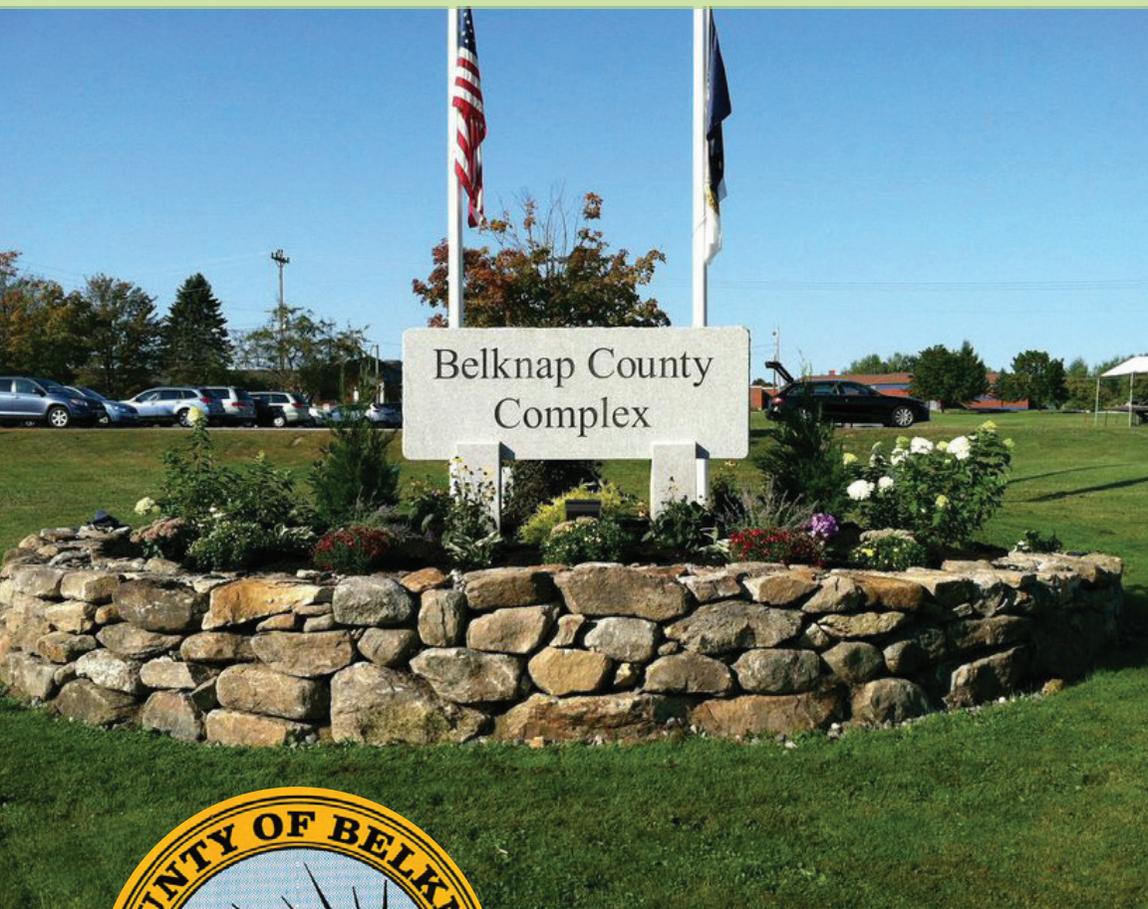


# Belknap County

## New Hampshire



2014  
Annual Report



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: Administration, Department of Corrections, County Attorney, Finance, Human Services, Registry of Deeds, Youth Services/Adult Diversion, Maintenance, Nursing Home and Sheriff's Department.

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

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

## Table of Contents

|   |    |
|---|----|
| Belknap County Officers .....                 | 4  |
| Belknap County Convention .....               | 5  |
| Belknap County Directory .....                | 6  |
| Belknap County Commissioners .....            | 7  |
| Belknap County Budget Report/Financials ..... | 8  |
| Report of the County Attorney.....            | 18 |
| Report of the Department of Corrections.....  | 20 |
| Report of the Sheriff's Department.....       | 22 |
| Report of the Youth Services Department ..... | 25 |
| Report of the Nursing Home .....              | 26 |
| Report of the Registry of Deeds .....         | 28 |
| Minutes of the County Convention .....        | 29 |

## **2014 Belknap County Officers**

### **COMMISSIONERS**

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

### **COUNTY ADMINISTRATOR**

Debra A. Shackett

### **COUNTY TREASURER**

Michael G. Muzzey

### **COUNTY ATTORNEY**

Melissa Countway Guldbrandsen

### **SHERIFF**

Craig H. Wiggin

### **REGISTER OF DEEDS**

Barbara 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  
Peter Spanos  
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, 34 County Drive, Laconia, NH 03246

**Fax:** 527-5400

**Vice Chairman:** Edward D. Philpot Jr., 34 County Drive, Laconia, NH 03246

**Clerk:** Stephen H. Nedeau, 34 County Drive, Laconia, NH 03246

### County Treasurer

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 Waring

**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 O'Neil

**Fax:** 527-5409

## **Report of the County Commissioners**

After a busy year, all three members of the Board concluded their service with the end of the calendar year.

For the first time, the County will be led by three new Commissioners in 2015. We look forward to finding new solutions to existing problems and accomplishing the goals that we established during our campaigns.

In our first few months in office, we have engaged consultants to advise us of facility needs for a Community Correction Center. It is anticipated that the center will combine with a renovated jail facility to house our county jail population in a manner that will facilitate extensive programming designed to treat substance abuse problems and to otherwise reduce recidivism in our inmate population, particularly the more high risk part of that population. At our April 1, 2015 meeting we approved a RFP/RFQ document for Architectural Schematic design and cost estimates for a Community Corrections/Re-Entry Center and for renovation of the existing jail facility. As this effort moves forward, we intend to involve all arms of our criminal justice system in the planning of the community correction system and its reprogramming components.

We plan to work hard on behalf of the citizens of Belknap County and to promote a transparent and accessible organization.

Sincerely,

Belknap County Commissioners

David DeVoy, Chairman

Hunter Taylor, Vice Chairman

Richard Burchell, Clerk

NH Department of Revenue Administration  
Municipal Services Division  
P. O. Box 487, Concord, NH 03302-0487  
(603) 230-6090

**STATEMENT OF COUNTY APPROPRIATIONS  
AND REVENUE AS VOTED**

For County of: Belknap

DATE OF CONVENTION: 3/4/2014 Fiscal Year Ending 31-Dec-14

Mailing Address: 34 County Drive

Laconia, NH 03246

Phone #: 603-527-5400 Fax #: 603-527-5409 E-Mail: gwarino@belknapcounty.org

*colette.worsman@metrocast.net*

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 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 - 24:15 the County Convention voted on 3/4/14 to require the County Commissioners obtain written authority from the executive committee before transferring any sums between departments but may transfer up to \$300 within a department.*

*Colette Worsman*  
Chairperson

*John G. Goss*  
Clerk of County Convention

FOR DRA USE ONLY

| 1                          | 2                                     | 3                             | 4          |
|----------------------------|---------------------------------------|-------------------------------|------------|
| Acct.#                     | APPROPRIATIONS                        | Appropriations<br>as<br>Voted | DRA<br>USE |
| <b>GENERAL GOVERNMENT</b>  |                                       |                               |            |
| 4110                       | County Convention Costs               | \$20,400.00                   |            |
| 4120                       | Judicial                              |                               |            |
| 4122                       | Jury Costs                            |                               |            |
| 4123                       | County Attorney's Office              | \$766,410.00                  |            |
| 4124                       | Victim Witness Advocacy Program       |                               |            |
| 4130                       | Executive                             | \$399,371.00                  |            |
| 4160                       | Financial Administration              | \$230,453.00                  |            |
| 4151                       | Treasurer                             |                               |            |
| 4163                       | Other Legal Costs                     |                               |            |
| 4165                       | Personnel Administration              |                               |            |
| 4191                       | Planning and Zoning for Uninc. Places |                               |            |
| 4192                       | Medical Examiner                      |                               |            |
| 4193                       | Register of Deeds                     | \$443,752.00                  |            |
| 4194                       | Maintenance of Government Bldg.       | \$604,337.00                  |            |
| 4198                       | Insurance, Not Otherwise Allocated    |                               |            |
| 4199                       | Contingency                           | \$0.00                        |            |
| 4199                       | Other (specify) Info. Technology      | \$92,020.00                   |            |
| <b>SHERIFFS DEPARTMENT</b> |                                       |                               |            |
| 4211                       | Sheriff's Department                  | \$2,083,678.00                |            |
| 4212                       | Custody of Prisoners                  |                               |            |
| 4214                       | Sheriff's Support Services            |                               |            |
| 4219                       | Other Public Safety                   |                               |            |
| <b>CORRECTIONS</b>         |                                       |                               |            |
| 4230                       | Corrections                           | \$3,359,337.00                |            |
| 4235                       | Adult Probation and Parole            |                               |            |
| <b>COUNTY FARM</b>         |                                       |                               |            |
| 4301                       | Administration                        |                               |            |
| 4302                       | Operating Expenditures                |                               |            |
| 4309                       | Other County Farm Expenditures        |                               |            |
| <b>COUNTY WORKSHOP</b>     |                                       |                               |            |
| 4411                       | Administration                        | \$1,192,938.00                |            |
| 4412                       | Operating Expense                     | \$9,558,912.00                |            |
| 4439                       | Other Health                          |                               |            |
| <b>HUMAN SERVICES</b>      |                                       |                               |            |
| 4441                       | Administration                        | \$5,897,616.00                |            |
| 4442                       | Direct Assistance                     |                               |            |

\$24,639,224.00

MS-42  
Rev. 10/10

| 1                                   | 2   | 3                             | 4          |
|-------------------------------------|---|-------------------------------|------------|
| Acct.#                              | APPROPRIATIONS  | Appropriations<br>as<br>Voted | DRA<br>USE |
| <b>HUMAN SERVICES (continued)</b>   |   |                               |            |
| 4443                                | Board and Care of Children                            |                               |            |
| 4446                                | Diversion Program                                     | \$172,198.00                  |            |
| 4447                                | Special Outside Services (all other outside Agencies) | \$106,105.00                  |            |
|                                     | Other (Specify)                                       |                               |            |
| <b>COOPERATIVE EXTENSION</b>        |   |                               |            |
| 4611                                | Administration  | \$162,818.00                  |            |
| 4619                                | Other Conservation (BCED)                             | \$97,304.00                   |            |
| <b>ECONOMIC DEVELOPMENT</b>         |   |                               |            |
| 4651                                | Administration  | \$75,000.00                   |            |
| 4652                                | Economic Development                                  |                               |            |
| 4656                                | Other Economic Development                            |                               |            |
| <b>DEBT SERVICE</b>                 |   |                               |            |
| 4711                                | Principal Long-Term Bonds/Notes                       | \$123,393.00                  |            |
| 4721                                | Interest Long-Term Bonds/Notes                        | \$20,821.00                   |            |
|                                     | Other (Specify) (TAN)                                 | \$100,000.00                  |            |
| <b>INTERGOVERNMENTAL TRANSFERS</b>  |   |                               |            |
| 4800                                | Intergovernmental Transfers                           |                               |            |
| <b>CAPITAL OUTLAY</b>               |   |                               |            |
| 4901                                | Land and Improvements                                 |                               |            |
| 4902                                | Machinery   |                               |            |
| 4903                                | Buildings   |                               |            |
| 4904                                | Improvements Other than Bldg. (Cameras)               | \$100,000.00                  |            |
| <b>INTER-DEPARTMENTAL TRANSFERS</b> |   |                               |            |
| 4912                                | To Special Revenue Fund                               |                               |            |
| 4913                                | To Capital Projects Fund                              |                               |            |
| 4914                                | To Proprietary Funds                                  |                               |            |
| 4915                                | To Capital Reserve Funds                              |                               |            |
| 4916                                | To Trust and Fiduciary Funds                          |                               |            |
| <b>TOTAL APPROPRIATIONS</b>         |   | <b>\$25,596,863.00</b>        |            |

\$957,639.00

| 1  | 2   | 3   |
|--|---|---|
| Acct.#                                     | SOURCES OF REVENUES                                     | Estimated Revenue<br>Ensuing<br>Fiscal Year |
| <b>ASSESSMENTS/TAXES</b>                   |   |   |
| 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                             | \$175,000.00                                |
| <b>REVENUE FROM THE FEDERAL GOVERNMENT</b> |   |   |
| <b>REVENUE FROM THE STATE OF NH</b>        |   |   |
| 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 (Specify)(DHHS Recoveries)                        | \$275,000.00                                |
| <b>INTERGOVERNMENTAL REVENUES</b>          |   |   |
| <b>REVENUES FROM BUSINESS SERVICES</b>     |   |   |
| 3401                                       | Sheriff's Department                                    | \$325,000.00                                |
| 3402                                       | Register of Deeds                                       | \$808,500.00                                |
| 3403                                       | County Corrections                                      | \$144,911.00                                |
| 3404                                       | County Nursing Homes                                    | \$8,049,500.00                              |
| 3405                                       | County Farm   |   |
| 3406                                       | Cooperative Extension Service                           |   |
| 3407                                       | Maintenance Department                                  |   |
| 3409                                       | Other (Specify)(County Attorney-Grants & Misc.)         | \$59,967.00                                 |
| <b>REVENUES FROM MISCELLANEOUS SOURCES</b> |   |   |
| 3501                                       | Sale of County Property                                 |   |
| 3502                                       | Interest on Investments                                 | \$15.00                                     |
| 3503                                       | Rents of Property                                       | \$229,656.00                                |
| 3508                                       | Contributions and Donations                             |   |
| 350  | Other (Specify)(Restorative Services)                   | \$16,000.00                                 |
| 350  | Other (Specify)(Admin. & Misc.)                         | \$75,000.00                                 |

Budget - County of Belknap FY 12/31/14

| 1                               | 2                                    | 3   |
|---------------------------------|--------------------------------------|---|
| Acct.#                          | SOURCES OF REVENUES                  | Estimated Revenue<br>Ensuing<br>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      |                                      | \$10,158,549.00                             |
| FUND BALANCE TO REDUCE TAX RATE |                                      | \$1,775,000.00                              |
| TOTAL ESTIMATED REVENUES        |                                      | \$11,933,549.00                             |

**BUDGET SUMMARY**

|  |                 |
|--|-----------------|
| Total Voted Appropriations             | \$25,596,863.00 |
| Total Revenues                         | \$11,933,549.00 |
| Amount Certified to be Raised by Taxes | \$13,663,314.00 |

## INDEPENDENT AUDITORS' REPORT

To the Board of Commissioners  
County of Belknap, New Hampshire

Additional Offices:  
Andover, MA  
Greenfield, MA  
Manchester, NH  
Ellsworth, ME

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of the County of Belknap, New Hampshire, as of and for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise the County of Belknap, New Hampshire's basic financial statements as listed in the Table of Contents.

### **Management's Responsibility for the Financial Statements**

The County's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of the Gunstock Area Commission (a component unit). Those financial statements were audited by other auditors whose report thereon has been furnished to us, and our opinion, insofar as it relates to the amounts included for the Gunstock Area Commission, is based solely on the report of the other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of

the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Opinions**

In our opinion, based on our audit and the report of the other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of the County of Belknap, New Hampshire, as of December 31, 2013, and the respective changes in financial position and the respective budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Other Matters**

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis and Schedule of Funding Progress be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the *Governmental Accounting Standards Board*, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with evidence sufficient to express an opinion or provide any assurance.

*Melanson Heath*

July 28, 2014

COUNTY OF BELKNAP, NEW HAMPSHIRE

STATEMENT OF NET POSITION

DECEMBER 31, 2013

|  | Primary Government<br>Governmental<br>Activities | Gunstock Area<br>Commission<br>(Component Unit -<br>April 30, 2013) |
|--|--|---|
| <b>ASSETS</b>  |  |   |
| Current:   |  |   |
| Cash and short-term investments                                | \$ 3,925,327                                     | \$ 1,137,421  |
| Restricted cash  | 43,589   | -   |
| Investments  | -  | 91,167  |
| Accounts receivable, net                                       | 1,312,602  | 53,892  |
| Inventory  | 39,370   | 385,386   |
| Prepaid expenses   | -  | 150,176   |
| Total current assets   | <u>5,320,888</u>                                 | <u>1,818,042</u>  |
| Noncurrent:  |  |   |
| Other  | 38,883   | -   |
| Capital Assets:  |  |   |
| Land   | 144,829  | 2,197,595   |
| Construction in progress                                       | 239,491  | 49,245  |
| Capital assets, net of accumulated depreciation                | <u>10,057,226</u>                                | <u>11,920,446</u>   |
| Total noncurrent assets  | <u>10,480,429</u>                                | <u>14,167,286</u>   |
| <b>TOTAL ASSETS</b>  | <u>15,801,317</u>                                | <u>15,985,328</u>   |
| <b>LIABILITIES</b>   |  |   |
| Current:   |  |   |
| Accounts payable   | 1,260,992  | 235,433   |
| Accrued expenses   | 366,218  | 321,942   |
| Deposits payable   | -  | 24,715  |
| Restricted cash liability                                      | 3,400  | -   |
| Current portion of noncurrent liabilities:                     |  |   |
| Bonds payable  | 580,000  | 647,486   |
| Capital lease payable  | -  | 70,742  |
| Compensated absences   | <u>435,591</u>                                   | <u>-</u>  |
| Total current liabilities                                      | <u>2,646,201</u>                                 | <u>1,300,318</u>  |
| Noncurrent:  |  |   |
| Bonds payable  | 1,930,000  | 5,800,000   |
| Capital lease payable  | -  | 21,964  |
| Compensated absences   | 116,989  | -   |
| Net OPEB obligation  | <u>430,267</u>                                   | <u>-</u>  |
| Total noncurrent liabilities                                   | <u>2,477,256</u>                                 | <u>5,821,964</u>  |
| <b>TOTAL LIABILITIES</b>                                       | <u>5,123,457</u>                                 | <u>6,922,282</u>  |
| Deferred Inflows of Resources                                  | <u>-</u>   | <u>1,078,130</u>  |
| <b>TOTAL LIABILITIES AND DEFERRED<br/>INFLOWS OF RESOURCES</b> | <u>5,123,457</u>                                 | <u>8,000,412</u>  |
| <b>NET POSITION</b>  |  |   |
| Net investment in capital assets                               | 7,931,546  | 7,827,094   |
| Restricted   | 48,086   | -   |
| Unrestricted   | <u>2,698,218</u>                                 | <u>157,822</u>  |
| <b>TOTAL NET POSITION</b>                                      | <u>\$ 10,677,860</u>                             | <u>\$ 7,984,916</u>   |

The accompanying notes are an integral part of these financial statements.

COUNTY OF BELKNAP, NEW HAMPSHIRE

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED DECEMBER 31, 2013

|   | Expenses             | Program Revenues        |  | Net (Expenses) Revenues<br>and Changes in Net Position | Gunstock Area<br>Commission<br>(Component Unit<br>for the year ended<br>April 30, 2013) |
|---|----------------------|-------------------------|--|--|---|
|   |                      | Charges for<br>Services | Operating<br>Grants and<br>Contributions |  |   |
| <b>Governmental Activities:</b>                                 |                      |                         |  |  |   |
| General government  | \$ 2,854,605         | \$ 834,060              | \$ 65,860                                | \$ (1,954,685)   |   |
| Public safety   | 2,033,949            | 330,101                 | 238,491                                  | (1,464,357)  |   |
| Corrections   | 3,514,155            | 129,763                 | 35,034                                   | (3,349,338)  |   |
| Human services  | 6,302,295            | -                       | 320,188                                  | (5,982,107)  |   |
| Cooperative extension   | 260,122              | -                       | -  | (260,122)  |   |
| Economic development  | 75,000               | -                       | -  | (75,000)   |   |
| Nursing home  | 10,581,056           | 9,275,846               | -  | (1,305,211)  |   |
| Interest expense  | 151,284              | -                       | -  | (151,284)  |   |
| <b>Total Governmental Activities<br/>and Primary Government</b> | <b>\$ 25,772,466</b> | <b>\$ 10,569,789</b>    | <b>\$ 660,573</b>                        | <b>(14,542,104)</b>                                    |   |
| <b>Component Unit:</b>  |                      |                         |  |  |   |
| Gunstock Area Commission  | \$ 9,586,326         | \$ 10,413,134           | \$ -                                     |  | \$ 816,808  |
| <b>Total Component Unit</b>                                     | <b>\$ 9,586,326</b>  | <b>\$ 10,413,134</b>    | <b>\$ -</b>                              |  | <b>816,808</b>  |
| <b>General Revenues and Transfers:</b>                          |                      |                         |  |  |   |
| County taxes  |                      |                         |  | 13,885,116   | -   |
| Investment income   |                      |                         |  | 517  | 941   |
| Miscellaneous   |                      |                         |  | 482,114  | 311,357   |
| Transfers, net (Gunstock Area Commission)                       |                      |                         |  | 175,000  | (175,000)   |
| <b>Total general revenues and transfers</b>                     |                      |                         |  | <b>14,542,747</b>                                      | <b>137,298</b>  |
| <b>Change in Net Position</b>                                   |                      |                         |  | <b>643</b>   | <b>954,106</b>  |
| <b>Net Position:</b>  |                      |                         |  |  |   |
| Beginning of year   |                      |                         |  | 10,677,217   | 7,030,810   |
| End of year   |                      |                         |  | \$ 10,677,860  | \$ 7,984,916  |

The accompanying notes are an integral part of these financial statements.

COUNTY OF BELKNAP, NEW HAMPSHIRE

GENERAL FUND

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

FOR THE YEAR ENDED DECEMBER 31, 2013

|   | Original<br>Budget | Final<br>Budget | Actual<br>Amounts<br>(Budgetary<br>Basis) | Variance with<br>Final Budget<br>Positive<br>(Negative) |
|---|--------------------|-----------------|---|---|
| <b>Revenues:</b>                                  |                    |                 |   |   |
| County taxes                                      | \$ 14,099,160      | \$ 13,885,116   | \$ 13,885,116                             | \$ -  |
| Nursing home                                      | 7,906,781          | 8,320,825       | 9,275,845                                 | 955,020   |
| Charges for services                              | 1,337,000          | 1,337,000       | 1,468,944                                 | 131,944   |
| Intergovernmental                                 | 129,967            | 129,967         | 396,205                                   | 266,238   |
| Investment income                                 | 100                | 100             | 517                                       | 417   |
| Miscellaneous                                     | 361,608            | 361,608         | 529,321                                   | 167,713   |
| Total Revenues                                    | 23,834,616         | 24,034,616      | 25,555,946                                | 1,521,332   |
| <b>Expenditures:</b>                              |                    |                 |   |   |
| General government                                | 2,882,809          | 2,882,809       | 2,715,900                                 | 166,909   |
| Public safety                                     | 2,115,035          | 2,115,035       | 2,048,959                                 | 66,076  |
| Corrections                                       | 3,334,814          | 3,334,814       | 3,306,044                                 | 28,770  |
| Human services                                    | 6,307,056          | 6,307,056       | 6,302,295                                 | 4,761   |
| Cooperative extension                             | 260,122            | 260,122         | 260,122                                   | -   |
| Economic development                              | 75,000             | 75,000          | 75,000                                    | -   |
| Nursing home                                      | 10,390,779         | 10,590,779      | 10,319,520                                | 271,259   |
| Capital outlay                                    | 60,000             | 60,000          | 56,350                                    | 3,650   |
| Debt service:                                     |                    |                 |   |   |
| Principal   | 590,000            | 590,000         | 590,000                                   | -   |
| Interest  | 169,001            | 169,001         | 145,823                                   | 23,178  |
| Total Expenditures                                | 26,184,616         | 26,384,616      | 25,820,013                                | 564,603   |
| Excess (deficiency) of revenues over expenditures | (2,350,000)        | (2,350,000)     | (264,065)                                 | 2,085,935   |
| <b>Other Financing Sources:</b>                   |                    |                 |   |   |
| Use of fund balance - reduce taxes                | 2,350,000          | 2,350,000       | 2,350,000                                 | -   |
| Excess of revenues over expenditures              | \$ -               | \$ -            | \$ 2,085,935                              | \$ 2,085,935  |

The accompanying notes are an integral part of these financial statements.

## Report of the Belknap County Attorney - 2014

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 sworn in again, for another two year term on January 6, 2015. 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.

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 69 calls for untimely or unattended deaths in the County (2013--76 and 2012--67).

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 have seen an explosion in heroin offenses, and have been actively combating

the Heroin Epidemic. We also see many crimes which are fueled by drug addicts' poor decision making and criminal choices, such as theft and burglary.

During 2014, the Office received 528 referrals resulting in 604 Indictments.

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 19 cases to jury trial over the course of 2014. 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 74 Probation Violations in 2014. 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,

Melissa Countway Gulbrandsen, Belknap County Attorney



Belknap County Department of Corrections  
2014 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 of the County Delegation, and to the residents of our community,

The “Annual Report” provides me with the opportunity to give everyone a glimpse “behind the bars” of your adult local detention facility, to understand the role that we play in public safety, and to highlight the successes that we realized throughout the year in helping people change their lives, efficiently manage a diverse and dynamic population, reduce recidivism and ultimately to best serve the interests of the County taxpayers as stewards of their limited funds.

***Summative Incarceration Statistics for 2014***

The average in-house daily population of the jail in 2014 was 92 inmates; only slightly over the design capacity of 87 beds. This was a significant decrease from the 2013 value of 113 ADP. Because of the slight population down-tick and the lack of any significant events or bubbles in inmate counts, no inmates had to be sent out of the jail due to “overcrowding.” The population has continued to decrease slightly over the past few years as greater numbers of inmates are being supervised on pre-trial diversion, electronic monitoring (Home Confinement) and alternative sentencing options create opportunities to do more than simply “lock ‘em up.”

Not all arrestees come to jail and certainly not all who come in, stay! The average daily population presents a snapshot of who is in custody at a particular point however the more accurate measure of criminal activity may be seen by the total number of bookings (a lagging indicator) that are handled by the jail facility from those communities that chose to bring their prisoners in to Laconia versus releasing them on bail from their local police department. In 2014, we booked **XXXX total inmates**.

The five year trend of historical booking of new inmates reveal that an apparently increasing number of offenders are being processed and released each year. Previous year totals include 2231, 1984, 1552 and 1792. The average length of stay overall climbed 20% from 26.98 days in 2012 to 32.42 days in 2013.

***Detention Profile***

Belknap County presently has the lowest percentage of pre-trial offenders in custody with 30% comprising felony, misdemeanor and civil cases; probation and parole violations; and “overnight holds”. The number of protective custody (PC) cases decreased for the third year in a row from 622 in 2012 to 605 in 2013 to 590 in 2014.

***Community Corrections***

Community Corrections is both a philosophy as well as our action plan for finding innovative ways to manage our inmate population safely out in the community. 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. In order for the jail to realize decreases in population, we look to reintegrate appropriate offenders back to the community supports at an appropriate time prior to their release from custody. By engaging with community partners in mental health, substance abuse, spiritual counselors, and with the grateful support of business leaders and landlords, we are able to help individuals transition from jail to community with a reasonable chance of success.

Participants in the work release and Home Confinement programs continue to support their families, pay off court-ordered fines, pay child support, reimburse the state for attorney fees, and save for expenses after release from their incarceration. During 2014, 57 inmates were placed on electronic monitoring for a combined total of 4,110 days. Revenue generated from the electronic monitoring program this year resulted in **\$8,449.50** with an additional **\$50,405.11** generated from the work release program. These combined amounts helped to reduce the amount to be raised by taxes through the return of this revenue to the General Fund.

### ***Programs***

Central to the concept of effective inmate supervision and management is our commitment to the program offerings made available at the jail facility. The department makes a concerted effort to balance vocational, educational and recreational needs and tailors programs to specifically address those areas. With very few exceptions, the jail counts on more than 150 community volunteers to provide these programs. Statistical tracking of inmate participants reveals significant reductions in of New Hampshire reports a 50-60% recidivism rate for offenders. After 5 years, we can attest to 10-15% rates (Making programming with appropriate coordinated care 85-90% effective)

A fully integrated approach to re-entry and transition from jail to community continues to be built and it is the hope that additional resources, space and commitment to this proven concept will continue to allow us to return law-abiding, healthy and productive citizens back to our communities.

### ***The Farm Program***

The farm program was not in operation in 2014 however we are looking forward to its return in 2015. This program provides fresh vegetables to the service kitchen at the Belknap County Nursing Home and helps support local food banks including St. Vincent de Paul and the Salvation Army.

### **2014 Reflection**

Last year, I noted that 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. That pledge and commitment continues. We successfully identified deficiencies in safety, security, health, physical plant, and operational issues and offered the most effective and cost efficient means to address them in the best interest of the County. While minor improvements have been made, there is much work yet to be done.

Respectfully submitted,

***Daniel P. Ward Sr.***

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

**Belknap County Sheriff's Department  
2014 Annual Report  
Craig H. Wiggin – High 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 2014.

**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: | <b>\$ 3,408.00</b>  |
| FEES COLLECTED:         | <b>\$130,132.57</b> |

**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 24 hours a day, pursuant to Involuntary Emergency Admission proceedings. 175 IEA transports were conducted in 2014. 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 and some civil matters, thereby reducing the necessity of physical transports in those cases. The department conducted a total of 2,318 secure transports in 2014. 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, various types of warrants issued by the Circuit and Superior Courts, as well as civil arrest warrants. 554 new warrants were received from all of these sources, reflecting a 10% increase over last year. The department's clearance rate on warrants this year was 82%. 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 488 custodial arrests during the year. Additionally, 12 fugitives wanted for fleeing the state after facing serious criminal charges were located and arrested. These individuals were extradited back 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. Sheriff's Department investigators were involved in a number of cases in 2014 targeting and disrupting illicit Methamphetamine labs and production in Belknap County, as well as possession and distribution of Heroin, which continues to have a devastating impact on our communities.

## **COMMUNICATIONS**

The Sheriff's Department operates a regional communications center, providing 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 is a designated Public Safety Answering Point for E-9-1-1 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. Our staff of dedicated Communications Specialists managed over 78,000 total calls for service in 2014.

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



*Members of the Sheriff's Department at the Belknap Superior Court, after taking their oath of office administered by Superior Court Justice James O'Neill.*

## 2014 Belknap County Restorative Justice Annual Report

In early 2014, we welcomed a new case manager to our office: Mike MacFadzen, previously a Trooper for the State of NH wanted to get back into the Criminal Justice system in a different type of role. He has been a welcome addition to our team, bringing new skills, ideas, stories, and humor. He is currently pursuing his bachelor's degree in the field of psychology, which he says gives him a broader perspective in addition to his law enforcement roots.

Katie continues to pursue her master's degree in Clinical Mental Health Counseling, and will be finished around the Spring of 2016. In addition to pursuing her alcohol and drug counseling license, Tori decided to make the leap into graduate school and has started pursuing her master's degree in Social Work. Tori and Brian continue to be active members in Belknap County Recovery Court, lending their time, knowledge, and decision-making skills in the fight against drug addiction and towards clients living sober, healthy lives. As the heroin, and other drug, epidemic continues in the Lakes Region which can be seen so clearly in the local newspapers and police logs; those numbers are a small representation of the true drug problem in our area. We continue to support the efforts of the Recovery Court team and the participants who may not only be in the fight of their lives, but for their lives. We are pleased to report that there were three graduates of Recovery Court in 2014.

The juvenile and adult Court Diversion programs continue to be, not only a huge cost-savings for the county by decreasing the burden of time commitment for police, courts, and prosecutors, but also an excellent opportunity for individuals who want to make amends for the crime(s) they've committed. In 2014, we worked with 37 juveniles and 128 adults.

Due to the structural changes of the Wal-mart in Laconia/Gilford, we began receiving an influx of first-time shoplifters to our misdemeanor Court Diversion program. We are currently in the process of creating a program specifically designed for these types of offenders called Theft Education and Diversion, or T.E.D. This program will specifically address these types of offenders, and we have reached out to several of the areas businesses, such as Wal-mart to gain their input on what types of sanctions they'd like to see within this program.

As a team, we work hard to collaborate with other agencies in the area such as Horizons Counseling Center in Gilford/Plymouth, Genesis Behavioral Health in Gilford, Road to Recovery in Plymouth, NH State Probation and Parole Department, the local high schools, and local law enforcement to name a few. We hope that the services we provide continue to be valuable to the community for many years to come.

Brian Loanes  
Tori Chase  
Katie Laux  
Mike MacFadzen

## Belknap County Nursing Home 2014 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 fourteen was a year in which there were many examples of progress that was made towards fulfilling our mission. One measure of our progress was the result of the annual inspection performed by the New Hampshire Department of Health and Human Services. The inspection resulted in zero health deficiencies and an upgrade to a 5 star rating in 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.

In 2014, the American College of Health Care Administrators (ACHCA) identified Belknap County Nursing Home one of the top performing facilities in the United States. Each year, ACHCA uses Minimum Data Set quality indicators, occupancy, and three years of survey data to identify excellence among nursing facilities. BCNH’s areas of excellence included:

- Three consecutive years of superior performance on Health, Fire Safety, and Complaints Surveys. Including a zero deficiency survey in 2014.
- 98.75% facility occupancy
- avoidance of Special Focus Facility status
- high performance on Quality Measures associated with the Advancing Excellence quality goals

Having met these goals; we qualified for the ACHCA Eli Pick Facility Leadership Award which recognizes facilities for achieving excellence well beyond the Five Star rating system. Fewer than 2% of facilities nationwide qualify for this distinction.

Focusing on quality is not new to BCNH; in 2014 we continued on course towards identifying quality goals, and measuring and improving patient outcomes related to those goals. We excelled in the publicly reported data that measures quality of care in skilled nursing facilities in the United States.

The government regulated Quality Measures reported on Nursing Home Compare show BCNH exceeded the state or national average in 16 of the 18 categories.

A few areas where we outperformed the state and national averages are; falls with major injury, urinary tract infections, patient self-report of moderate to severe pain,

development of pressure ulcers, residents who become incontinent, catheter use, physically restraints, significant weight loss, depressive symptoms, influenza vaccination, and the use of antipsychotic medication.

In the 2 measures where we did not exceed the state or national average we were .4% away from the goal in one measure and 3.2% away from the goal in the other. 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 that we achieved a 20% reduction in the operating deficit last year. As we are pleased with this result, we continue to look for opportunities to operate more efficiently within the continuously changing reimbursement system.

Although great ratings, positive survey results, improved Quality Measures, and financial efficiency are very important to everyone at BCNH, the measure of our quest in Advancing Excellence is 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 at the end of life, 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 family in 2015 and beyond.

Sincerely,

Mathew Logue, N.H.A.  
Dianne Roberts, R.N.  
Nursing Home Administrator  
Director of Nursing

## Belknap County Registry of Deeds 2014 Annual Report

To the Honorable Commissioners of Belknap County:

The Registry of Deeds office is responsible for the recording of land records of property within Belknap County. Records date back to 1765 when Belknap County was part of Strafford County. The records are preserved here at the registry as well as off-site on microfilm to insure they can be re-created in the event of a disaster.

Many type of documents are recorded at the Registry of Deeds. Each becomes a permanent part of the chain of title for the property. These documents would include deeds, mortgages, assignments, liens, plans, and discharges to name a few.

Revenue generated by the Registry of Deeds is primarily derived from the Real Estate Transfer Tax (RETT), as well as Recording Fees, Surcharge Fees and copy fees. The registry receives a 4% commission for collecting the State of New Hampshire Transfer Tax and LCHIP Fee (Land and Community Heritage Investment Program). The total revenue for 2014 is as follows:

|                                |                     |
|--------------------------------|---------------------|
| RETT 4% Commission & Recording | \$695,015.68        |
| Surcharge Fees                 | 23,809.00           |
| LCHIP 4% Commission            | 8,057.00            |
| <b>TOTAL</b>                   | <b>\$726,881.68</b> |

Operating expenses for the office of the Registry of Deeds, including salaries and all other costs, totaled \$426,724.34 leaving a contribution of \$300,157.34 to the County's General Fund.

The Registry, through our vendor – Fidlar Technologies, continues to offer property owners of Belknap County a free service entitled “Property Fraud Alert”. Property and mortgage fraud is one of the fastest growing white-collar crimes. Enrollment in this service allows the user to register their name and select a notification method that would alert them if a document was recorded in this office. We now also offer a new pay-as-you-go service called “Tapestry”. Users of this program can print documents directly from their home or office with the use of a credit card.

The end of 2014 brought the well-deserved retirement of Barbara Luther, our leader. She has served Belknap County for over 30 years, the past 10 years as Register. We thank her for her unwavering leadership, guidance, friendship and support. While saddened by her departure, we wish her many happy years of retirement!

I would like to thank the registry staff: Carol Morin, Susan Gagne and Cindy Beede for their professionalism, dedication and hard work. It is a team effort that allows us to be known as the best registry in the state!

In closing, thank you to the Commissioners of Belknap County for their support of the Registry of Deeds.

Respectfully submitted,  
Judith A. McGrath,  
Register

Belknap County Delegation Subcommittee Minutes ~ Outside Agencies  
01/24/14 at 9:00 am

Members Present: Chair Worsman, Representatives Fields, Cormier and Holmes.

Absent: Rep. Arsenaault

Also present: Debra Shackett, Glen Waring and Commissioner Thomas.

**Conservation District** - Lisa Morin and John Hodsdson from Belknap County Conservation District requested \$97,304 in the budget (level funded). She explained what they do and some of their programs. Rep. Worsman asked what their financial contributions from towns are. None. Rep. Holmes asked what towns would do if BCCD didn't exist. That would cost towns a lot more money and they would have difficulty obtaining resources. Rep. Cormier asked what the EPA grants for \$63,000 is for and who signs it. It is for restoration, erosion, sediment into streams etc. BCCD chairman signs it. Rep. Cormier would like a copy of the grant instruments to review what the EPA lists for mandatory outcome.

**Cooperative Extension** - Sue Cagle, Peter Ellis and Kelly McAdam from the Belknap County UNH Cooperative Extension gave history and some background on their organization and budget request of \$165,784. This is a 1.5% increase over last year due to the CPI. They receive funding from the County, State and Federal government. Rep. Cormier asked for the State and Federal portions for funding for 2012 & 2013. They will get these numbers to the committee. Representative Worsman asked about salaries and benefits and if they operate under the university system. The University Co-Op is not connected to state benefits. Rep. Fields thanked them for their programs.

**Community Action Programs** – They have requested \$60,905 which is level funded from last year. Brain Hoffman discussed the management of the organization and various funding. Sue Wnuk explained the family planning and prenatal programs and Pam Jolivet discussed the elderly services and programs that CAP provides. Rep. Holmes asked how many volunteer for the senior companion program. Answer: 17. Rep. Worsman asked if communities contribute to funding. In facilities yes (area centers), not services. Rep. Cormier asked if any funds support abortion. No, they are prohibited under title 10.

**Genesis** – Celia Gibbs and Linda Hogdon explained that their budget request of \$34,200 is the same as last year. Rep. Cormier asked about client fees and how they are paid. It is thru Medicaid. Rep. Worsman asked them to explain from previous years of funding till now, why the substantial increase in request for funding from past years. This was due to closing down

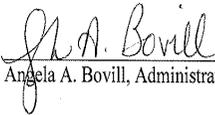
facilities in the state and needing additional resources and restructuring throughout the State to handle this crisis. Rep. Fields asked for the Federal funding breakdown for Belknap County and Grafton County. They will forward to the committee.

**Economic Development Council** – Their budget request is \$75,000, same as last year. Carmen Lorenz and Sean Sullivan explained some of the staffing changes, some of the services provided to the towns/city within the county, cultural changes and ongoing programs. Rep. Worsman asked how much money is outstanding in the current loans. In a \$3 million dollar total loan fund, \$1.2 million is available to lend, the rest is out. Rep. Worsman asked if BEDC sees business helping with funding annually versus the county funding. Some manufacturing companies are.

**Greater Lakes Child Advocacy** – Their request is for \$11,000 same as last year. Director Noyes explained the role of the GLCA and what services they provide for the children of Belknap County. They work with all law enforcement agencies. Ms. Noyes also shared that in October they achieved the prestigious status of a nationally accredited center. There is one Child Advocacy Center in every county in New Hampshire.

**Adjourn:** M/Holmes, S/Cormier to adjourn at 11:45 am.

Respectfully submitted,



Angela A. Bovill, Administrative Assistant

Belknap County Delegation Subcommittee  
Administration & Finance ~ 01/24/14 at 1:00 pm

Members Present: Chair Greemore, Representatives Luther and Huot.

Absent: Rep. Comtois and Sylvia.

Also present: Debra Shackett, Glen Waring and Commissioner Thomas.

**Administration Revenues:** Chair Greemore reviewed revenues and asked why misc. sources were down to \$75K from last year's figure of \$194,617. Mostly due to the fact last year there was \$110,000 from JUA that we will not receive this year. They also asked when the Gunstock contract (MOU) expires.

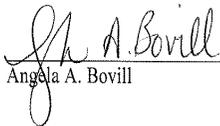
**Administration Expenses:** Chair Greemore asked why the HR Directors salary went from \$102,000 in 2013 to \$99,900 in 2014. Answer is that the HR Directors salary is not \$102,000. Chair also asked why it shows that monies were spent out of the sick pay and longevity line items when the Delegation budgeted Zero in 2013. Commissioners have statutory authority to spend the money appropriated within the budget. This is the basis of the difference in opinion over budgetary authority. Commissioners provided the delegation with the legal opinion from their attorney confirming this last year. Rep. Greemore said that the Delegations attorneys' opinion differs from ours. Administrator Shackett asked for a copy of that opinion as the Commissioners/County have never seen/received it. Chair asked about the reduction in the auditing services. No GASB is required this year. Chair asked why there is such a large increase in legal fees. County had to plan to defend itself regarding the pending budgetary authority suit with the Delegation. Chair asked about property and liability and would like to get a copy of that bill to all committee members so they can see how this is broken up. Rep. Huot spoke in detail explaining the need to increase retirement costs.

**Finance:** Chair asked about the full time wages. Why they went down \$50K since last year. Just as in Administration a percentage of those salaries (2 of them) are allocated to the Nursing Home budget. Chair asked why the software support line item increased. The County had a \$2000 credit in 2013 from MUNIS (software co.) And it is gone as of 2014.

**Information technology (IT):** The committee asked what the difference is between the two lines items Contracted services and software support. Contracts Services is the IT services that encompass the whole county's technology infrastructure with our outsourced IT partner. The software support is for Doc Star, an electronic filing system used by the nursing home. Chair asked why the IT upgrade line item was reduced. Commissioners removed \$35,000 before submitting to Delegation (large portion of funding removed Sheriff's IMC). Rep. Huot spoke in detail about electronic medical records. The County will eventually implement the electronic medical records.

**Adjourn:** M/Huot, S/Greemore to adjourn at 2:00 pm. Unanimous. **Motion carries.**

Respectfully submitted,

  
\_\_\_\_\_  
Angela A. Bovill



**Delegation Meeting Minutes**  
**January 27, 2014 at 4:00 PM**

Chair Worsman called the Belknap County Delegation meeting to order at 4:03 PM on the above date at 34 County Drive, Laconia, NH and recited the pledge of allegiance.

In Attendance: Representatives Burchell, Luther, Cormier, DiMartino, Greemore, Gulick, Fields, Huot, Raymond, Tilton, Worsman, Arsenault, Fink and Vadney.

Absent: Representatives Comtois, Sylvia, Flanders and Holmes.

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

**Minutes for approval:** M/Worsman, S/Vadney to approve the 01/07/14 minutes as proposed (noting changes made from original draft to edited draft). No abstentions. None opposed.

**Motion carries.**

**2014 budget:** Rep. Worsman handed out a copy of a budget she prepared and had it printed for all Delegation members. She told members that they could either use the County's budget or use her spreadsheet, whatever tool works for members is what they should use.

**Process:** The members discussed methodology for preparing the budget. Some were in favor of establishing a percentage change from last year, and others wanted to build a budget based on departmental needs.

**Outside agencies subcommittee:** The requested amounts by each agency were read.

**Administration & Finance Committee:** There was discussion on the difference in accounting procedures and budget outcomes for the full administrative & finance wages, specifically the amounts allocated to the nursing home.

**IT Budget:** Explanation was given on the difference between Contracted Services and Software Support.

**Legal item:** Rep. Gulick asked how much money has been spent on the lawsuit to date. Answer: \$7,554. Rep. Raymond inquired on the status of the pending lawsuit, and how they will proceed. Rep. Worsman said it is not on the agenda, and it will be discussed in nonpublic session. Some

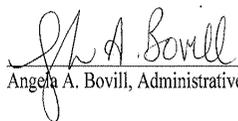
members questioned why it would be done in nonpublic session. Rep. Raymond suggested keeping the status on litigation on every agenda and that no vote is taken until they receive their legal opinion from Atty. Horan and then they can make a decision from there.

**Contingency:** Rep. Tilton asked if any research was done on his inquiry of making a contingency line in the budget versus the contingency fund. Administrator Shackett will send the proper RSA to Rep. Tilton as well as a printout to all delegates of what has been spent out of contingency in 2013. Rep. Worsman would also like a printout of the actual; expenditure for every account in the budget. This will be important for next Tuesdays 02/04/14 meeting.

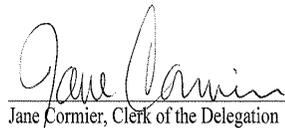
**Public comment:** There was none.

**Adjourn:** M/Luther, S/Huot to adjourn at 6:55 PM. Unanimous. **Motion carries.**

Respectfully submitted,

  
\_\_\_\_\_  
Angela A. Bovill, Administrative Assistant

A true record Attest:

  
\_\_\_\_\_  
Jane Cormier, Clerk of the Delegation

Belknap County Delegation Subcommittee Minutes

Deeds & Maintenance ~ 01/31/14 at 10:00 am

Members Present: Chair Tilton, Representatives Gulick and Greemore.

Absent: Rep. Holmes and Fink.

Also present: Debra Shackett, Glen Waring and Commissioner Philpot and Nedeau.

Rep. Tilton wanted to note for the record that he had originally scheduled this meeting to take place in the courthouse as he didn't feel it would be as effective in the meeting room at the county complex. Further, that he would not have voted for sub committees if they were not going to be held in each respective department.

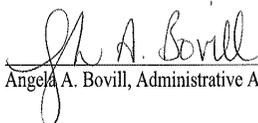
**Registry of Deeds Revenue:** Real estate transfers were up. Committee asked why the difference in budgeted numbers the surcharge fees. Ms. Luther explained that after meeting with Admin, Finance, Commissioners and county auditors, the Commissioners voted to take \$25,000 out and put into a separate dedicated cash account as required by RSA. The special equipment account is not part of the General Fund. Ms. Luther reported that there is \$40,188 current balance in that account.

**Registry of Deeds Expenditures:** Committee asked about the reduction in part time wages. This was reduced based on the use of a per diem person in the office that fills in when needed. Also discussed was overtime budget and if it is needed. On rare occasions, it may be needed. Committee asked about contracted services and that going out to bid once the contract is up at the end of 2014. Committee asked about her request for \$400 and the Commissioners for Zero in line item 55500, printing. S/Gulick, S/Greemore to increase printing line account 55500 to \$300. Unanimous. **Motion carries.**

**Maintenance Expenditures:** Asked about personnel wages. No changes have been made. 2 FT and 2 PT in this budget. Line item 53420 (contracted services) was discussed. Commissioner Nedeau suggested not making any cuts to maintenance so we can move forward with projects that have been put off. Water and sewer was discussed and Chair Tilton wondered if he could get the number of flush fixtures at the jail. Next was 54310 property repair and maintenance. Facilities manager asked for \$30K and Commissioners reduced to \$20K. Facilities Manager would like that money added back to be able to fix all the locks at the jail. Committee agrees that this needs to be increased and will recommend as a priority. Rep. Gulick would also like to keep contracted services at 21,000. Committee would like to receive an estimate on repairing all the locks at the jail to help make the case to the full delegation to approve the funding.

**Adjourn:** Unanimous motion to adjourn at 12:04 pm.

Respectfully submitted,

  
Angela A. Bovill, Administrative Assistant

Belknap County Delegation Subcommittee Minutes

Nursing Home ~ 01/31/14 at 1:00 pm

Members Present: Rep. Worsman (sitting in for Chair Rep. Comtois) and Representatives Cormier, DiMartino, Flanders and Fink.

Absent: Rep. Comtois.

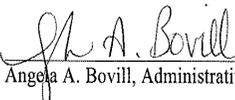
Also present: Debra Shackett, Glen Waring and Commissioner Philpot and Nedeau.

**Nursing Home revenue:** Mathew Logue, Nursing Home Administrator reviewed revenues with the committee. Members discussed Proshare, managed care systems, the revenue side of salaries from Admin & Finance and the offset revenue account for the bed tax. (Bed tax = 53000 and revenue offset = 34044).

**Nursing Home Expenditures:** Members asked about the difference in the department's request and the Commissioners recommendation in line item 53435, IT system upgrade. Mr. Logue said the difference was the money for the Electronic Medical Records project. When going through the budget on a needs basis, this item was removed until it is mandated that the county must do it. They also inquired why in line item 56680 he requested 2,800 and the Commissioners recommend Zero. Mr. Logue said that was for 2 way radios. They were a want vs. a need. Chair asked about reductions in the salaries/benefits of dietary. There is one less position thus creating a reduction. Same as in account 51130; there was a vacant position that they decided not to fill. The Nursing Home is finding it harder to recruit RN's. Committee asked why line item 56130, Travel was increased. The administrator asked for more money in case they have to utilize outside non-emergency wheel chair vendor to take patients out because the Nursing Home van is on the verge of ending its useful life. Activities department was also reduced to 5 full time employees from 7 as it was determined that they were heavily staffed and could provide the same level of service with 5 people, thus the savings. Rep. Cormier asked what he does if something costly happens, like a repair in the kitchen. That is what the contingency in the budget is used for. Chair Worsman asked if there was a place in his budget that they could reduce by \$20K and put that money in a reserve account. Rep. Greemore asked about staffing on the night shift and Rep. Worsman asked about cross shift staggering. Chair Worsman wanted to have an impact study put together on money savings by implementing the electronic medical records. Administrator Shackett said this project is something the county definitely wants to do. Mr. Logue said it would be a more efficient process for the Nursing staff and would pay for itself in the 1<sup>st</sup> year. Rep. Greemore asked for an analysis of the year end result of the supplemental appropriation for the money received from Medicare A patients. Chair Worsman said all info is needed ASAP as she intends for the budget vote to take place on 02/18/14.

**Adjourn:** Unanimous motion to adjourn at 3:10 pm.

Respectfully submitted,

  
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Angela A. Bovill, Administrative Assistant

Belknap County Delegation Subcommittee

Public Safety ~ 01/31/14 at 3:35 pm

Members Present: Chair Vadney, Representatives Raymond, Tilton, and Burchell.

Absent: Rep. Sylvia.

Also present: Debra Shackett, Glen Waring and Commissioner Thomas.

**Department of Corrections Revenue:** Rep. Tilton suggested raising line item 34037, Commissary income to \$12K.

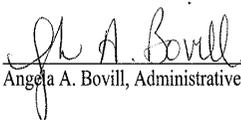
**Department of Corrections Expenditures:** Rep. Tilton asked for a report with the exact number of employees in the DOC and which line (s) wages are charged to. Members asked why Superintendent Wards request in wages was more that the Commissioners request. This was for the three Correctional Officers (one Community Corrections Officer and 2 Correctional Officers) positions that he had requested in the budget that the Commissioners took out. (This also represents the differences in the lines items for insurance, retirements, and all associated payroll accounts). Superintendent had numbers that showed they are already 3.5 short on the shifts alone. These positions are very much needed. Superintendent also added that the staff numbers have not changed in 20 years while the population has more than doubled. Next was line 53000. That is because the jail will now do the ADAPT program themselves. Line 56005 was increased for inmate programs, GED program, etc. and is very much needed. Discussions ensued regarding transporting inmates.

**Restorative Justice Revenue:** Executive Director Brian Loanes reported that they had a total of 64 adult and 30 youth cases in 2013. These numbers increase, but utilizing the same staffing numbers. These cases have increased the revenue numbers for 2014.

**Restorative Justice Expenditures:** The committee asked Director Loanes about the large difference in wage line items. Mr. Loanes had asked for a 32 hour position in last year's budget, but the Delegation did not approve. They have 3 part time case managers. Based on case load and retention of his current professional staff, he would like to increase one of these part time managers to a full time position. (That effects all of the retirement, health, payroll etc. related line items in this budget). Lastly, discussed were line items 53900 and 56100.

**Adjourn:** Unanimous motion to adjourn at 6:20 PM.

Respectfully submitted,

  
Angela A. Bovill, Administrative Assistant



**Delegation Meeting Minutes**  
**February 4, 2014 at 5:30 PM**

Chair Worsman called the Belknap County Delegation meeting to order at 5:30 PM on the above date at 34 County Drive, Laconia, NH and recited the pledge of allegiance.

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

Absent: Representatives Arsenault and Comtois,

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

**Minutes for approval:** M/Cormier, S/Fields to approve the 01/24/14 outside agencies subcommittee minutes as presented. **Motion carries.** M/Greemore, S/Huot to accept the 01/24/14 Administration & Finance subcommittee minutes, with a correction in the spelling of Rep. Greemore last name. **Motion carries.** M/Vadney, S/Fields to approve the 01/27/14 minutes. Under 2014 budget paragraph, Rep. Worsman would like it edited to say that she told members that they could either use the County's budget or use her spreadsheet, whatever tool works for members is what they should use. Unanimous. **Motion carries.**

**2014 budget; Nursing Home** Rep. Worsman started with the Nursing Home subcommittee and wanted to discuss the money allocated from Admin and Finance salaries to the Nursing Home line 53000. Rep. Worsman calculated her figures and came up with a different amount than the county. Discussions ensued around the process in which these are paid. Rep. Worsman asked for 2013 wages for the 6 positions in Admin & Finance. A portion of 5 of those positions are allocated to the Nursing Home (Admin. Assistant is not). Rep. Worsman then discussed the electronic medical records in line item 53435. They would suggest raising that line to \$20,000 allowing the implementation of the electronic medical records project. Rep. Tilton wanted to get numbers on health insurance rates (single/2 person/family). Rep. Greemore asked what the rates are for the NHRS. Rep. Worsman wants to know what salaries would be without COLA and step. Administrator Shackett will give the number increase (by department). Committee discussed the shortage of RN's; this is an industry issue everywhere right now. Rep. Gulick sked how many volunteers the Nursing Home has. There are 35. Revenues were discussed regarding Proshare and the CAP from the State.

**Public input:** At 7:45 pm, Chair Worsman asked if there was any public input. Kurt McGee from Sanbornton spoke regarding appropriations and referred to RSA 24:15 and RSA 24:21.

Rep. Worsman said this was on her to do list and that she would like to establish a grant policy for the Delegation. Administrator Shackett stated that the County has an adopted grant policy, a strict one and that it is followed. She could provide a copy to all Delegation members. She has also asked the Auditors for a statement regarding this. Rep. Worsman wants to make them part of the budget.

**2014 budget; Debt Service:** Administrator Shackett said there are 2 loans that the County is paying on. These are broken down by principal and interest. Rep. Greemore asked about towns paying taxes twice a year. Administrator Shackett said she met with all town/city administrators and it was determined that taxpayers are better served by having the county do a TAN. It would be much more costly for the towns/city to do on their own plus, it would require a legislative change, which as Rep. Tilton indicated, the legislature will not do.

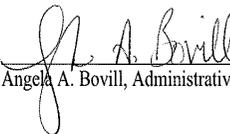
**Capital Projects:** Rep. Tilton commended the facilities manager on his broken out list and capital improvement project program. The committee asked if the project budgeted (surveillance system) would require the full \$100,000. Yes. There was an RFP that was put out. Committee would like those documents.

**Public input:** There was none from the public. Rep. Fields would like to commend Administrator Shackett who recently received the Credential Manger Designation from ICMA, the International City/County Government Management Association. Congratulations!

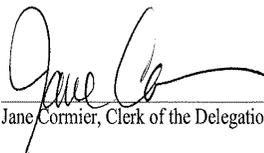
Rep. Tilton asked for updated numbers in the 2013 staff count and asked if there was an updated list of county vehicles. The one he has is a year old.

**Adjourn:** M/Luther, S/Fields to adjourn at 8:20 pm. Unanimous. **Motion carries.**

Respectfully submitted,

  
\_\_\_\_\_  
Angela A. Bovill, Administrative Assistant

A true record Attest:

  
\_\_\_\_\_  
Jane Cormier, Clerk of the Delegation



**Delegation Meeting Minutes**  
**February 10, 2014 at 5:30 PM**

Chair Worsman called the Belknap County Delegation meeting to order at 5:30 PM on the above date at 34 County Drive, Laconia, NH and recited the pledge of allegiance.

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

Absent: Representative Arsenault.

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

**Public hearing:** Greg Goddard, General Manager of Gunstock Recreational Area (joined by Robert Durfee, Chair of the Gunstock Commission and Scott Dunn, Gilford Town Administrator) gave a detailed overview on the Layout of Area Rd. The Town of Gilford, Gunstock Commissioners and Belknap County Commissioners have all signed off on the Layout. Mr. Goddard is seeking approval from the Delegation along with the proper signature. M/Fields, S/Huot to open the public hearing for discussion at 4:05 pm. Reps asked questions. Chair asked for public comment. There was none. The public hearing was closed at 4:18 pm. Chair announced that this needs a 2/3 vote to pass. M/Fields to approve the Layout of Area Rd. as presented. Roll call vote as follows: 14 –Y (Burchell, Comtois, DiMartino, Fields, Flanders, Greemore, Gulick, Huot, Luther, Raymond, Sylvia, Tilton and Worsman. N – 0. **Motion passes.** Rep. Worsman will sign in the clerk's absence.

**Deeds & Maintenance subcommittees:** Rep. Tilton, Chair of Deeds and Maintenance Sub Committee explained their review of the budget. **Deeds:** Revenues = no changes. Expenditures: Rep. Gulick reported the only change made by the subcommittee was to increase line item #55500 to \$300 for printed receipts used in Deeds. **Maintenance:** Chair reported there was one line item the committee felt that it was appropriate to make a change. It is 54305, increased to \$30,000 to cover repairs in the jail, mainly the locks. The subcommittee felt this is a priority.

**Public Safety subcommittee:** Chair Worsman asked Rep. Burchell to fill in as acting Chair until Rep. Vadney arrives. Superintendent Ward asked for 3 additional staff (1-CCO and 2-CO), the subcommittee recommends. Rep. Worsman asked what impact this would have on overtime. It would be reduced.

Deeds: Rep. Tilton asked for a motion for Registry of Deeds. M/Tilton, S/Gulick to increase line 55500 to \$300 in Deeds budget. Unanimous. **Motion passes.**

Public Safety subcommittee continued: Additional information was requested pertaining to the cost of each new hire. Rep. Tilton explained his opinion of statutory changes that have been made relative to inmate transfers and how changes could be made at Belknap County. Rep. Burchell turned over the meeting to Rep. Vadney who opened with a statement relative to the budget. (Attached)

M/Raymond, S/Gulick to halt further legal action with Attorney Horan if we are not looking to micromanage based on Rep. Vadneys statement. Roll call vote taken: 5 – Y (DiMartino, Fields, Gulick, Huot and Raymond. 12 – N. (Burchell, Comtois, Cormier, Fink, Flanders, Greemore, Holmes, Luther, Sylvia, Tilton, Vadney, Worsman). **Motion fails.**

Rep. Burchell said that line 53700 could be reduced. Administrator Shackett reminded the committee that without the three new positions, the county will need more than \$30,000. That expense is not a part of the Corrections budget, but rather a contingency plan. Rep. Vadney then recommended the following changes: 53915 to \$240,000, 56115 to \$7,000, 56250 to \$3,000, 56400 to \$14,000 and 56500 to \$3,000.

Restorative Services: It was recommended that one PT position in this department be converted to FT. Rep. Raymond asked what is provided in line item 56100. Drug screening kits, challenge course expenses, life skills classes to name a few. Executive Director Brian Loanes stated that he could reduce a few more lines in his budget as follows: 53900 to \$3,500, 56100 to \$2,750. Rep. Tilton stated that the difference in making the PT position FT is \$31,400. Rep. Raymond gave explanation to clarify the positions in Restorative Justice and this request. M/Tilton, S/Vadney to accept the Commissioners recommended budget for Restorative Services with the 2 changes: 53900 to \$3500 and 56100 to \$2750 and in support of the full time position. Unanimous. **Motion passes.** For revenues, the committee also concurs with the commissioners recommended budget.

County Attorney: Atty. Guldbrandsen stated for the record that as an elected official, she is very offended by Rep. Vadneys statement indicating that all the budgets are padded; she took great offense to that assumption given that she is very cautious and has a bare bones budget. Rep. Vadney stated that the committee recommended 53510 be increased to \$3,000 and line 55500 be \$400. M/Worsman, S/Fields that the subcommittee accepts the Commissioners recommendation of the budget with these two changes. Unanimous. **Motion passes.** M/Tilton, S/Flanders to accept the commissioners recommended revenue at \$59,967. Unanimous. **Motion passes.**

Sheriff's department: Revenue: Committee concurs with the Commissioners recommendations. Rep. Worsman asked how many employees this department has. 9 sworn FT deputies, one permanent PT deputy and 12 PT deputies. Rep. Worsman also reviewed the list of vehicles and stated she felt there were some with low mileage. She is concerned with the request for 4 vehicles and recommends reducing to 3. The Sheriff disagrees. M/Vadney, S/ Greemore to accept the Commissioners recommendation for the Sheriff's budget for all line items but salaries and benefits. Unanimous. **Motion passes.**

Administrator Shackett spoke to the accusations made tonight regarding the county and their Professional Department Managers. They are highly offense; they are not padding their budgets. This flies in the face of good budgeting and she wanted that stated for the record.

**County Convention:** Rep. Worsman made the following motion for the County Conventions budget: 53000 for \$6500, 53200 for \$10,000, 56105 for \$1400 and 56200 for \$2500 for a total budget of \$20,400. S/Greemore. Unanimous. **Motion passes.** Rep. Sylvia wanted to state for the record that a supplemental appropriation for the jail is not wanted by him. Rep. Burchell restated Rep. Sylvia's statement if a supplemental request is made and added that a request should have been in the budget.

**Outside agencies:** Chair Worsman said the only agency with an increase for 2014 was the UNH Cooperative Extension. M/Worsman, S/Comtois to level fund the cooperative extension at \$162,818 and all other outside agencies requests be level funded as submitted. Rep. Gulick is not in favor of reducing UNH Coop, but agrees with others. Hand vote: Y-11, N-5. **Motion passes.**

**Salaries:** M/Vadney for 2014, the amounts to be appropriated for salaries in all departments be the same as 2013 (level fund). S/Greemore for discussion. Rep. Cormier clarified for motion that for the 2014 budget, use current rates being earned in 2013 at the level fund, no pay increases. Hand vote was taken. 12-Y, 3-N. **Motion passes.**

**Additional Positions in the budget:** M/Greemore to add the funding for the three positions in the jail and the one position in Restorative Services. S/Burchell. Hand vote: 14 – Y and 1 – N. **Motion passes.**

**Health insurance:** M/Sylvia, S/Greemore to appropriate \$2,638,164 for the specific purpose of purchasing healthcare insurance for all departments and that the Commissioners must receive written authorization of the Executive Committee prior to any transfer for any portion of this appropriation. Hand vote. 13 – Y and 2 – N. **Motion passes.**

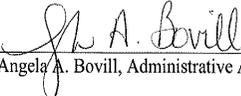
**Longevity incentive:** M/Holmes, S/Sylvia to provide zero funding for longevity incentive in all departments. Administrator Shackett reminded members that that is a contractual obligation that the county needs to and will pay. Hand vote taken. 10-Y, 5-N. **Motion passes.**

**Sick pay incentive:** M/Cormier, S/Comtois to provide zero appropriation for sick pay bonus. Rep. Gulick stated that this incentive saves money in the end and asked Administrator Shackett to get numbers on these actions. Administrator Shackett can provide the impacts of all of these actions and will get those numbers. Hand vote taken. 10-Y, 5-N. **Motion passes.**

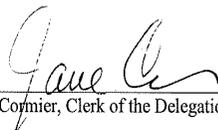
Chair Worsman announced that tomorrows night's meeting will be to get through all the budgets and get to the bottom line.

**Adjourn:** M/Comtois, S/ Luther at adjourn at 8:15 pm. Unanimous. **Motion passes.**

Respectfully submitted,

  
\_\_\_\_\_  
Angela A. Bovill, Administrative Assistant

A true record Attest:

  
\_\_\_\_\_  
Jane Cormier, Clerk of the Delegation



**Delegation Meeting Minutes**  
**February 11, 2014 at 5:00 PM**

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

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

Absent: Representative Arsenault.

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

Administrator Shackett provided new copies of the budget that incorporated all of last night's actions. Chair Worsman announced that the Delegation would go through the budget department by department.

**County Convention:** Accepted.

**County Attorney:** Accepted.

**Administration:** M/Worsman, S/Tilton to reduce 53200 to \$10,000. Administrator Shackett said legal items were charged to contingency and that the county has spent more than \$10,000 in 2012 and 2013 and there is no reason to think it will spend less in 2014. Rep. Tilton feels \$10,000 is appropriate. Rep. Luther was on this subcommittee and that the committee agreed on \$30K. Rep. Raymond stated the Delegation has already spent \$6,500 on a potential lawsuit by the Delegation. (Commissioners have not received anything from the Delegations lawyer on moving forward with this lawsuit). The expense of \$6,500 is a result of the Tardif/Gammon lawsuit). Roll call vote: 10 – Y (Burchell, Comtois, Cormier, Fink, Greemore, Holmes, Sylvia, Tilton, Vadney, Worsman) 7 – N (DiMartino, Fields, Flanders, Gulick, Huot, Luther and Raymond). **Motion passes.** M/Worsman, S/Cormier for Admin that line 51100 be \$190,678 (HR Director-\$67,645, County Administrator \$78,049 and Admin Assistant \$44,984). Roll call vote: 10 – Y (Burchell, Comtois, Cormier, Fink, Greemore, Holmes, Sylvia, Tilton, Vadney, Worsman) 7 – N (DiMartino, Fields, Flanders, Gulick, Huot, Luther and Raymond). **Motion passes.** M/Greemore, S/Sylvia to reduce 53412 to \$3500 and reduce 56110 to \$2000. Roll call vote: 10 – Y (Burchell, Comtois, Cormier, Fink, Greemore, Holmes, Sylvia, Tilton, Vadney, Worsman) 7 – N (DiMartino, Fields, Flanders, Gulick, Huot, Luther and Raymond). **Motion passes.** Administrator Shackett stated for the record that this is the second year in a row that out

of 260 employees, her salary was the only one singled out and reduced by \$20,000. Rep Worsman clarified, for the record this delegation cannot dictate who gets paid nor at what salary level. We are limited to the amount appropriated for a purpose.

**IT budget:** M/Greemore, S/Sylvia to reduce 53420 to \$58,800. Roll call vote: 10 – Y (Burchell, Comtois, Cormier, Fink, Greemore, Holmes, Sylvia, Tilton, Vadney, Worsman) 7 – N (DiMartino, Fields, Flanders, Gulick, Huot, Luther and Raymond). **Motion passes.**

**Finance budget:** Full time wages as follows: Finance Director \$84,048, Assistant Finance Officer \$60,237 and Bookkeeper \$43,118. Total appropriation of \$117,800. Accepted.

**Deeds:** Accepted.

**Maintenance:** Accepted. Rep. Sylvia stated that funding was increased in order to fix the locks at the Jail.

**Sheriff Dept.:** Accepted. Rep. Raymond noted that they didn't vote on the 4 changes in wages and salaries in their subcommittee meeting.

**Dept. of Corrections:** Superintendent Ward reviewed his handout memo regarding three different scenarios with 2014 budget adjustments for additional full-time Corrections Officers. (Attached) Rep. Huot asked who uses the bracelets. Sentenced, pretrial if staff and space available. Rep. Cormier asked for scenario #2, how much would a full time position cost. Rep. Worsman said that the average cost per CO was \$76,000 on her spreadsheet including salary, health, etc. (The numbers in the subcommittee column of this most current budget, includes the 3 CO's) Rep. DiMartino said without offering benefits it would be difficult to hire quality people. Rep. Tilton referred to the handout on health insurance and the costs. Rep. Huot reminded all that there are contractual obligations that are written into the contract and these positions are union positions and that the Unions will sue if benefits are not paid. The costs of lawsuits would be far more than the cost of funding the necessary appropriations for the contracts. Rep. Worsman said the delegation has the huge responsibility of keeping the bottom line down. Commissioners Philpot stated the county currently is trying to negotiate contracts to come to an agreement. Rep. Worsman wants the Superintendents scenarios incorporated into the corrections budget with no benefits. Rep. Greemore wants the bottom-line effect on the budget for next Tuesdays 2/18/14 meeting. M/Gulick, S/DiMartino to eliminate the shaded parts of the sub committees budget (restore to the Commissioners recommended budget) plus add the 3 positions asked for (1CCO and 2 CO) along with the cost of all benefits associated with them. Roll call vote: 7 – Y (DiMartino, Fields, Flanders, Gulick, Huot, Luther and Raymond). 10 - N (Burchell, Comtois, Cormier, Fink, Greemore, Holmes, Sylvia, Tilton, Vadney, Worsman). **Motion fails.** M/Tilton, S/Sylvia for the working delegations budget, take the 2014 subcommittee column and add the increases and decreases for scenario #3 (from the Superintendents memo) incorporating those changes into the budget. Roll call vote: 14 – Y (Burchell, Comtois, Cormier, Fields, Fink, Flanders, Greemore, Holmes, Huot, Luther, Sylvia, Tilton, Vadney, Worsman) 3 – N (DiMartino, Gulick, Raymond). **Motion passes.**

**Restorative Justice (Services):** Accepted.

**Health and Human Services:** Accepted.

**Outside agencies:** Accepted.

**Nursing Home Administration:** Rep. Worsman highlighted her changes. Line 53420 to be reduced to \$25,500. Line 53435 was discussed for a possible increase of \$15K for Electronic Medical Records. Rep. DiMartino said it was discussed but never voted. Administrator Shackett stated that the County is not ready for EMR. All concur with going back to the \$5090. Line 53300 to be funded at \$109,275. So only two changes in this budget. M/Worsman, S/ Greemore to accept the two budget changes of Line 53420 to \$25,500 and line 53300 to \$109,275. Roll call vote: 10 – Y (Burchell, Cormier, Flanders, Greemore, Holmes, Luther, Sylvia, Tilton, Vadney, and Worsman). 5 – N (DiMartino, Fields, Gulick, Huot, Raymond) **Motion passes.**

**Nursing Home Maintenance:** M/Worsman, S/Sylvia to reduce line 54110 to \$120,000. Roll call vote: 13 – Y, (Burchell, Comtois, Cormier, Fields, Fink, Flanders, Greemore, Holmes, Luther, Sylvia, Tilton, Vadney, Worsman) 4 –N (DiMartino, Gulick, Huot, Raymond). **Motion passes.**

**Nursing Home Rehabilitation:** Accepted.

**Nursing Home Dietary:** Accepted.

**Nursing Home Nursing Department:** M/Gulick, S/DiMartino to adopt the 2014 Commissioners recommended budget for the nursing department. (\$5,857,492.) Roll call vote: 7 – Y (DiMartino, Fields, Flanders, Gulick, Huot, Luther, Raymond). 10 – N (Burchell, Comtois, Cormier, Fink, Greemore, Holmes, Sylvia, Tilton, Vadney, Worsman). **Motion fails.**

**Nursing Home laundry:** Accepted.

**Nursing Home Housekeeping:** Accepted.

**Nursing Home Physicians:** Accepted.

**Nursing Home Special services:** Accepted.

**Nursing Home Activities:** Accepted.

**Nursing home Hairdressing:** Accepted.

Administrator Shackett stated that the contractual obligations in the budget will be underfunded by \$500,000 based on these changes.

**Capital projects:** M/Fields, S/Huot to approve the capital project for security cameras. Roll call vote: 16 – Y. (Burchell, Comtois, Cormier, DiMartino, Fields, Fink, Flanders, Greemore, Holmes, Huot, Luther, Raymond, Sylvia, Tilton, Vadney, Worsman) **Motion passes.**

**Adjourn:** M/Comtois, S/ Flanders at adjourn at 8:35 pm. Unanimous. **Motion carries.**

Respectfully submitted,

  
\_\_\_\_\_  
Angela A. Bovill, Administrative Assistant

A true record Attest:

  
\_\_\_\_\_  
Jane Cormier, Clerk of the Delegation



## Delegation Meeting Minutes February 18, 2014

Chair Worsman announced that she was waiting for a quorum to start the meeting that is scheduled for 5pm. We have all been at the State House today doing the people's business. She is requesting patience while representatives travel from Concord in the snow storm. She asked for a county telephone to conference call in Rep. Comtois to the meeting who is tending to a roof emergency. Chair called the Belknap County Delegation meeting to order at 5:44 PM on the above date at 34 County Drive, Laconia, NH and recited the pledge of allegiance.

In Attendance: Representatives Arsenault, Burchell, DiMartino, Flanders, Greemore, Gulick Huot, Luther, Raymond, Sylvia, Tilton, Vadney, Worsman. Rep. Comtois was available via telephone.

Absent: Representative Cormier, Fields, Fink and Homes.

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

Chair appreciated all in attendance in the midst of a terrible snow storm. It is her recommendation to recess the meeting for today and to meet tomorrow at lunch at the State house in Concord in room #212. Rep. DiMartino stated that they should have the meeting now as did Rep. Gulick. There is a quorum present. Rep. Burchell said he felt discussions were ok, but no votes. Rep. Arsenault also felt that there was a majority quorum present (only 4 missing), why would they not have the meeting now.

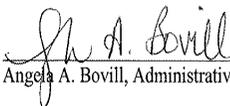
**Motion to pass budget:** M/Arsenault, S/DiMartino to pass the Commissioners recommended budget as it was presented in December. Discussions ensued. Roll call vote: 7 – Y (Arsenault, DiMartino, Flanders, Gulick, Huot, Luther, Raymond), 7 – N (Burchell, Comtois, Greemore, Sylvia, Tilton, Vadney, Worsman). **Motion fails.**

Chair Worsman then requested to recess to a time when all members are present. Rep. Arsenault stated that the meeting should have been canceled due to the weather. Rep. Huot indicated that since there are no bylaws for the County Convention or rules of order – how could they go about a recess? This is a problem. Chair Worsman indicated that the reason for a recess is the budget and as a result of everyone not being present. Chair consulted 91: A in the absence of bylaws and according to the attorney generals memo included in 91: A: 2 regarding the recessing of a public zoning meeting until a later date. Chair asked if the members wanted to have an effect to alter spending by waiting until after 25% of the budget is spent. (2 months have already gone by)

M/Worsman, S/Greemore to recess the meeting until 02/24/14 at 5:00 PM. Roll call vote: 7 - Y (Burchell, Comtois, Greemore, Sylvia, Tilton, Vadney, Worsman). 7 - N - (Arsenault, DiMartino, Flanders, Gulick, Huot, Luther, Raymond). **Motion fails.**

**Adjourn:** M/Vadney, S/Huot of adjourn at 6:35 pm. Unanimous. **Motion carries.**

Respectfully submitted,

  
\_\_\_\_\_  
Angela A. Bovill, Administrative Assistant

A true record Attest:

  
\_\_\_\_\_  
Robert Greemore, Acting Clerk

Belknap County Executive Committee Meeting Minutes  
February 24, 2014

Present: Rep Tilton, Worsman, Comtois, Vadney, Greemore, Cormier.

Absent: Rep. Flanders.

Also present: County Treasurer Michael Muzzey and County Administrator Debra Shackett.

Chair Tilton called the Executive Committee Meeting to order at 4:33 pm. Rep. Tilton stated in accordance with RSA 24:13, he has a report to be published in the 2013 Belknap County Annual Report as follows: "During 2013 the Executive Committee of the Belknap County Delegation approved the following expenditure from the contingency fund as authorized by RSA 24:13. On 08/12/13 Transfer of \$5,500 from Contingency 014198.59900 to Department of Corrections 014230.51200". M/Vadney, S/Greemore to approve the report. Unanimous. **Motion carries.**

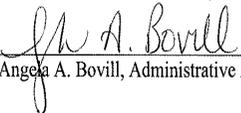
**Tax Anticipation Notes:** Michael Muzzey, Treasurer gave an overview on the process of the County's request for borrowing in anticipation of taxes along with a Cash flow projection sheet. The County is required to borrow to cover operating costs in anticipation of taxes as they only receive payment from the towns/city once per year in December. Mr. Muzzey is requesting authorization to borrow up to \$10,000,000 in anticipation of taxes. Chair Tilton asked if the Commissioners approved this. Muzzey said he went before the Board of Commissioners on 02/05/14 and his request was approved. Chair Tilton wanted a copy of the written request and asked for Commissioners meeting minutes. He called a recess at 4:37 pm so that Administrator Shackett could obtain copies for the committee.

Meeting reconvened at 4:44 pm Rep. Worsman asked the treasurer if the county needs to borrow earlier and earlier every year. Treasurer said no, it is generally Feb/March.

M/Worsman, S/Greemore to give the Treasurer Michael Muzzey authorization to borrow in anticipation of revenue through taxation \$10,000,000 effective only upon passage of the 2014 budget with sufficient appropriations to redeem the TAN. Mr. Muzzey said it has always been standard practice to tie the request to the amount of the budget prior to passage. The Treasurer always requests enough to cover its cash flow until December. Rep. Tilton pointed out that if the county didn't need the appropriation, it wouldn't need the TAN. Unanimous. **Motion carries.**

**Adjourn:** M/Worsman, S/Comtois to adjourn at 4:52 pm. Unanimous. **Motion carries.**

Respectfully submitted,

  
\_\_\_\_\_  
Angela A. Bovill, Administrative Assistant



## Delegation Meeting Minutes February 24, 2014

Chair Worsman called the Belknap County Delegation meeting to order at 5:00 PM on the above date at 34 County Drive, Laconia, NH and recited the pledge of allegiance.

In Attendance: Representatives Arsenaault, Burchell, Comtois, Cormier, Fields, Fink, Greemore, Gulick, Luther, Raymond, Sylvia, Tilton, Vadney, Worsman.

Absent: Representative DiMartino, Flanders, Holmes and Huot.

Also present: Commissioner Nedeau and County Administrator Debra Shackett.

**Executive Committee update:** Rep. Tilton, Chair of the Executive Committee reported on the 4:30 Executive Committee meeting. A report was submitted by the Executive Committee to be included in the 2013 County Annual report regarding Contingency (RSA 24:13). Rep. Tilton also reported the Treasurer, Michael Muzzey requested to borrow \$10,000,000 for Tax Anticipation Notes (TAN's). The committee verified the Commissioners approval of this request. The committee passed the request subject to being effective upon the passage of the 2014 budget with the sufficient appropriation in the budget. Rep. Gulick asked which RSA is relative to the TAN request. Rep. Tilton replied RSA 29:8.

Rep. Worsman inquired about a copy of the statement of the financial condition of the county required to be done by 02/15 for the end of the year numbers (12/31) and sent to Selectmen, City Manager, Secretary of State and the Delegation according to RSA 24:21. Administrator Shackett will look into this.

**Public comments:** Chair opened up the meeting for public comment at 5:08 pm. Gordon Blais; New Hampton, Kurt McGee; Sanbornton, Ms. French; Alton, Paula Trombly; Meredith, Hunter Taylor; Alton and Dave Devoy; Sanbornton asked questions, made statements and spoke to the budget. Public comment concluded at 5:20 pm.

**Motion on benefits:** M/Burchell, S/Tilton per RSA 24:13 (a) the Delegation appropriate \$2,594,925 to fund health insurance premiums; further that longevity and sick pay bonuses be funded in the amounts recommended in the Commissioners budget. Rep. Gulick stated that a vote on the budget was already taken at the 02/18/14 and that Rep. Comtois vote did not count as they did not vote on his ability to vote. Under the right to know law (versus Mason rules) there was a quorum present (13). Rep. Tilton wants employees to share in the cost of the health insurance premium increase. Rep. Fields apologized for not being present at the 02/18/14 meeting. He would have been here if he could have or would have liked to have participated by

phone and been able to vote. Rep. Arsenaault asked Administrator Shackett to clarify what employees pay towards health premiums. All employees are on an HMO plan and it is between 5 – 6.5%. Roll call: 10 – Y (Burchell, Comtois, Cormier, Fink, Greemore, Luther, Sylvia, Tilton, Vadney, Worsman). 3 – N (Arsenaault, Fields, Raymond) 1 – Abstention (Gulick). **Motion passes.**

**Hold on votes taken:** M/Raymond, S/Gulick to hold off on any votes on the 2014 budget until after the legislative recess if over. Rep. Arsenaault was troubled by the 02/27/14 meeting and felt it is not in the best interest of the people. Rep. Cormier agreed it is best to cancel the 02/27/14 meeting and also noted there was an even number of people present on each side (democrat and republican). Meeting was canceled. Back to vote. Roll call. 3 – Y (Arsenaault, Fields, Raymond) 10 – N (Burchell, Comtois, Cormier, Fink, Greemore, Luther, Sylvia, Tilton, Vadney, Worsman) 1 – Abstention (Gulick). **Motion fails.**

**Correctional officers:** M/Comtois, S/Vadney to approve two new correctional officers for the jail (based on Superintendent Wards Scenario #2 in his memo). Rep. Tilton stated he has never heard of anyone cutting salaries or benefits at these meetings. They asked the Superintendent if he can assure the money will be used for this purpose. Supt. Ward cannot provide assurance. He provided 3 scenarios that were asked of him, he very much appreciates the funding for these much needed positions. If the Jail gets these positions with the risk of healthcare money being decreased, it will probably end up that only 1 will work with the numbers as the rest of the money will have to go to fund healthcare (contractual obligation). Current staff comes first. Supt. Ward said that these positions are vital. Rep. Luther said the Commissions are the only ones who have the authority to set salaries. Superintendent Ward asked if those two positions health costs be added to the previous motion to fund healthcare costs to them. Rep. Worsman said it is the desire of the Convention to support the positions and wanted to note for the record and she hoped the Commissioners were listening. Roll call. 9 – Y (Burchell, Comtois, Cormier, Fink, Greemore, Sylvia, Tilton, Vadney, Worsman). 3 – N. (Fields, Luther, Raymond). 1 – Abstention. (Gulick) **Motion passes.**

**Restorative Justice:** Rep. Vadney can't support the recommendation to upgrade the PT to FT position in this budget. It is not the time to do this. M/Vadney, S/Sylvia to reverse the PT to FT position in Restorative Justice as previously voted upon by the Delegation (put it back to PT status). Rep. Raymond is concerned with how many people will now be going to the jail without this. Director Loanes stated that there is a big increase in cases especially with adult diversion and they are maxed out right now. They would need to increase staff to take on more cases. Rep. Luther said if there is no dollar amount attached to the motion, the Delegation has no say. Roll call: 10 – Y (Burchell, Comtois, Cormier, Fink, Greemore, Luther, Sylvia, Tilton, Vadney, Worsman). 2 – N (Fields, Raymond) 1 – Abstention (Gulick). **Motion passes.**

**Sheriffs Vehicles:** M/Sylvia, S/Greemore to adjust the budget for 2 new vehicles instead of 4 (from \$41,000 to \$20,500) and that in his opinion 2 vehicles per year is a good turnover plan. Sheriff Wiggin stated that he would need his vehicle and maintenance line item increased if this passes as he will definitely exceed the \$9,000 budgeted. Sheriff Wiggin also stated it is cheaper to replace vehicles than to repair; he's done numerous studies that support his statement. It makes no economic sense. Roll call: 9 – Y (Burchell, Comtois, Cormier, Fink, Greemore,

Sylvia, Tilton, Vadney, Worsman. 3 – N) Fields, Luther, Raymond) 1 – Abstention (Gulick).  
**Motion passes.**

**Fund balance:** M/Cormier, S/Worsman to raise and appropriate the amount of \$1,500,000 from surplus fund balance and that \$13,885,116 be raised from taxation. Rep. Tilton indicated you can't do the second part of the motion as the Delegation is not ready to have a number. These are two different issues and they should divide the question. Rep. Cormier amended her motion to be: to raise and appropriate the amount of \$1, 500,000 from surplus fund balance instead of the \$2,000,000 recommended by the Commissioners. S/ Worsman. Roll call: 9 – Y (Burchell, Comtois, Cormier, Fink, Greemore, Sylvia, Tilton, Vadney, Worsman). 3 – N (Fields, Luther, Raymond) 1 – Abstention (Gulick). **Motion passes.**

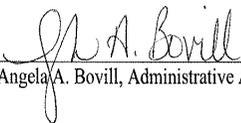
**Grants for the County:** M/Worsman, S/Sylvia that all grants be both received and expended through the Delegation voted budget per RSA 24:14. Rep. Gulick said that is a misrepresentation of the RSA, it is retrospective, not prospective and will land the Delegation in court. Rep. Tilton suggested amending the motion to add "to adopt a policy" that all grants be both received and expended through the Delegation voted budget per RSA 24:14. Roll call: 9 – Y (Burchell, Comtois, Cormier, Fink, Greemore, Sylvia, Tilton, Vadney, Worsman). 4 – N (Fields, Gulick, Luther, Raymond). **Motion passes.**

**Meeting dates:** Delegation will cancel the 02/27/14 meeting. Their next meeting will be on 03/04/14 at 5:00 pm.

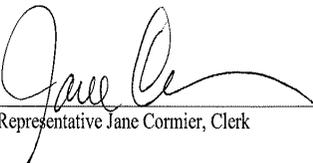
**Budget vote:** Rep. Gulick stated that she would be talking to the Attorney General's office regarding the legal vote that was taken at the 02/18/14 meeting. She would like to ask any Delegation member that disagrees with her on this to come along in the spirit of fairness and asked if anyone was interested or to contact her if so. There was no response from any member of the Delegation.

**Adjourn:** M/Comtois, S/Luther to adjourn at 6:45 PM. Unanimous. **Motion passes.**

Respectfully submitted,

  
Angela A. Bovill, Administrative Assistant

A true record Attest:

  
Representative Jane Cormier, Clerk

**Belknap County Delegation Meeting Minutes**  
March 19, 2014  
**Legislative Office Building, Room 209, Concord, NH**

Chair Worsman called the Belknap County Delegation meeting to order at 12:15 pm on the above date at the Legislative Office Building, Room 209, Concord, NH.

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

M/Greemore, S/Vadney to bring minutes of March 4, 2014 Belknap County Delegation meeting to the floor for approval.

Rep. Gulick had issues with having this meeting and discussed the presented meeting minutes were not proper and should not be voted on.

Rep. Fields commented the meeting should not have been held in Concord. He also expressed the minutes being discussed were not correct. He believes the proper protocol on the "phone call" commented on in the minutes was improper.

Rep. Raymond commented he objected to having comments included in these minutes which referred to the 2/18/14 Delegation meeting.

M/Comtois, S/Burchell to vote on the March 4, 2014 Belknap County Delegation Meeting minutes. Roll call: 11 Yea (Burchell, Comtois, Cormier, Fink, Greemore, Holmes, Luther, Sylvia, Tilton, Vadney, Worsman) and 6 Nay (Arsenault, DiMartino, Fields, Gulick, Huot, Raymond). 1 Abstention - Flanders. **Motion passes.**

Adjourn: M/Comtois, S/Sylvia

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Rep. Jane Cormier, Clerk

## Belknap County Delegation Meeting Minutes

April 28, 2014

Chair Worsman called the Belknap County Delegation meeting to order at 6:05 PM on the above date at 34 County Drive, Laconia, NH and recited the pledge of allegiance.

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

Absent: Representative Flanders and Holmes.

Also present: Commissioner Thomas, Philpot and Nedeau, Finance Director Glen Waring and Human Resources Director Norman O'Neil.

Approval of minutes: M/Huot, S/Vadney to accept the 03/19/14 minutes as written. Rep. Raymond wanted to correct the date in the second to last paragraph from 02/11/14 to the correct date of 02/18/14. Unanimously accepted. **Motion passes.**

Executive committee review: Rep. Tilton, Chair of the Executive Committee summarized the Executive Committee meeting prior to this. The Executive committee also reviewed the first quarter budget and indicated that there were lots of changes made or that were not consistent with the delegations' appropriations. Rep. Tilton was concerned about the 2 F/T Correctional officer positions, and that only \$1,400 of a \$30,000 maintenance budget has been expended. He questioned why work is not getting done. Rep. Worsman echoed those statements along with stating for the record that the Commissioners have moved money 121 times and in 11 department's totals. Some members also recognized and discussed concern over the overspending of the amount appropriated for the purpose of Health Insurance as \$209,919 has been added to these lines.

Opening comments: Rep. Worsman wanted to respond for the record to an article in the Laconia Daily Sun which questioned why tonight's meeting had been delayed? Her response, when requested by the administrator, was that due to the pending lawsuit, the Delegation could not act on the Supplemental Appropriation.

Regarding the Lawsuit- The court on April 16, 2014 dismissed the lawsuit against this convention brought by the five Democrats: Rep. Gulick, Rep. Huot, Rep. DiMartino, Rep. Raymond and Rep. Arseneault. With the finding that there was no violation to the Right to Know law/ RSA 91A. Per our attorney, "the Court dismissed the plaintiffs' complaint and upheld the procedures employed by the Chair of this convention. The decision vindicates the procedures employed, without exception." This lawsuit has cost the County Taxpayers \$7,317.95.

Supplemental Appropriation request: per RSA 24:14 at 6:13 pm, Chair Worsman turned over the meeting to the Commissioner for a presentation regarding their Supplemental Appropriation request for the cost items and proposal of the Nursing Home Contract (CBA). Commissioner Thomas introduced the County bargaining team: Ms. Shackett (absent), Mr. Glen Waring, Mr. Norm O'Neil and Mr. Matthew

Logue and then turned the presentation over to Human Resource Director Norman O'Neil who gave a detailed presentation of the Tentative Agreement. Discussions ensued around health insurance and representatives asked their questions/made statements.

Open public hearing: At 7:05 PM, M/Greemore, S/Comtois to open the public hearing. Unanimous.

**Motion passes.** Ms. Aloise from Gilford, Gordon Blais of Meredith, Bob Joseph of New Hampton, Barbara Howard of Alton, Peter Mulcahy of Gilmanton, Scott Craycraft of Gilford, Ellen McGlen of Gilford, Paula Trombly of Meredith, Howard Chandler of Laconia, Diane Lacey of Belmont, Tanya Philips of Canterbury, Mary Frost of Gilford, Barbara Comtois of Barnstead, Therese Tardy of Gilford all provided their input. M/Comtois, S/Huot to close the public hearing at 7:43 pm. Unanimous. **Motion passes.**

Motion on Nursing Home CBA: M/Arsenault, S/DiMartino vote to support the Commissioners supplemental appropriation to raise and appropriate funds for \$336,170.66 for the Nursing Home Collective Bargaining agreement. Representatives had discussion. Chair called for the vote: Roll call. 7 – Y (Arsenault, DiMartino, Fields, Gulick, Huot, Luther, Raymond). 9 – N (Burchell, Comtois, Cormier, Fink, Greemore, Sylvia, Tilton, Vadney, Worsman). **Motion fails.** Chair announced that the Delegation will take a 2 minute recess at 8:02 pm. Recess concluded at 8:04 pm.

Elected Officials salaries: Rep. Tilton reported that at the Executive Committee meeting, he brought up the legal bill for \$5200 for Registry of Deeds being unpaid. Further, that he made a motion to increase the Register of Deeds salary \$3,000 a year for the next two years and fund by reducing each of the three Commissioners salaries \$1,000 each a year for the next two years to resolve the issue. That motion failed. . M/Tilton, S/Vadney to approve the salaries of the 7 elected officials as is (base salaries = Commissioner Chair \$11,004, Vice Chair and Clerk \$9,354, Treasurer \$3,961, Register of Deeds \$68,415, County Attorney \$89,164 and Sheriff \$74,304). Unanimous. **Motion passes.** Some members discussed the fact that Belknap County has some of the highest salaries for its elected officials, in the state. Since Belknap is among the smaller counties, some committee members discussed the need to halt this trajectory, as it is unaffordable and unsustainable

Elected Officials Benefits: M/Tilton, S/Comtois to accept the 3 Full Time elected officials positions (Register of Deeds, Sheriff and County Attorney) as eligible for New Hampshire Retirement System (NHRS). Unanimous. **Motion passes.**

Elected officials health benefits: M/Tilton, S/Vadney that the Health for the 3 FT elected officials be 15% (2-person or family) and the 16.5 % (single) health insurance (employee contribution) and to offer the "Opt out" health insurance incentive for the three elected officials positions at \$500 single, \$1,000 2-person and \$1,500 family. Hand vote. 11 – Y. 4 – N. **Motion passes.**

Other business: The meeting on May 27th at 5:00 pm is a full Delegation meeting. Chair said there would be jail discussions and other business if any. Rep. Gulick asked if there was an update on the lawsuit with Attorney Horan, Chair said no. Rep. Gulick asked how much money has been spent by the commissioners to defend themselves on this. Answer by Mr. Waring was \$14,000 in 2013 and 2014

(together) for the matter of the Delegation vs Commissioners on budgetary authority. Rep. Gulick asked where the Delegation was at. Chair answered there is no update.

Resignation as Clerk: Rep. Cormier announced that she would need to resign as the Clerk of the Delegation and member of the Executive Committee for personal reasons, but that she would still be an active member of the Delegation. M/Greemore, S/Comtois to appoint Rep. Burchell as the Clerk (and Executive Committee). Rep. Burchell accepts. Roll call vote: 9 – Y (Burchell, Comtois, Cormier, Fink, Greemore, Sylvia, Tilton, Vadney, and Worsman). 5 – N (DiMartino, Gulick, Huot, Luther, Raymond).

**Motion passes.**

Adjourn: M/Huot, S/Comtois to adjourn at 8:30 pm. Unanimous. **Motion passes.**

Respectfully submitted,

Rep. Jane Cormier



## Belknap County Executive Committee Meeting Minutes April 28, 2014

Present: Representatives Tilton (Chair), Worsman, Comtois, Vadney, Greemore, Cormier.

Absent: Representative Flanders.

Also present: County Finance Director, Glen Waring.

**Elected Officials salaries:** Chair Tilton said in accordance with RSA 23:7, the Executive Committee will review the 7 elected officials' wages (Three Commissioners, Sheriff, Treasurer, County Attorney and Register of Deeds.) Rep. Tilton then said this might be an opportunity to rectify an injustice to a County employee caused by an instance of extremely poor leadership by the Commissioners. In summary, the Commissioners in 2012 sued the Register of Deeds, in her capacity as Register, over a disagreement. Attorneys for both sides worked out a settlement. The Commissioners then used County funds to pay their attorney, but rejected the submission for County funds to pay for the Register's legal fees. In 2013 the Delegation by an 18-0 vote attempted to correct this injustice by appropriating \$5200 on a specific line item on the MS-42 for legal expenses for the Register of Deeds. However, the Commissioners illegally transferred the appropriation from this line and expended these funds for other purposes. M/Tilton, S/Worsman to increase the Register of Deeds salary \$3000 a year for the next two years and fund by reducing each of the three Commissioners \$1000 a year for two years Rep. Cormier agrees in theory, but has concerns. Rep. Greemore can't support because it might not be the same Commissioners and Registrar elected for those positions. After discussion, it was agreed to address this issue after determining the other salaries Rep. Tilton withdrew his motion and Rep. Worsman accepts retraction.

Rep. Vadney handed out a spreadsheet (NH County Salary comparisons) he put together. Members discussed the fact that Belknap County has some of the highest administrative salaries in the state. Since Belknap is among the smaller of counties, committee members discussed the need to halt this trajectory as it is unaffordable and unsustainable. M/Worsman to bring County Attorney salary on the floor and motion to reset it at \$85,000. S/Comtois. Rep. Greemore and Tilton don't feel this is a good idea and sends a poor message. Rep. Worsman withdrew her motion and Rep. Comtois accepts. M/Tilton, S/Greemore to increase Register of Deeds salary \$3,000 per year for two years and reduce each of the three Commissioners \$1,000 per year for two years. Roll call vote: 3 – Y (Greemore, Tilton, Vadney). 3 – N (Comtois, Cormier, Worsman). Vote is a tie. **Motion fails.** M/Worsman, S/Greemore to accept the salaries of the 7 elected officials as is (base salaries = Commissioner Chair \$11,004, Vice Chair and Clerk \$9,354, Treasurer \$3,961, Register of Deeds \$68,415, County Attorney \$89,164 and Sheriff \$74,304). Unanimous vote. **Motion passes.**

**Elected officials Benefits:** New Hampshire Retirement System (NHRS). On the spreadsheet that was provided by the County, it only shows the County Attorney, Register of Deeds positions as being offered NHRS? Is the Sheriff position offered NHRS? Answer is yes, it is, there was a typo on the spreadsheet. M/Worsman, S/Vadney to accept these 3 positions as eligible for NHRS. Unanimous. **Motion passes.** M/Worsman, S/Vadney for the County Attorney, Register of Deeds and Sheriff position to cover the cost

for a single health insurance plan, and then to pay 20% (employee contribution) of a 2 person or family plan. Rep. Tilton recommended going with the increase proposed in the NH CBA, which is an increase of 15% or 16.5% depending on the plan. Worsman agreed to amend her motion to the 15% (2-person or family) and the 16.5 % (single) health insurance (employee contribution) for the 3 elected officials. Unanimous. **Motion carries.** M/Vadney, S/Worsman to offer the “Opt out” health insurance incentive for the three elected officials positions at \$500 single, \$1,000 2-person and \$1,500 family. Unanimous. **Motion carries.** Members discussed the moving of over 132 unauthorized line items in the budget. Members also recognized and discussed concern over the overspending of the amount appropriated for the purpose of Health Insurance as \$209,919 has been added to these lines.

**Statement of Financial Condition:** Rep. Tilton said that these numbers differ from the 02/28/14 budget report. Finance Director Waring stated that is because this statement refers to the Treasury for the whole county, not just the operating accounts. Rep. Worsman asked about the 2013 audit report. Mr. Waring said that the final audit report is expected in 30-45 days. Rep. Worsman pointed out that according to the YTD budget reports; the Commissioners changed numerous line item budget numbers throughout the whole budget. Rep. Worsman asked Mr. Waring if he could provide a census of the last 12 months of the Nursing Home. Mr. Waring said yes, he can request that info.

**Public comment:** Chair Tilton asked for public comment. There was none.

**Adjourn:** M/Comtois, S/Greemore to adjourn at 5:15 pm. Unanimous. **Motion passes.**

Respectfully submitted,



Rep. Frank Tilton-Chair Executive Committee (due to Clerk position changes)



## Delegation Meeting Minutes

May 27, 2014

Chair Worsman called the Belknap County Delegation meeting to order at 5:00 PM on the above date at 34 County Drive, Laconia, NH and recited the pledge of allegiance.

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

Absent: Representative Arsenault.

**Approval of minutes:** Rep. Tilton asked to postpone the approval of the 04/28/14 Executive Committee minutes because he has changes that he would like to make. There was no objection. M/Vadney, S/Comtois to accept the 04/28/14 Full Delegation meeting minutes as written with one small change to the last name "Craycraft" on pg. 2 per Rep. Worsman. Unanimously accepted. **Motion passes.**

**Public input:** At 5:05 pm, Chair Worsman opened the meeting for public comments, concerns, input regarding the County Jail. Roger Gray of Sanbornton, Hunter Taylor of Alton, Dave Devoy of Sanbornton, Peter Mulcahy of Gilmanton and George Hurt of Gilford all gave input regarding the jail. Representatives then had discussion on the jail. Hunter Taylor outlined a jail in progress in Wilkes County North Carolina which will house 256 prisoners at a guaranteed cost of less than eleven million dollars. George Hurt stated that he had participated in the last jail upgrade which took place in the late 1980s and did not think that the work done was substandard. In response to a question from Peter Mulcahy, Superintendent Ward stated that a new jail should be 80,000 square feet. Chair Worsman raised the possibility of outsourcing prisoners as a cost-effective means of dealing with jail issues. Rep. Burchell and Superintendent Ward discussed the existence and adequacy of a study of all components of the criminal justice system in the county, which study was recommended in the Bennett report. No action was taken.

**Presentation/Public Hearing/Vote:** Chair Worsman then announced that the Commissioners have requested that the Delegation hold a meeting in order for the Jail Planning Committee to give a presentation and request a bond. The meeting will be on June 9, 2014 at 6:00 pm. Rep. Huot announced he would be absent.

**Adjourn:** With no further business to discuss, M/Comtois, S/Huot to adjourn at 6:30 pm. Unanimous. **Motion passes.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Rep. Richard Burchell".

Rep. Richard Burchell, Clerk

## Delegation Meeting Minutes June 16, 2014

Chair Worsman called the Belknap County Delegation meeting to order at 6:05 PM on the above date at 34 County Drive, Laconia, NH and recited the pledge of allegiance.

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

Absent: Representative Arsenaault.

**Approval of minutes:** M/Tilton, S/Greemore to accept Rep. Tilton's edits for the 04/28/14 Executive Committee minutes. Rep. Tilton then recapped the changes he made regarding Deeds and the legal committee unanimously accepted these changes. **Motion passes.** M/Sylvia, re 05/27/14 minutes as submitted. Unanimous. **Motion passes.**



**the Presentation:** On behalf of the Jail Planning Committee, Superintendent Ward presented items to be funded by a bond issue. The projects included \$1 million for a facility to address the facility's poor air quality, \$1.6 million for a temporary structure that would house 48 inmates, and \$360,000 toward a schematic design for a new jail. Supt. Ward started with the HVAC request and the several parts that deal with the issue. The handler was removed years ago. There is no air circulating in the jail and there is a major issue with air quality. This was a major issue in the facilities analysis report. Currently there are three different sources of heat in the building. Some members asked if the duct work would be useable, it was determined that it may not be cost effective. The \$1 million dollar estimate comes from what the county paid for the courthouse HVAC system as it is a similar SF area comparison. Gordon Blais of Meredith said that they should heat the jail with wood fired heat, it's much cheaper. Dorothy Piccato of Gilford said it is difficult to teach and volunteer in the jail with the current poor air quality and odors. Barbara Comtois of Barnstead said the money the county spent to renovate the county complex should have been used to do this. Many members of the public spoke regarding their concerns, interest, ideas for or against this portion of the request. Next, Supt. Ward explained what the temporary housing unit was, and that it would hold 48 inmates. Supt. Ward also showed the audience where the unit would be placed. They could connect it to the existing building, and it could also connect to our systems (sewer, water, electric, etc.) Supt. Ward said that having this temporary housing would limit the county's liabilities and would help with spikes in population along with freeing up space for teaching and programming. When asked about staffing issues, the Superintendent said that it would be managed with the same amount of staff, just in different areas. Also, this facility would still be able to be used, without moving, if construction were to begin on a new facility.

Many members of the public spoke regarding their concerns, interest, ideas for or against this portion of the request. Brian Gallagher of Sanbornton questioned bonding a three year lease over a ten year period. The intent would be to roll it over into the bond for the new facility. Lastly was the discussion on the request for schematic design, architectural review and retiring of the space and program requirements. The Superintendent explained the David Bennett report and the Ricci Greene report and how they mesh into the next phase of the plan for schematic design. Rep. Burchell stated that the study of all components of the County criminal justice system, which was recommended by Bennett, had not been completed. Administrator Shackett provided handouts showing the 9 phase Facility Development

Plan that has been followed to date. A bond repayment schedule and the cost impact to each town were presented. Ricci Greene developed a functional report and schematic design which will more closely estimate prices and space requirements. It is the next legitimate step in the process. Mark Sisti of Gilmanston said the jail needs a HVAC system. The jail situation is despicable and the jail will be in trouble if they don't do something. Belknap County and Coos County are the only two jails in the State that have not improved their jails systems. It is only a matter of time before lawsuits come in. He recommends spending money on a new facility, not lawsuits. Dave Devoy of Sanbornton supports the bracelet system, programming and moving the woman prisoners to the Administration wing. Sheriff Craig Wiggin said that we need to do something before the Federal Government takes over the project. The costs would be astronomical and the jail would lose its day to day control of operations. Rep. Raymond stated that there is also a cost involved in doing nothing. Between lost energy costs, transports, recidivism and lawsuits, doing nothing is not cost effective.

**Public Hearing:** Chair Worsman opened the public hearing to accept input on the request. M/Huot, S/Luther to open the public hearing at 8:28 pm. Unanimous. **Motion passes.** Commissioner Ed Philpot stated that there is a consensus in the room on a lot of these issues and hopes that the one thing that begins to stem is a real dialogue between all parties. A lot of time and effort has been put into this and to find common ground and work together with constructive dialogue is welcoming. Mary Ellen Budman of Laconia teaches art in the Jail. There will be an art show soon, the third one of its kind and this has been very good for the inmates both male and female. Rep. Burchell thanked Commissioner Philpot for his sincere comments. Administrator Shackett asked that the Delegation please consider the bond for the \$2.96 million for these urgent jail needs. With no further public comment, chair closed the public hearing at 8:35 PM.

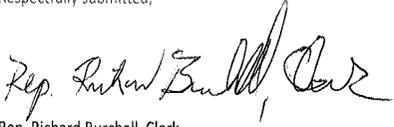
Members discussed dividing the vote. Chair Worsman said that the vote would be for all three together in the amount of \$2.96 million and could not be separated unless we seek legal counsel for its permissibility. Chair Worsman also said that 150 prisoners could be housed at Strafford County jail for a cost cheaper than the total current annual Jail operating budget and therefore could not support the bond request. Rep. Huot indicated the Delegation doesn't have authority to dictate where prisoners will go or for others to take them at a cost we dictate. There are statutory requirements and families would sue for sure if you take away their constitutional rights. Rep. Vadney indicated that since the vote can't be split, he would vote no. Rep. Tilton read portions of RSA 33.3 regarding the legal purposes of bonding. He pointed out that it is not legal to bond for ten years to provide a three year lease for temporary jail housing. It is also not legal to bond for design or preliminary planning for a facility except when it is part of a bond to complete the facility. The bond proposed by the Commissioners is not only poor fiscal management but it is illegal. Rep. Gulick indicated that bond counsel was consulted by the Commissioners and that they were not doing anything wrong with this bond request.

Rep. Luther said these inmates are fellow citizens when they are not incarcerated and shame on the Delegation if they don't do something now. Rep. Sylvia thanked the committee and announced he would vote no.

**Vote on the proposed Bond:** M/Huot, S/Gulick that the \$2.96 million dollar bond be approved, broken down as: \$1 million for a new HVAC system, \$1.6 million for a temporary structure that would house 48 inmates, and \$360,000 toward a schematic design for a new jail. Roll call was taken: Rep. Burchell-N; Rep. Comtois-N; Rep. DiMartino-Y; Rep. Fields-Y; Rep. Fink-N; Rep. Flanders-Y; Rep. Greemore-N; Rep. Gulick-Y; Rep. Holmes-N; Rep. Huot-Y; Rep. Luther-Y; Rep. Raymond-Y; Rep. Sylvia-N; Rep. Tilton-N; Rep. Vadney-N; Rep. Worsman-N. 9-N, 7-Y. **Motion fails.** Delegation members thanked the Jail Planning Committee for their hard work and Superintendent Ward for his presentation.

**Adjourn:** Unanimous motion to adjourn at 9:05 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Rep. Richard Burchell, Clerk". The signature is written in a cursive style with a large, prominent initial "R" and "B".

Rep. Richard Burchell, Clerk



## Executive Committee Meeting Minutes September 15, 2014

Chair Tilton called the Executive Committee meeting to order at 4:03 PM on the above date at 34 County Drive, Laconia, NH and recited the pledge of allegiance.

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

Absent: Representative Comtois.

**YTD budget - revenues:** Chair Tilton started the review with revenues. Rep. Worsman said that they are tracking quite well. She also stated that there were a few places in the revenue where the amount received is higher than what was budgeted. Proshare 34040 - \$650,000 budgeted, already received \$1,258,127.50 – “That is 2 x’s the amount budget. It is a positive thing, but the 2015 delegate members coming onboard should know why that is.

**YTD budget - expenses:** Rep. Tilton wanted to thank the Commissioners for receiving a copy of the YTD expenditures for the first time including what was the original budget (the % column) instead. As the committee reviews the YTD budget reports, they will pose questions of the Commissioners to Ms. Bovill who will record and submit for answers. **Administration** – 56110, \$738 was encumbered in training, Rep. Greemore wants to know why, for what and is the work done? It is overspent; the Commissioners have no authority to encumber. **Legal** - Rep. Worsman said that she sent an email to Administrator Shackett asking for more legal information to prepare for tonight meeting for legal expenses throughout the budget including the Nursing home (not just convention and administration). Part of the Admin expenses are also in the NH (Professional Services). Rep. Worsman stated that she still has not received and wants to have it. **Maintenance** - 54100 - \$8656.01 encumbered. Rep. Greemore would like to know if that come out of the available budget of \$36,142.84 already. Rep. Tilton stated that the Delegation put \$30,000 in the budget line 54305 for jail maintenance. Why are we not spending it? Based on the condition on the jail, why is this not spent? What issues are not being addressed at the jail? Also lines 572000 \$11,634 and line 57300 \$2200 have zero expended and members want to know why. **Sheriff** – Rep. Greemore said that line 53420 has money encumbered (\$959.55) but it is already over. How can we encumber when it is overspent already and who authorized. Rep. Vadney asked about line 51422. It has already spent 105% of the budget. Is there a way that the county plans to operate the rest of the year with no overtime? Jail – Line 53005, Chaplain Services, Rep. Greemore wants to know why the chaplain is not getting paid.

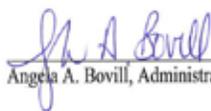
Capital Projects: There is still \$100,000 in that line. Members wanted to know if the County intends to use this or are they going to use it as contingency? Members were updated that this was for the camera/security systems. That the RFP went out and that the Facilities Manager along with the Sheriff and Superintendent were actively meeting with vendors, testing equipment and being very thorough on this project.

Nursing Home: Property and Liability line 54800. Overspent by (\$3,995.00). Rep. Worsman wants an explanation. In 51232 and 51400 there were negative numbers and the % expended column had odd verbiage in them (\$#DIV). It was offered that this was a formula issue/error in Excel. Delegation wants explanation/clarification on these. Rep. Worsman than stated the spreadsheet provided today was assembled different than usual and that the revised budget total of \$32,365,897 (vs \$25,596,863 original budget) is an error. It was probably an error that stemmed from the accounting software vs the excel spreadsheet (transferring) to balance. It approx. a \$7,000,000 error. Rep. Worsman wants clarification from the county. Rep. Worsman also said that in the grand totals, \$86,062.81 has been encumbered. Is this all encumbered in 2014, or is there some from a prior year? She would like the county to provide explanation.

Legal requests: Rep. Worsman wants all legal expenses from all other departments including the nursing home in a report and forwarded to the committee. They only had the convention and administration. Please provide all other departments. Members noticed on both of the legal printouts provided to them today, that an amount of \$571.27 shows up in both and members questioned. Rep. Tilton and members talked about the Executive Committee having to have a few more meetings after September is closed to clean up the current Delegations work.

Adjourn: M/Burchell, S/Worsman to adjourn at 5:03 PM.

Respectfully submitted,



Angela A. Bovill, Administrative Assistant



## Delegation Meeting Minutes September 15, 2014

Chair Worsman called the Belknap County Delegation meeting to order at 5:00 PM on the above date at 34 County Drive, Laconia, NH and recited the pledge of allegiance.

In Attendance: Representatives Burchell, DiMartino, Fields, Fink, Flanders, Greemore, Gulick, Huot, Luther, Raymond, Tilton, Vadney and Worsman.

Absent: Representative Arseneault, Comtois, Holmes and Sylvia.

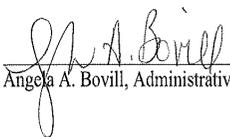
**Approval of minutes:** M/Greemore, S/Vadney to accept the 06/14/14 delegation meeting minutes as written. Rep. Raymond pointed out one small typo on page two for correction. That change will be made. Unanimously accepted. **Motion passes.**

**Public Hearing on Revenue Anticipation Note (RAN) for Gunstock:** M/Vadney, S/Huot to open the public hearing for Gunstock's request for revenue anticipation note (RAN) authorization. General Manager Greg Goddard introduced himself along with Gunstock Area Commissioners Larson, Lowth, Morgenstern and Durfee, and Melanie Brierley, Assistant to the GM. Mr. Goddard gave a presentation on behalf of the Gunstock Commissioners and the request to borrow \$650,000. That is a cash flow loan that will be received in October repaid in February 2015. Mr. Goddard stated that Gunstock has had an excellent year as they did last year; actually it has been their best two years ever. Sales topped \$11 million this year. There was discussion on the parking issue surrounding the Tough Mudder event and ideas vetted for that in the future. Chair Worsman commended Gunstock for building up their reserve fund and stated how important that was to the business. She added a note of caution regarding taking on too much debt for Capital expenses. She thanked them for continually reducing the RAN amount. Chair asked for public comment. There was none. M/Greemore, S/Vadney to close the public hearing at 5:35 pm. M/Greemore to authorize and approve the RAN for Gunstock for \$650,000. Motion by Greemore is attached. S/Fields. Roll call vote: 13 – Y. Unanimous. **Motion passes.**

**Gunstock Area Commissioner:** The Delegation will hear from the candidates for Gunstock Area Commissioner. There was one applicant. Mr. Robert Durfee. Chair Worsman opened the floor to Mr. Durfee at 5:40 PM. Mr. Durfee is the current chair of the Gunstock Area Commission and is seeking reappointment. He detailed his accomplishments, etc. Rep. Worsman thanked Mr. Durfee and asked for any comments/questions. There were none. M/Fields to accept Robert Durfee request and appoint him to another term as Gunstock Commissioner. S/Huot. Roll call vote. 13 – Y. Unanimous. **Motion passes.**

**Adjourn:** With no further business, M/Huot, S/Luther to adjourn at 5:45 pm. Unanimous.  
**Motion passes.**

Respectfully submitted,

  
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Angela A. Bovill, Administrative Assistant



## Delegation Meeting Minutes September 15, 2014

Chair Worsman called the Belknap County Delegation meeting to order at 5:00 PM on the above date at 34 County Drive, Laconia, NH and recited the pledge of allegiance.

In Attendance: Representatives Burchell, DiMartino, Fields, Fink, Flanders, Greemore, Gulick, Huot, Luther, Raymond, Tilton, Vadney and Worsman.

Absent: Representative Arseneault, Comtois, Holmes and Sylvia.

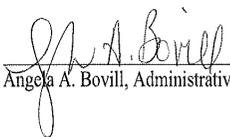
**Approval of minutes:** M/Greemore, S/Vadney to accept the 06/14/14 delegation meeting minutes as written. Rep. Raymond pointed out one small typo on page two for correction. That change will be made. Unanimously accepted. **Motion passes.**

**Public Hearing on Revenue Anticipation Note (RAN) for Gunstock:** M/Vadney, S/Huot to open the public hearing for Gunstock's request for revenue anticipation note (RAN) authorization. General Manager Greg Goddard introduced himself along with Gunstock Area Commissioners Larson, Lowth, Morgenstern and Durfee, and Melanie Brierley, Assistant to the GM. Mr. Goddard gave a presentation on behalf of the Gunstock Commissioners and the request to borrow \$650,000. That is a cash flow loan that will be received in October repaid in February 2015. Mr. Goddard stated that Gunstock has had an excellent year as they did last year; actually it has been their best two years ever. Sales topped \$11 million this year. There was discussion on the parking issue surrounding the Tough Mudder event and ideas vetted for that in the future. Chair Worsman commended Gunstock for building up their reserve fund and stated how important that was to the business. She added a note of caution regarding taking on too much debt for Capital expenses. She thanked them for continually reducing the RAN amount. Chair asked for public comment. There was none. M/Greemore, S/Vadney to close the public hearing at 5:35 pm. M/Greemore to authorize and approve the RAN for Gunstock for \$650,000. Motion by Greemore is attached. S/Fields. Roll call vote: 13 – Y. Unanimous. **Motion passes.**

**Gunstock Area Commissioner:** The Delegation will hear from the candidates for Gunstock Area Commissioner. There was one applicant. Mr. Robert Durfee. Chair Worsman opened the floor to Mr. Durfee at 5:40 PM. Mr. Durfee is the current chair of the Gunstock Area Commission and is seeking reappointment. He detailed his accomplishments, etc. Rep. Worsman thanked Mr. Durfee and asked for any comments/questions. There were none. M/Fields to accept Robert Durfee request and appoint him to another term as Gunstock Commissioner. S/Huot. Roll call vote. 13 – Y. Unanimous. **Motion passes.**

**Adjourn:** With no further business, M/Huot, S/Luther to adjourn at 5:45 pm. Unanimous.  
**Motion passes.**

Respectfully submitted,

  
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Angela A. Bovill, Administrative Assistant



**Executive Committee Meeting Minutes**  
**September 26, 2014**

Chair Tilton called the Executive Committee meeting to order at 12:00 PM on the above date at 34 County Drive, Laconia, NH and recited the pledge of allegiance.

In Attendance: Representatives, Comtois, Flanders, Tilton, and Worsman.

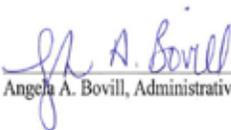
Absent: Representatives Burchell, Greemore and Vadney.

Chair Tilton announced that this emergency meeting was called to order to act on an urgent need at the jail requiring approval for a transfer of \$10,000 as requested by the Commissioners

**Transfer request:** Superintendent Ward reported that although the Medical Services line item is expended, services have to continue to be provided. He went on to explain and answer the committee's questions. The request is to transfer \$10,000 from the retirement account (014230-52230) to the Medical Services line (014230-53500). Chair Tilton asked why the county has waited to make this request. Ms. Shackett publically stated the series of events which had led to needing this emergency request today. Administrator Shackett asked that the committee please approve the request and thanked them for meeting today. Commissioner Nedeau suggested that we all move on without trying to place blame and approve the transfer of \$10,000. Rep. Worsman agreed with moving forward and suggested that the county will follow RSA: 24 from this day forward. No more attorneys for communication, "we all just need to do our jobs" so that there will be no more crisis mode or legal expenses. Chair Tilton thanked the Commissioners for including the original budget in their spreadsheet. There are many other transfer requests, but they will be addressed at the 09/29/14 Executive Committee Meeting. M/Flanders, S/Comtois to accept the transfer request of \$10,000 from the retirement account (014230-52230) to the Medical Services line (014230-53500). Unanimous. **Motion passes.**

**Adjourn:** M/Tilton, S/Worsman to adjourn at 12:30 pm. Unanimous. **Motion passes.**

Respectfully submitted,

  
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Angela A. Bovill, Administrative Assistant



## Executive Committee Meeting Minutes September 29, 2014

Chair Tilton called the Executive Committee meeting to order at 5:00 PM on the above date at 34 County Drive, Laconia, NH and recited the pledge of allegiance.

In Attendance: Representatives, Burchell, Comtois (arrived at 5:50 pm), Flanders, Greemore, Tilton, Vadney and Worsman.

Rep. Burchell expressed his appreciation to the 4 members of the Executive Committee that were present for the 09/26/14 meeting.

Rep. Tilton explained that they would review the list of transfers for appropriations from one line to another. He has prioritized them starting with Department of Corrections, Sheriff's Department then the Nursing Home.

**Department of corrections (2014-05):** M/Flanders, S/Worsman for discussion. Committee asked for explanation from Commissioners and Superintendent Ward on the transfer requests in the Jail totaling \$79,988. This is their projection until the end of the year. Vote: 6 – Y. Unanimous **Motion passes.** Rep. Worsman asked how the 2 new positions salaries fit into this. Answer: There is enough money to recruit and hire 2 more officers by the end of the year. Rep. Worsman also asked the Commissioners about health insurance and how the monies coming back to the county from LGC are being handled. Administrator Shackett stated there was a surplus of money paid in health insurance premiums and that it will be applied as a credit to the October bill. Rep. Tilton said he heard about this through the grapevine and Administrator Shackett told him that the bill just came in today. Rep. Vadney thought that these types of credits, rebates, windfalls go into a holding account. He felt it is not proper use of the money without going through the Executive Committee and Delegation as it was not appropriated. Rep. Tilton would like the numbers for retirees on this health insurance issue.

**Sheriff's Dept. (2014-04):** M/Flanders, S/Vadney for discussion on the transfer request in the Sheriff's department for \$21,400. Committee members asked for explanation of the request and Sgt. Wright provided information. Vote: 6 – Y. Unanimous. **Motion passes.**

**Nursing Home (2014-06):** M/Flanders, S/Vadney for discussion of the transfer request in the Nursing Home for \$21,518.20 Rep. Worsman wants to remove the \$2,000 part of this request and delay that action for a period of time. M/Worsman to amend the motion to approve the transfer minus the \$2,000 from Professional Management Services. S/Vadney for discussion. Rep. Flanders asked Rep Worsman what the reason for changing is. Rep. Worsman answered

that it will be used for salaries in administration that the money should be left in the Nursing Home where it is needed. Administrator Shackett stated that there are other areas where they could take the \$2,000. Due to the health insurance part of this transfer, the committee agreed to hold off on this transfer, put with the other transfer request in administration and discuss later. All agreed. Rep. Flanders and Vadney withdrew their motion along with Rep. Worsman.

**Nursing Home Maintenance (2014-07):** M/Worsman, S/Greemore for discussion of the transfer request in the Nursing Home for \$7,650. This is to cover the actual services for the rest of the year as listed. Vote: 7 – Y. Unanimous. **Motion passes.**

**Nursing Home Restorative (2014-08):** M/Worsman, S/Flanders for discussion of the transfer request in the Nursing Home for \$3,150. This is to cover over time costs due to vacancies in this department. Vote: 7 – Y. Unanimous. **Motion passes.**

**Nursing Home Dietary dept. (2014-09):** M/Flanders, S/Worsman for discussion of the transfer request in the nursing home for \$17,722. This is for overtime due to the fact that they have no part time people. Vote: 7 – Y. Unanimous. **Motion passes.**

**Nursing Home wages and overtime (2014-10):** M/Greemore, S/Flanders for discussion of the transfer request in the nursing home for \$411,676. This is to meet the actual part time wages for RN/LPN/LNA and overtime wage expenditures. M/Greemore to amend the motion and remove the last two lines (\$4,500 and \$14,195) and to make health insurance \$21,685 and zero out new equipment and furniture. Rep. Worsman does not want to touch any health insurance lines. Rep. Tilton suggested to take \$18,695 (\$4,500 and \$14,195) and take from 02-51400 electricity (instead of new equip and furniture). S/Flanders on amendment. Vote: 7 – Y. Unanimous. **Motion passes.** Back to original motion (for the total of \$411,676) by Rep. Greemore and seconded by Flanders. Vote: 7 – Y. Unanimous. **Motion passes.**

**Nursing Home laundry (2014-11):** M/Flanders, S/Comtois for discussion of the transfer request in the nursing home for \$3,300. This is going to the jail to cover the use of laundry services from the nursing home. Vote: 7 – Y. Unanimous. **Motion passes.**

**Nursing Home housekeeping (2014-12):** M/Flanders, S/ Comtois to approve the \$6,575 transfer for wages in the Nursing Home. Vote: 7 – Y. Unanimous. **Motion passes.**

**Nursing Home physicians (2014-13):** M/Worsman, S/Greemore for discussion of the transfer request in the nursing home for \$16,050. Rep. Worsman asked where we are with Medicare vs Medicaid and the additional funds from the program. Answer was they are averaging 7 skilled patients, same as last year; its needs based on the current census. Vote: 7 – Y. Unanimous. **Motion passes.**

**NH Activities (2014-14):** M/Worsman, S/Flanders for discussion of the transfer request in the nursing home for \$1,942. This is to meet the full time wages in this department. Members discussed increasing the \$689 portion of this request to \$1,189 (\$500 increase). Rep. Worsman amended the motion to include the additional \$500, Rep. Flanders seconded. Vote on

amendment: 7 – Y. Unanimous. **Motion passes.** Back to original motion of \$1,189 to increase by the \$500 for a new transfer total of \$2,442. Vote: 7 – Y. Unanimous. **Motion passes.**

**County Maintenance (2014-03):** M/Flanders, S/Greemore for discussion of the transfer request in Maintenance for \$7,000. Vote: 7 – Y. Unanimous. **Motion passes.**

**Administration (2014-02):** M/Greemore, S/Worsman for discussion of the transfer request in Administration for \$6,847. This request was to meet the actual full time wages and increase advertising and office supplies. Rep. Worsman asked if the HR Director vacancy has been filled. Answer: No. Rep. Worsman wants to hold off on the wages part of the transfer, and Rep. Tilton concurred; they can deal with that later. Rep. Worsman then amended the motion to approve \$2500 for advertising and office supplies (removing the \$4347 out of the request). Vote on amendment: 7 – Y. Unanimous. **Motion passes.**

Finance Director Glen Waring handed out a form with the professional administrative services broken out with the allocation of salaries in administration/finance to the Nursing Home and asked if he could explain it. Rep. Tilton said no, that the committee needs time to review and digest. Mr. Waring felt he could provide clarification now to make that process easier. Rep. Tilton allowed. There were no questions, Rep. Tilton told members to study it for the next meeting.

**Back to the revisit the Nursing Home Administration (2014-06):** M/Flanders, S/Greemore for discussion of the transfer request in Nursing Home Administration for \$21,518.20. Rep. Greemore suggested taking the \$2,000 request for professional management portion of this transfer and adding the \$2,000 in to the full time wages request. That would now increase that particular line of the request to \$10,570.20 (instead of the \$8,570.20). It still equals the same requested bottom line of \$21,518.20. Rep. Greemore moved to vote on the amendment. S/Flanders. Vote: 7 – Y. Unanimous. **Motion passes.** Rep. Worsman then asked about the \$109,275 in the Nursing Home administration professional services and questioned where the \$5,000 for administrative assistant's wages is. Administrator Shackett said that they would go back and look into that (AA wages are not allocated to the nursing home).

**4 new transfer requests:** The Commissioners have 4 more new transfer requests that need to be addressed by the Executive Committee. Rep. Tilton did not want to address as they were not received ahead of time. County Attorney Melissa Gulbrandsen spoke to the urgency of approving the \$5,000 request for the County Attorney office for witness fees (transfer #2014-15). M/Flanders, S/Comtois to approve the \$5,000 transfer. Vote: 7 – Y. Unanimous. **Motion passes.** Administrator Shackett said the other 3 transfer requests were also a dire need. These 3 requests will be handled at the next meeting. These requests affect the legal line. The representatives want to have discussion about legal. Commissioner Philpot explained that they have other law suits and legal business going on throughout the county that requires funds from this legal line item in Administration (line is used for the whole county). Commissioners told the committee that they would provide any information, summary, etc. that they need. Rep. Vadney said that healthcare costs are going to play a huge role in budgeting this coming year.

**Adjourn:** M/Comtois, S/Greemore to adjourn at 7:34 pm. Unanimous. **Motion passes.**

Respectfully submitted,

  
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Angela A. Bovill, Administrative Assistant



## Executive Committee Meeting Minutes October 27, 2014

Chair Tilton called the Executive Committee meeting to order at 5:00 PM on the above date at 34 County Drive, Laconia, NH and recited the pledge of allegiance.

In Attendance: Representatives, Burchell, Greemore, Tilton, Vadney and Worsman.

Absent: Representative Comtois and Flanders.

Rep. Tilton recognized Lakes Region Public Access TV, Denise Beauchaine and her staff. The committee expressed appreciation to her and her staff for their services.

**Approval of minutes:** M/Greemore, S/Vadney to approve the 09/15/14 Executive Committee minutes. Unanimous. **Motion passes.** M/Worsman, S/Greemore to approve the 09/26/14 Executive Committee minutes. Unanimous. **Motion passes.** M/Worsman, S/Greemore to approve the 09/29/14 Executive Committee minutes. Unanimous. **Motion passes.**

**Transfers:** Chair Tilton started with request #2014-19 and focused on the request to transfer \$10,292 from line 014194-52100 to line 025100-52100. He pointed out that this simply transfers an appropriation from one approved health insurance line to another health insurance line without changing the total of all appropriated amounts for health insurance of \$2,596,000. Rep. Worsman said it makes sense to approve. M/Worsman, S/Greemore to transfer \$10,292 from 014194-52100 to 025100-52100. Unanimous. **Motion passes.**

Chair Tilton stated that the rest of request #2014-19 asks to transfer appropriations from other purposes into health insurance lines totaling \$94,718. Chair Tilton said that on the report that the Executive Committee received thru 10/21/14, there was approx. \$2,157,000 spent thus far which is 83% of the appropriation for health insurance for the year. M/Worsman, S/Greemore to forgo these transfers tonight and move to hold until the next scheduled meeting which the Executive Committee has schedule for 11/17/14. Discussions ensued. The Executive Committee said that they were unaware of a 4<sup>th</sup> Union Contract in the County. They have not approved any cost items for a 4<sup>th</sup> contract. Administrator Shackett asked Chair Tilton if the Executive Committee would consider approving these transfers this evening if they were made from one health insurance line item to another health insurance line item just as the \$10,292 transfer. County Attorney Guldbrandsen asked why the health insurance credit from LGC is not an option. Administrator Shackett said that the only way we could use health insurance credit is to spend it through a supplemental appropriation. If the Executive Committee is willing to approve transfers from one insurance line item to another insurance line item, she requested a

recess so that the Commissioners can make those adjustments. M/Worsman to recess the Executive Committee to enable the Commissioners to rework the transfer requests not to exceed the existing appropriation. S/Greemore. Unanimous. **Motion passes.** The committee decided to move on with the other budget transfer requests, and then recess.

**Transfer 2014-16:** M/Worsman to reduce the \$4000 portion of this transfer request from 014194.52230 to \$1,000 changing the total bottom line amount of the transfer to \$7,000. S/Vadney. Unanimous. **Motion passes.**

**Transfer 2014-17:** M/Worsman to transfer \$3,000 more (in addition to the \$5,000 listed) from 01441-53500 to 014110 – 53200, County Convention legal for a total transfer amount of \$8,000. S/Greemore. Unanimous. **Motion passes.**

**Transfer 2014-18:** M/Greemore, S/Worsman to approve the transfer request of \$3,100 from 025130.51100 to 025130.51400. Unanimous. **Motion passes.**

**Transfer 2014-20:** M/Greemore, S/Vadney to accept the transfers as listed on the transfer request 2014-20. Chair Tilton read each item line by line. Unanimous. **Motion passes.**

**Future meetings:** Chair Tilton announced that there would be an Executive Committee meeting on 11/17/14 at 5:30 pm and a full Delegation meeting on 11/17/14 at 5:00 pm.

**Recess:** Chair Tilton recessed the meeting at 6:05 pm to enable the Commissioners/Administrator Shackett to rework the transfer requests relative to the health insurance line items as discussed earlier in transfer request #2014-19.

**Reconvene:** Chair Tilton reconvened the Executive Committee meeting at 6:38 pm. Chair Tilton said the new spreadsheet that was given to the Executive committee was good, and that it matched his numbers. This was a reallocation of the existing appropriations totaling \$34,000 broken down by department and amount for health insurance only. M/Greemore, S/Worsman to approve the transfer as submitted for a total of \$34,000. Chair Tilton commended the commissioners and administration on this. Commissioners said that this does not solve the problem and that they would be back with another request on 11/17/14 at their next Executive Committee meeting. Administrator Shackett said that they are simply moving money, but that does not solve the problem. Unanimous. **Motion passes.**

Chair Tilton asked about the contract for the 4th union that had been referred to earlier, as the Convention had never been informed of its existence. Administrator stated that the union had been certified but that there is no contract and negotiations have started.

**Public comment:** Chair Tilton stated that he would allow 10 minutes for public comment. Mr. Gordon Blais of Meredith, Mr. Robert Joseph of New Hampton, Ms. Pamela Childs from Gilford, and Ms. Thea Louise from Gilford all spoke.

Chair Tilton reiterated that there would be a full Delegation meeting on 11/17/14 at 5:00 pm and an Executive Committee meeting on 11/17/14 at 5:30 pm and

**Adjourn:** M/Worsman, S/Greemore to adjourn at 6:50 pm. Unanimous. **Motion passes.**

Respectfully submitted,

  
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Angela A. Bovill, Administrative Assistant



## Delegation Meeting Minutes November 17, 2014

Chair Worsman called the Belknap County Delegation meeting to order at 5:00 PM on the above date at 34 County Drive, Laconia, NH and recited the pledge of allegiance.

In Attendance: Representatives Burchell, Comtois, Fields, Fink, Flanders, Greemore, Huot, Luther, Raymond, Tilton, Vadney and Worsman.

Absent: Representative Arseneault, DiMartino, Gulick, Holmes and Sylvia.

**Approval of minutes:** M/Greemore, S/Huot to approve the 09/15/14 delegation meeting minutes. Unanimously accepted. **Motion passes.**

**New Members to the Executive Committee:** Rep. Worsman thanked all Representatives who have served their constituents to the best of their abilities over the last two years and said that everyone did a great job. The Delegation will be reorganizing in December. A new Chair, Vice Chair and Clerk will be elected along with a new Executive Committee. (The 3 officers serve as ex-officio members of the Executive Committee along with 4 other members.) With the passing of HB1370, chapter law 100 submitted by Rep. Huot in August, there must be proportionate representation on the Executive Committee (Democrats to Republicans) to the make-up of the Delegation. 28% of the Delegation is made up of Democrats. The new statute requires that 28% of the Executive Committee also be Democrats. Even though the current Representatives only have 14 more days in office, Rep. Worsman felt the pressure to hold an election for the remainder of their terms. Chair Worsman is requesting that 2 democrats be added to the existing 7 Executive Committee Members for the next 14 days (terms end December 3 at 12:01am). Rep. Worsman asked for a motion to increase the Executive Committee to 9 members. M/Comtois, S/Huot. Unanimous. **Motion passes.** Chair then asked for motions to nominate Huot, Raymond, Gulick, DiMartino, Arseneault (the Democrats). M/Comtois, S/Fields to nominate Rep. Huot and Raymond. M/Tilton, S/Greemore to nominate Rep. Arseneault. M/Worsman, S/Greemore to nominate Rep. DiMartino. Chair Worsman then closed the nominations and announced that each member will be polled to vote for two of the nominated representatives. Clerk Burchell tallied the votes and announced that Representative Huot and Raymond would be the 2 additional members of the Executive Committee.

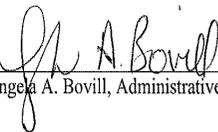
**Organizational meeting (and budget presentation):** Chair Worsman announced that the organizational meeting of the Delegation will be on Monday, December 8, 2014 at 7:00 pm. This is the first meeting of the new Delegation and also where the Commissioners present their recommended budget. Rep. Worsman is concerned about the forthcoming Cadillac tax. Rep.

Worsman also noted that she went to the HealthTrust and met with them to ask various questions concerning the "contribution holiday" which is being used by the County. She does not believe that this is allowed under municipal accounting. She would like to have all moneys received by the Health Trust placed in "unanticipated revenue". She does not think any of the money may be used in 2014 without a supplemental appropriation as the money received was a portion of the \$17.1M settlement and the other a rebate from 2012 premiums paid

Chair Worsman stated to all members how much she appreciated all of them and enjoyed serving as the Chair.

**Adjourn:** M/Comtois, S/Huot to adjourn at 5:20 pm. Unanimous. **Motion passes.**

Respectfully submitted,

  
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Angela A. Bovill, Administrative Assistant



## Executive Committee Meeting Minutes November 17, 2014

Chair Tilton called the Belknap County Delegation meeting to order at 5:30 PM on the above date at 34 County Drive, Laconia, NH.

In Attendance: Representatives Burchell, Comtois, Flanders, Greemore, Huot, Raymond, Tilton, Vadney and Worsman.

**Transfer requests:** Chair Tilton started with transfer #2014-22 for \$35,572. He stated that these are health insurance requests that transfer from one health insurance line to another health insurance line in the budget. M/Greemore, S/Huot to accept. Unanimous. **Motion passes.**

Rep. Worsman asked the Chair for permission to make a comment. She stated that she disagreed with how the County recorded the return from HealthTrust and accused Administrator Shackett of being dishonest. Administrator Shackett explained that the credit on health insurance bill was accounted for as instructed by the auditors and that there has been no deception in this procedure. Chair Tilton re-directed the meeting to the business at hand.

**Transfer #2014-23:** When asked for the explanation of the transfer request of \$100,829 Administrator Shackett explained the transfer in various line items listed is to allow for Nursing Home to continue covering expenses. M/Greemore, S/Raymond to accept and approve the transfer request. Rep. Worsman noted that Matthew Logue was in the original budget, so why is a transfer needed. Answer: Right now, the County is paying two Administrators. Unanimous. **Motion passes.**

**Transfer #2014-24:** M/Worsman, S/Raymond to approve the transfer request of \$50,236 to continue operating the Nursing Home. Unanimous. **Motion passes.**

**Transfer #2014-25:** Chair Tilton told the committee that this transfer just came in and that the Commissioners have not even seen it yet. Chair Tilton asked for the forecast on the request for \$20,000. Superintendent Ward explained that this was an immediate medical care issue and explained a bill from LRGH that just came in today, and the fact that he thought he could make it through till the end of the year. Things can drastically change in a day as the Superintendent explained. Chair asked for a motion to approve conditionally in that the money is not be expended until the Board of Commissioners agree, that this will not set a president, it is just a onetime deal. M/Flanders, S/Huot as stated by Tilton. Vote: 7 – Yes, 2 opposed (Vadney and Greemore). Majority rules. **Motion passes.**

**Next Executive Committee Meeting:** Chair Tilton said that the next Executive Committee meeting will be Monday, December 1, 2014. Rep. Worsman expressed her thoughts that no more funds will be spent for health insurance in 2014 other than what the Delegation approved in the budget. (\$2.5...million)

**Grant requests:** Rep Tilton received an email from a constituent which he forwarded to the three Commissioners a few weeks ago. It was a query asking what is the appropriating authority for the Commissioners to expend the \$267,972 received from grant requests. The Delegation was not aware of them, and Rep. Tilton said that grants need to be appropriated by the Delegation. He is still waiting for the Commissioners response. Rep. Tilton believes that this would require a supplemental appropriation and that could also be done on 12/01/14.

**Adjourn:** M/Huot, S/Comtois to adjourn at 6:18 pm. Unanimous. **Motion passes.**

Respectfully submitted,



Angela A. Bovill, Administrative Assistant



## Delegation Meeting Minutes December 8, 2014

As the senior member of the Delegation, Rep. Flanders called the Belknap County Delegation meeting to order at 7:05 PM on the above date at 34 County Drive, Laconia, NH and recited the pledge of allegiance.

In Attendance: Representatives Aldrich, Comtois, Dumais, Fields, Flanders, Fraser, Gallagher, Howard, Hurt, Luther, Russell, Spanos, Sylvia, Tilton, Vadney and Varney.

Absent: Representatives Fisher and Lebreche.

**Introductions:** Rep. Flanders asked each Delegation member to introduce themselves and what district they represent. Commissioners then introduced themselves and the department heads.

**Election of officers:** M/Luther, S/Fields to nominate Rep. Tilton to be Chair of the Delegation. Rep. Flanders asked if there were any further nominations. There were none. M/Russell, S/Flanders to close nominations. Unanimous. **Motion passes.** Rep. Flanders called for the vote (hand vote) unanimous. **Motion passes.** Rep. Tilton accepted/agreed to be the Chair of the Delegation and thanked members. M/Hurt, S/Dumais to nominate Rep. Vadney as Vice Chair. Rep. Tilton asked if there were any further nominations. There were none. M/Dumais, S/Russell to close nominations. Unanimous. **Motion passes.** Rep. Flanders called for the vote unanimous. **Motion passes.** M/Comtois, S/Luther to nominate Rep. Hurt as Clerk. Rep. Hurt declined the nomination. Motion withdrew. M/Vadney, S/Sylvia to nominate Rep. Gallagher as Clerk. Rep. Tilton asked if there were any further nominations. There were none. M/Fields, S/Spanos to close nominations. Unanimous. **Motion passes.** Rep. Flanders called for the vote unanimous. **Motion passes.**

**Election of Executive committee members:** Rep. Tilton explained that the Executive Committee is usually made up of 7 members, the three officers plus four more at large. M/Vadney, to keep it a 7 member committee as indicated with the three officers and 4 other members. S/Sylvia for discussion. Rep. Sylvia thought it might be better to make it a 5 member committee. Rep. Hurt suggested a five member committee with 2 alternates. Rep. Tilton asked if there was further input before the vote. There was none. Hand vote – 15 in favor, 1-opposed (rep. Sylvia). **Motion passes.** Rep. Tilton announced that votes will be taken using a tally sheet that was prepared by the Administration. Delegation members need to vote for four nominated members and the clerk will compile the results. M/Fields, S/Luther to nominate Flanders. M/Comtois, S/Vadney to nominate Sylvia. M/Vadney, S/Sylvia to nominate Dumais. M/Sylvia, S/Spanos to nominate Comtois. M/Flanders, S/Fields to nominate Russell. M/Sylvia, S/Luther to nominate Hurt. M/Comtois, S/Sylvia to nominate Spanos. M/Russell, S/Luther to nominate Fields. M/Spanos, S/Comtois accepted those nominated and to close the nominations. Unanimous.

**Motion passes.** Clerk Gallagher then called for the votes, tallied the results. The 4 members of the Executive Committee (in addition to the officers) are: Reps. Comtois, Flanders, Hurt and Sylvia. The vote totals were announced as follows: Comtois-10, Flanders-7, Hurt-14, and Sylvia-9. Chair Tilton announced that the EC will meet tonight based on an emergency situation dealing with heat at the courthouse. The Commissioners concurred that they are making this request of the EC.

**Budget presentation:** At 7:40 pm, Chair Tilton turned the meeting over to the Commission for their proposed 2015 budget presentation. Commissioner Philpot walked through the power point presentation and concluded at 8:33 pm.

**Public hearing:** Rep. Tilton declared the public hearing be opened at 8:34 pm for public comments, input etc. County Attorney Melissa Gulbrandsen from Alton spoke about how important county government is and please keep that in mind. Rep. Tilton added he felt that is why it is important for the towns to support/fund LRPA TV and keep them on the air. Rep. Tilton then closed the public hearing at 8:37 pm.

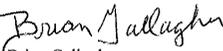
**Next steps:** Rep. Tilton will send out an email with a list of committees to members and ask them to respond with their preferences. He stated that most sub committees meet in January and February on a Monday or Friday and that Administration assists in coordinating. Rep. Sylvia noted that there was no funding in the proposed budget for jail item. Rep. Tilton would also like to schedule tours of the county operations for the delegation.

**Court/lawsuit:** Rep. Tilton said the last order of business was the pending lawsuit. There is an ongoing court action regarding budgetary authority, and a temporary injunction that has been in place since the end of August 2014. The court date set has been set for 02/09/15. Attorney David Horan is the Delegations lawyers. The previous Chair, Colette Worsman was the POC. Rep. Tilton needs a motion to authorize the Chair as the POC/represent and the vice chair (in the chairs absence) on this legal issue with Attorney Horan. M/Russell, S/Flanders to authorize the Chair and Vice in his absence as the point of contact in this legal matter. Unanimous. **Motion passes.**

**Meeting fee:** M/Sylvia, to change the meeting fee to \$20 per meeting. S/Howard for discussion. Rep. Luther said to keep the current meeting fee but cut down of the number of meetings and do a better job handling business. Rep. Hurt agrees with Luther and suggested keeping the mileage reimbursement and eliminating the meeting fee all together. Rep. Fraser agrees with Rep. Luther to keep the meeting fee at \$25, but to have fewer meetings than previous. Rep. Fields said either is ok. Chair called the vote. 12 – Yes, 4-opposed. **Motion passes.** The new meeting fee will be \$20.

**Adjourn:** M/Comtois, S/Howard to adjourn at 8:57 pm. Unanimous. **Motion passes.**

Respectfully submitted,

  
Brian Gallagher  
Clerk, County Delegation



**Executive Committee Meeting Minutes**  
**December 8, 2014**

Chair Tilton called the Belknap County Executive Committee meeting to order at 9:02 PM on the above date at 34 County Drive, Laconia, NH.

In Attendance: Representatives Gallagher, Comtois, Flanders, Sylvia, Hurt, Tilton, and Vadney.

**Election of Officers:** Rep. Tilton explained that the Executive Committee needs to elect officers and suggested that they defer doing this until the next meeting. Usually, the three Officers of the Delegation also serve as the Executive Committee officers or a second set of officers could be elected. Chair Tilton asked everyone to think about this so that a vote can be taken at the next meeting. For this meeting, the three officers (Chair, Vice Chair and Clerk) can act as the Executive Committee officers and asked for a motion to that effect. M/Vadney, S/Comtois to approve the officers of the Delegation serve as the EC officers for this meeting. Unanimous.

**Motion passes.**

**Transfer request:** The request is to transfer \$2,000 from building improvements to courthouse maintenance and repairs for an unexpected HVAC repair. The heat is not working in a portion of the courthouse and there is only \$2.60 left in the line item. This is a necessary repair on the rooftop unit over courtroom #1. M/Vadney, S/Flanders to approve the transfer as presented. Unanimous. **Motion passes.**

Administrator Shackett told Chair Tilton that there were 4 other transfers waiting for approval of the Executive Committee. Administrator Shackett said she would email these to the committee. Chair Tilton said that the Commissioners have to make a written request to the Executive Committee to consider transfers. Commissioners said they would do so and Chair Tilton said that they would schedule a meeting for Tuesday, December 16, 2014.

**Adjourn:** With no further business to come before the committee, M/Comtois, S/Sylvia to adjourn at 9:16 pm. Unanimous. **Motion passes.**

Respectfully submitted,

Brian Gallagher  
Clerk, Executive Committee

Executive Committee Meeting Minutes  
Belknap County Complex  
12/16/2014 5:00pm

Members Present: Representatives Tilton, Vadney, Gallagher, Flanders, and Hurt  
Absent: Representatives Comtois and Sylvia

The meeting began with a pledge of allegiance to the American Flag.

Representative Tilton stated that he would still like Transfer Request #10 to be signed by the Commissioners. The Commissioners agreed.

The committee began their review of the ten requests that were presented.

Request #34 (\$ 2,000) to fund General Operating Supplies for the Nursing Home kitchen was discussed as being late in the year and concern was expressed regarding the planning process. A question was raised regarding the available funds in the furniture account. Motion by Rep. Vadney to deny transfer, second by Rep. Hurt, 5 - 0, motion carries.

Request #36 (\$12,770) to fund food costs in the Nursing Home was considered. There was concern expressed about moving the money from the Furniture & Fixtures line. After a discussion a motion was made by Rep. Hurt to approve, seconded by Rep. Flanders, 5 - 0, motion carries.

Request #37 (\$ 352) to fund legal updates for the County Attorney's Office - There was concern about the frequency of the updates. Rep. Vadney made a motion to approve, seconded by Rep. Hurt, 5 - 0, motion carries.

Request #38 (\$ 500) to fund internet services in the Nursing Home - After a discussion about why this wasn't projected accurately during the budget process and whether the rate had increased during the year, a motion was made by Rep. Flanders to approve the transfer, seconded by Rep. Gallagher, 5 - 0, motion carries.

Request # 39, (\$16,919) which replaces request #33, would redistribute funding among various Medicare categories in Nursing Home department 5180. A motion to approve was made by Rep. Flanders, seconded by Rep. Hurt, 5 - 0, motion carries.

Request #40 (\$1,500) to fund full time dietary wages in the Nursing Home Kitchen - Rep. Flanders made a motion to approve, seconded by Rep. Vadney, 5 - 0, motion carries.

Request #41(\$ 33,000) to fund legal costs - After considering the itemization of all legal expenses incurred, some Representatives stated that they didn't have enough information to make a decision. Rep Tilton stated that there had been legal invoices presented to the Commission for payment in the past that were denied (for the Register of Deeds and the Delegation). The County Administrator explained that the Commission denied them because they were not requested in advance as required by statute. There were comments stating that the funds had been spent frivolously and unnecessarily. Rep. Tilton asked Commissioner Nedeau what authority the Commission had to continue spending money on legal fees and the

Commissioner answered that they were authorized by RSA 29 A. Rep. Hurt made a motion to deny the transfer, seconded by Rep. Vadney, 4 were in favor, none opposed, one abstained, motion carries.

Request #42 (\$ 20,000) to cover medical expenses in the Jail – Rep. Hurt made a motion to approve, seconded by Rep. Flanders, 5 – 0, motion carries.

Request #43 (\$ 500) to cover overtime wages in the Nursing Home Maintenance Department – a motion was made by Rep. Vadney to approve the transfer, seconded by Rep. Flanders, 5 – 0, motion carries.

Request #44 (\$ 950) to cover Office Supplies for the Nursing Department – after an initial concern as to why supplies were necessary this late in the year, the County Administrator explained that the request was for toner cartridges used in fax machines on the nursing units. The Director of Nursing was also asked to explain the request and she stated that the request was primarily for toner cartridges for fax machines used by nursing staff on each unit. Rep. Vadney stated that since the Director of Nursing came to the meeting, he would make a motion to approve the transfer, it was seconded by Rep. Flanders, 5 – 0, motion carries.

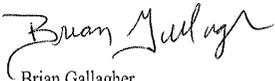
The County Administrator asked the Committee if they would reconsider Request #34 for Operating Supplies for the kitchen, since the Director of Nursing was present to reiterate the need. A motion was made by Rep. Flanders, seconded by Rep. Vadney & voted unanimously to reconsider. The Director of Nursing explained the need for various supplies, including hair nets, degreaser, rubber gloves, etc. She reminded the committee of the many regulations that the nursing home must adhere to. Rep. Flanders made a motion to approve the transfer, seconded Rep. Hurt, 5 – 0, motion carries.

The Committee asked the County Administrator to provide (in the future) more detailed explanations of the need for transfers on the actual form and why funds may be available; she agreed to do so.

Representative Hurt wanted assurance that the process of monitoring each line of the budget could be improved. The Committee is not interested in increasing budgets as every town is experiencing increases in tax rates, so efficiencies will have to be found. The County Administrator verified that all departments can and will get better at working with the line item restrictions, and there shouldn't be as many difficulties at this time next year. Representative Vadney reminded everyone that they're all on the same team – including the taxpayers.

The meeting was adjourned at 6:25.

Respectfully submitted,



Brian Gallagher,  
Clerk, Executive Committee

Executive Committee Meeting Minutes  
Belknap County Complex  
12/31/14 2:00pm

Members Present: Representatives Vadney, Gallagher, Flanders, Hurt and Sylvia

Absent: Representatives Tilton and Comtois.

The meeting began with a pledge of allegiance to the American Flag.

Representative Vadney, the acting chair thanked all of the Executive committee members for dedicating their time over the holidays to take care of county business.

Chair Vadney said that in his opinion, he had a hard time believing these transfers were not known back in September. The EC needs more regular updates and the committee began their review of the transfer requests.

Request 2014-45 (\$2,383) to fund water and sewer in the general fund. Rep. Gallagher asked for explanation on projects and costs broken out over 12 months. The increase is due to a rate change in these services effective September 2014. Rep. Hurt asked about the \$983 portion of the transfer to make sure enough was left for plowing. Rep. Sylvia asked if this was an emergency. It is not, but it needs the EC approval. The bill is actually due Jan 2015. M/Flanders to approve, S/Hurt for discussion. This is not an emergency. Rep. Flanders and Hurt withdrew the motion. M/Hurt, S/Flanders to table this request. Unanimous. **Motion passes.** Transfer tabled.

Request 2014-46 (\$64,670) to cover payroll overages in the Nursing Home. Rep. Gallagher asked about hourly vs salary and if salaries are encumbered. Answer: No, they are not. Rep. Gallagher said hourly wages should be possible to calculate an estimate/budget for a full year. Rep. Hurt concurs. M/Hurt to approve with discussion, S/Flanders for discussion. Representatives asked about each dept. amount with in this transfer. Rep. Gallagher asked if this would be the end of wage transfers for 2014. Answer: Yes, in addition to transfer request #2014-50 (\$4,695) for Nursing Home payroll overages. Rep. Hurt then amended his motion to approve #2014-50 in addition to 2014-46 to cover all payroll related transfers for 2014 for a total of \$69,365. S/Flanders. Rep. Vadney called the vote on the amendment: 4 – Y, 1 – opposed (Rep. Sylvia). M/Hurt, S/Flanders to approve. 4 – Y, 1 – opposed (Rep. Sylvia). **Motion passes.**

Request 2014-47 (\$2,437) to cover water and sewer in the Nursing Home budget. M/Flanders, S/Gallagher to table this transfer. Unanimous. **Motion passes.**

Request 2014-48 (\$22,000) to cover gas and electricity overages in the general fund. M/Gallagher S/Flanders for discussion. The EC asked Dustin Muzzey, Facilities Manager to explain oil capacity, tanks, etc. and using natural gas when possible. Rep. Hurt asked about the bidding process. The county primarily uses natural gas. (Note: There is enough oil in reserve for

redundancy if needed). Rep. Flanders moved to call the vote. 2 – Y (Hurt and Flanders). 3 – Opposed (Gallagher, Vadney and Sylvia). **Motion fails.** This transfer will be tabled.

Request 2014-49 (\$3,800) to cover Medicare B physical therapy. Diane Roberts, DON at the Nursing Home explained the request and the need. This is ever changing, the residents shift and the needs shift. M/Hurt, S/Flanders to approve. Unanimous. **Motion passes.**

Finance Director, Glen Waring asked the Chair if they would reconsider the tabled requests and take care of them now. Rep. Vadney stated that the Executive Committee would wait to hear from the new Commissioners. Rep. Gallagher stated that the EC came together for an emergency request; the ones that were tabled are not an emergency. Commissioner Philpot stated that the bills for these requests will not change; there should be no need for an additional meeting.

M/Sylvia, S/Gallagher to adjourn at 3:08 pm. Unanimous. **Motion passes.**

Respectfully submitted,



Brian Gallagher  
Clerk, Executive Committee