknap County by LRMFA.

Tilton: There are two requests for transfers, first one is for \$5,000 from Contingency Fund to the Convention budget line which will be going over, and the second request is from Contingency Fund to Corrections Dept for \$52,000, a great deal of discussion followed on the timing of the request and could monies from other budget lines be used. Rep Tilton indicated the Executive Committee would act on the transfers at the next meeting, as they were not provided prior to this meeting as had been requested.

M/Vadney to adjourn meeting at 4:15pm

S/ Comtois. All in favor.



Executive Committee Meeting Minutes October 22, 2013 at 3:00 PM

Chair Tilton called the Belknap County Executive Committee meeting to order at 3:05 PM on the above date at 34 County Drive, Laconia, NH.

In Attendance: Representatives Comtois, Cormier, Greemore, Tilton, Vadney and Worsman.

Absent: Representative Flanders.

Also present: Commissioners Philpot and Nedeau, Finance Director Glen Waring and County Administrator Debra Shackett.

M/Worsman (as acting clerk) to approve the 10/08/13 minutes that she had previously edited with her comments/changes. S/Greemore. Unanimous. **Motion carries.** There was some discussion about the process for reviewing minutes outside of the meeting. Chair Worsman will forward the final copy with changes to Ms. Shackett and Chair Tilton stated these will be the final approved minutes.

After a lengthy review of all materials that were presented, the committee decided to take no action because the materials had not been provided in advance.

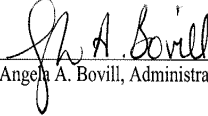
A transfer request was made to fund Delegation meeting fees. Chair Tilton indicated that they voted no on this request in August, as this is an underfunded item that the delegation didn't put in the budget in March. M/Worsman, S/Greemore to not approve this transfer request. Unanimous. **Motion carries.** Another transfer request was made to fund costs in the jail. The Committee unanimously decided to take no action on the request. During the conversation the committee asked for the following information:

1. The amount of Federal revenue received by the county.
2. Cost of outsourcing inmates
3. Updated projections for fuel usage

The committee agreed that all the information must be received well in advance of their next meeting in order to be considered. The next meeting will be determined at a later date.

M/Greemore, S/Vadney to adjourn at 4:00 PM. Unanimous. **Motion carries.**

Respectfully submitted,



Angela A. Bovill, Administrative Assistant



Delegation Meeting Minutes **October 22, 2013 at 4:00 PM**

Chair Worsman called the Belknap County Delegation meeting to order at 4:08 PM on the above date at 34 County Drive, Laconia, NH.

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

Absent: Representative Arsenault, Fields, Flanders and Luther.

Also present: Commissioners Philpot and Nedeau, Finance Director Glen Waring and County Administrator Debra Shackett.

Approval of Minutes: M/Greemore, S/Comtois to approve the 08/12/13 minutes as written. Unanimous. **Motion carries.** Rep. Worsman is looking for a motion to unseal and approve the minutes of the 05/21/13 nonpublic session. M/Huot, S/Burchell to unseal and approve the non-public minutes of 5/21/13. Unanimous. **Motion carries.** Chair Worsman told Administrator Shackett that she has a copy of these for the county.

Memorandum of understanding (MOU) UNH Cooperative Extension: Sue Cagle from UNH Cooperative Extension came to the Delegation to request that they sign the MOU. She gave historical background and overview on this long standing agreement. This MOU, if agreed to will be good for 6 years. The only change made to the MOU is the UNH structure due to their funding changes and their reorganization. M/Huot, S/DiMartino to adopt and authorize the Chair to executive the MOU as presented. 13 in favor. 1 opposed (Rep. Cormier) Majority rules. **Motion carries.**

Executive Committee update: Chair Worsman asked Rep. Tilton, Chair of the Executive Committee to give the delegation an update on their 3:00 PM Executive Committee meeting.

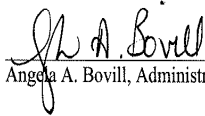
Chair Worsman stated that the County Convention Budget as voted vs. the Commissioners budget situation has become disheartening. M/Vadney "To authorize Attorney David Horan to go forward with a petition for declaratory judgment in the Belknap County Superior Court concerning the legitimacy or lack thereof of the Belknap County Commissioners rewriting the 2013 county budget by making multiple line transfers without Executive Committee review and approval and to further authorize Attorney David Horan to take any and all other legal action as he sees fit to protect the fiscal integrity of the County Delegations original budget as voted. And further, this motion appoints the Chair to point of contact and work with the attorney".

S/Burchell. Chair called for the vote. 10 – Y (Burchell, Comtois, Cormier, Fink, Greemore, Holmes, Sylvia, Tilton, Vadney, Worsman). 4 – N (DiMartino, Gulick, Huot, Raymond). Majority rules. **Motion carries.** Rep. Gulick questioned whether this needs to be a unanimous vote. Chair indicated that Attorney Horan said this has merit and that to do a vote was ok; if the motion passed, it is good enough for the Chair. Rep. Raymond asked if there would be a CAP on this lawsuit for what the Delegation is willing to spend. (Delegation is already over spent in legal fees)

Discussion came up regarding mileage reimbursement and meeting fee payments to the delegating members. This will be brought up at a delegation meeting where all members are present.

Chair asked Administrator Shackett for the proper verbiage in order to make an RSA change and that it is forwarded to the Chair, Vice Chair and Clerk to review so that they can then bring to the whole delegation at a future meeting. At 5:00 PM, Chair announced that they would take a 5 minutes recess and come back for the 5:00 PM meeting for the Gunstock Commission Candidate presentation.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Angela A. Bovill". The signature is written in dark ink and is positioned above a horizontal line.

Angela A. Bovill, Administrative Assistant

**Belknap County Delegation Meeting
October 22, 2013**

Gunstock Commission Candidate Presentation:

Reps. present: Worsman, Greemore, Burchell, Sylvia, DiMartino, Cormier,
Raymond, Vadney, Tilton, Huot, Fink, Comtois, Gulick, Holmes

Candidates for the opening of the Gunstock Area Commissioner positions were introduced. Each candidate was heard for 2 minutes with delegation to vote on two openings. The candidates for the opening in the Gunstock Commissioners position are:

Philip Brouillard, Gilford
John Cameron, Gilford
Mike Gillespie, Gilford
Alan Glassman, Barnstead
Douglas Lambert, Gilford
Ruth Larson, Alton
Charles Lowth, Meredith
Christopher McDonough, Gilford
David Nielsen, Gilmanton
Stephan Nix, Gilford
Edward Rushbrook, Gilford

A conference call was made to candidate Alan Glassman in Hawaii (201)965-2377 since he could not be present. He requested the call be made to (807) 637-2606 for a phone line that would not be cellular. Mr. Glassman will stay on line for the entire meeting.

Chair Worsman explained the late posting of meeting caused previous meeting to be re-scheduled. Eleven candidates will be heard in alphabetical order.

The five year term vacancy will be voted by the delegation first. Should a Gilford resident win this seat, the next member for the remaining two year term vacancy cannot be a resident of Gilford since the requirement for Gilford representation will already have been met. Delegation asked a few questions to some candidates.

The roll call vote was as follows:

Five year candidate, Ruth Larson – with six votes.

Two year candidate, Charles Lowth – with eight votes.

M/Comtois to adjourn. S/Huot. Unanimous vote.



Delegation Meeting Minutes **December 10th, 2013 at 5:00 PM**

Chair Worsman called the Belknap County Delegation meeting to order at 5:02 PM on the above date at 34 County Drive, Laconia, NH and started with the pledge of allegiance.

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

Absent: Representative Arsenault, Fink and Vadney.

Also present: Commissioners Thomas and Nedeau, Finance Director Glen Waring and County Administrator Debra Shackett.

Minutes for approval: Rep. Cormier indicated that she has paragraph (separate into 4 topics) changes to be made, but nothing to words/content. M/Greemore, S/Tilton to approve the 10/22/13 minutes with paragraph changes. 14 – Y. 1 – abstained (Flanders). **Motion carries.**

2014 budget presentation: At 5:10 pm, Chair Worsman handed the meeting over to Chair Thomas for the Commissioners budget presentation. Commissioner Thomas acknowledge the department heads that were present, thanked all for being present and handed the presentation over to the County Administrator. Rep. Worsman first requested that the county provide for transparency all salaries in Administration (including Finance Director and Human Resource Director) broken out along with the % of these salaries that are charged to the Nursing Home. Administrator Shackett proceeded with her power point presentation (attached) and reviewed in detail. Under the Capital projects slide, Rep. Worsman asked what happened to the \$60,000 that was reserved for towers in the Sheriff's department, but was not used (due to grant that was used). Chair Thomas responded that the \$60,000 will be used for the pneumatic control system for the Jail. Rep. Worsman also indicated that under the Debt Service slide, the numbers don't match what is in the copy of the budget that the delegation received. Administrator Shackett stated that she thought it could be the TAN interest, and that she will verify and let Rep. Worsman know.

The Commissioners concluded their budget presentation at 5:40 PM. Chair Worsman then took questions from the delegation. Rep. Raymond asked about the Maintenance projects that are being deferred to save money and if it will end up costing the county more in the long run. Answer by Administrator Shackett was Y. Most of the capital projects were cut out of the budget for 2014 by the Commissioners, and continue to get pushed down the road. Rep. Huot asked about the facilities analysis that was done in 2010 which gives the summary of all projects. Administrator Shackett will get copy of this to all delegation members. Rep. Tilton raised the

issue of LRMFA and how he felt that the 4.0% increase to be raised by taxes is deceitful due to the \$533K being in the 2013, but not the 2014 budget and that the impact on the taxpayer was still there. Administrator Shackett reviewed the calculation that results in a 4% increase over last year.

Rep. Cornier asked how we would move forward with sub committees while working off of two different versions of the (2013) county budget. Rep. Sylvia twice asked Commissioner Thomas directly to provide him with a definition of “appropriation”. Commissioner Thomas replied that it is the summarized appropriation (by department) as outlined on the MS-42. A form filed with the NHDRA. Rep. Sylvia then provided a definition that he obtained from his cell phone.

Chair Worsman then asked for a report from the county with the number of employees in each department in 2013 and then the projections of employees in each department for 2014. Rep. Gulick asked Chair Worsman what the purpose of this request was. Answer: This is information previously provided to the Delegation.

Rep. Tilton asked if there were pay raises in the budget. Commissioners answered that there was a 1.6% COLA and merit increase for employees who are eligible of up to 3%. Rep. Tilton asked about the negotiations of union contracts and where the county is at in this process. Administrator Shackett said that the county is actively negotiating.

Rep. Sylvia asked if there was any additional money in the jail budget for maintenance of the facility. Commissioners stated that there was no extra, only those funds that were budgeted for the specific projects for 2014. Administrator Shackett also reminded the Delegation that the Jail Planning committee meets the 1st and 3rd Tuesday of every month at 6pm.

Chair asked for a motion to open the public hearing at 6:05 PM. M/Sylvia, S/Fields to open the public budget hearing. Unanimous. **Motion carries.** Chair Worsman asked the public to state their names for the record.

Mr. Steve Merrill from Meredith, NH spoke to every member in the room to remind them that the way business is being and has been conducted the last year is not the New Hampshire way and that there is a need for respect. Appropriations are the responsibility of the legislative body and the governing body's responsibility is to run the county and asked that both keep to their authority. Gail Morrison from Sanbornton, NH asked for the present population of the nursing home. (94 close to full, and have not increased or decreased much in the last 5 years). With no other public input, M/Huot, S/Luther to close the public hearing at 6:09 PM. **Motion carries.**

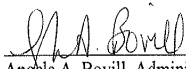
Commissioners asked Chair Worsman to please let them know when the subcommittee meetings will be. Rep. Worsman announced that she would like to hold a meeting on January 7th, 2014 at 5:00 PM. Some representatives were opposed to this process as they wanted to have their subcommittee meetings with the departments first. They were looking for a better process than last year along with the educational experience of meeting with the department heads and discussing their needs/roles in their respective departments. M/Gulick, S/ Raymond to have subcommittee meetings with the county departments and outside agencies first before having a

meeting with the whole delegation. Discussions ensued. Rep. Worsman called for a vote. 8 - Opposed. 6 - in favor. **Motion fails.**

M/Flanders, S/Tilton to allow the whole delegation to meet on January 7th for general discussion and to establish if there will be sub committees moving forward. Discussions followed. Unanimous. **Motion carries.**

M/Comtois, S/Huot to adjourn at 6:40 PM. Unanimous. **Motion carries.**

Respectfully submitted,



Angela A. Bovill, Administrative Assistant