

# Belknap County New Hampshire



## 2015 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.

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## **2015 Belknap County Officers**

### **COMMISSIONERS**

David D. DeVoy, Chairman  
Hunter Taylor, Vice-Chairman  
Richard B. Burchell, Clerk

### **COUNTY ADMINISTRATOR**

Debra A. Shackett

### **COUNTY TREASURER**

Michael G. Muzzey

### **COUNTY ATTORNEY**

Melissa Countway Guldbrandsen

### **SHERIFF**

Craig H. Wiggin

### **REGISTER OF DEEDS**

Judy McGrath

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

Keith Gray

### **RESTORATIVE JUSTICE PROGRAM DIRECTOR**

Brian J. Loanes

### **NURSING HOME ADMINISTRATOR**

Robert Hemenway

### **ACCOUNTING MANAGER**

Lori Sharp

### **FACILITIES MANAGER**

Dustin Muzzey

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

*District No. 1*

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

Valerie Fraser

*District No. 2*

**Gilford, Meredith (4)**

Glen Aldrich

Russell Dumais

George Hurt

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

Brian Gallagher

*District No. 5*

**Alton, Gilmanton (2)**

David Russell

Peter Varney

*District No. 6*

**Belmont (2)**

Shari Lebreche

Michael Sylvia

*District No. 7*

**Barnstead (1)**

Guy Comtois

*District No. 8*

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

Raymond Howard

*District No. 9*

**Belmont, Laconia (1)**

Robert Fisher

### **Executive Committee**

Guy Comtois – Donald Flanders

Brian Gallagher – George Hurt

Michael Sylvia – Franklin Tilton – Herb Vadney

## Belknap County Directory

### Board of Commissioners

**Chairman:** David D. DeVoy, 34 County Drive, Laconia, NH 03246  
**Vice Chairman:** Hunter Taylor, 34 County Drive, Laconia, NH 03246  
**Clerk:** Richard B. Burchell, 34 County Dive, Laconia, NH 03246

527-5400  
Fax: 527-5409

### County Treasurer

Michael G. Muzzey, 34 County Drive, Laconia, NH 03246

527-5400  
Fax: 527-5409

### County Administrator

Debra A. Shackett, 34 County Drive, Laconia, NH 03246

527-5400  
Fax: 527-5409

### County Attorney

Melissa Countway Guldbrandsen, 64 Court Street, Laconia, NH 03246

527-5440  
Fax: 527-5449

### Register of Deeds

Judy McGrath, 64 Court Street, Laconia, NH 03246

527-5420  
Fax: 527-5429

### Sheriff

Craig Wiggin, 42 County Drive, Laconia, NH 03246

527-5454  
Fax: 527-5469

### Corrections Superintendent

Keith Gray, 76 County Drive, Laconia, NH 03246

527-5480  
Fax: 527-5489

### Restorative Justice Director

Brian J. Loanes, 64 Court Street, Laconia, NH 03246

527-5493  
Fax: 527-5498

### Accounting Manager

Lori Sharp, 34 County Drive, Laconia, NH 03246

527-5400  
Fax: 527-5409

### Maintenance Director

Dustin Muzzey, 64 Court Street, Laconia, NH 03246

527-5490  
Fax: 527-5449

### Nursing Home Administrator

Robert Hemenway, 30 County Drive, Laconia, NH 03246

527-5410  
Fax: 527-5419

### Human Resources Generalist

Deb Laflamme, 34 County Drive, Laconia, NH 03246

527-5400  
Fax: 527-5409

## **Report of the County Commissioners**

This year we welcomed a new Board of Commissioners.

The Restorative Justice department moved from the courthouse to the county complex. The UNH Cooperative Extension, Belknap County Conservation District and Probation/Parole moved their offices to the courthouse.

The Board of Commissioners presented a bond request to the County Delegation to build a new community corrections facility. The County Delegation approved the bond and we are moving forward with the project. We are hoping to have the project complete in the fall of 2017.

The Board of Commissioners switched health insurance carriers to save the County money in premiums.

We would like to recognize all the county employees for their dedicated service. They work hard to provide the level of service we have all come to expect. The county's management team is committed to professional management and dedicated to public service.

Sincerely,

2015 Belknap County Commissioners

David DeVoy, Chairman

Hunter Taylor, Vice Chairman

Richard Burchell, Clerk





## Statement of County Appropriations and Revenue as Voted

Form Due Date: September 1 or within 20 days of a vote taken at a Supplemental Meeting

### Instructions

This form is to be used by the county to report the voted appropriations from any annual or special meeting. The Clerk of the County Convention and the Chairperson must sign the form and file, as required under RSA 24:24, with the Secretary of State.

The completed form must be submitted to the Department of Revenue Administration by September 1 (per RSA 21-J:34) for the Annual Meeting or within 20 days after the vote taken at any supplemental meeting.

### For Assistance Please Contact:

NH DRA Municipal and Property Division  
Phone: (603) 230-5090  
Fax: (603) 230-5947  
<http://www.revenue.nh.gov/mun-prop/>

### 1 ENTITY'S INFORMATION

County:  Convention Date:  FY Ending:

### 2 PREPARER'S INFORMATION

First Name  Last Name   
Street No.  Street Name  Phone Number   
Email (optional)

### CERTIFICATE OF VOTE

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

  
Chairperson Signature

  
Clerk of County Convention Signature



APPROPRIATIONS AS VOTED

7 GENERAL GOVERNMENT

Account #	Purpose of Appropriations	Appropriations As Voted
4110	7 County Convention Costs	\$20,400
4120	7 Judicial	
4122	7 Jury Costs	
4123	7 County Attorney's Office	\$689,072
4124	7 Victim Witness Advocacy Program	
4130	7 Executive	\$364,701
4150	7 Financial Administration	\$205,544
4151	7 Treasurer	
4153	7 Other Legal Costs	
4155	7 Personnel Administration	\$100,000
4191	7 Planning and Zoning for Unincorporated Places	
4192	7 Medical Examiner	
4193	7 Register of Deeds	\$439,159
4194	7 Maintenance of Government Buildings	\$624,322
4196	7 Insurance, Not Otherwise Allocated	
4198	7 Contingency	\$200,000
4199	7 Other Expenditures: Information Technology	\$141,848
General Government Subtotal		\$2,785,046

7 PUBLIC SAFETY

Account #	Purpose of Appropriations	Appropriations As Voted
4211	7 Sheriff's Department	\$2,109,849
4212	7 Custody of Prisoners	
4214	7 Sheriff's Support Services	
4219	7 Other Public Safety:	
Public Safety Subtotal		\$2,109,849



7 CORRECTIONS		
Account #	Purpose of Appropriations	Appropriations As Voted
4230	7 Corrections	\$3,907,068
4235	7 Adult Probation and Parole	
Corrections Subtotal		\$3,907,068

7 COUNTY FARM		
Account #	Purpose of Appropriations	Appropriations As Voted
4301	7 Administration	
4302	7 Operating Expenditures	
4309	7 Other County Farm:	
County Farm Subtotal		

7 COUNTY NURSING HOME		
Account #	Purpose of Appropriations	Appropriations As Voted
4411	7 Administration	\$10,483,987
4412	7 Operating Expense	
4439	7 Other Health:	\$6,131,166
County Nursing Home Subtotal		\$16,615,153

7 HUMAN SERVICES		
Account #	Purpose of Appropriations	Appropriations As Voted
4441	7 Administration	
4442	7 Direct Assistance	
4443	7 Board and Care of Children	\$10,450
4446	7 Diversion Program	\$166,252
4447	7 Special Outside Services	\$32,490
4449	7 Other Human Services: Community Action Program	\$57,860
Human Services Subtotal		\$267,052



7 COOPERATIVE EXTENSION SERVICES		
Account #	Purpose of Appropriations	Appropriations As Voted
4611	7 Administration	\$154,850
4619	7 Other Conservation: <input type="text"/>	\$92,438
Cooperative Extension Services Subtotal		\$247,288

7 ECONOMIC DEVELOPMENT		
Account #	Purpose of Appropriations	Appropriations As Voted
4651	7 Administration	<input type="text"/>
4652	7 Economic Development	\$71,250
4659	7 Other Expenditures: <input type="text"/>	<input type="text"/>
Economic Development Subtotal		\$71,250

7 DEBT SERVICE		
Account #	Purpose of Appropriations	Appropriations As Voted
4711	7 Principal Long-Term Bonds/Notes	\$570,000
4721	7 Interest Long-Term Bonds/Notes	\$115,988
4790	7 Other Debt Services Charges: <input type="text"/>	<input type="text"/>
Debt Service Subtotal		\$685,988

7 INTERGOVERNMENTAL TRANSFERS		
Account #	Purpose of Appropriations	Appropriations As Voted
4800	7 Intergovernmental Transfers	<input type="text"/>
Intergovernmental Transfers Subtotal		<input type="text"/>

7 CAPITAL OUTLAY		
Account #	Purpose of Appropriations	Appropriations As Voted
4901	7 Land and Improvements	<input type="text"/>
4902	7 Machinery, Vehicles, and Equipment	<input type="text"/>
4903	7 Buildings	\$60,000
4904	7 Improvements Other Than Buildings	\$75,000
Capital Outlay Subtotal		\$135,000



7 INTERFUND OPERATING TRANSFERS		
Account #	Purpose of Appropriations	Appropriations As Voted
4912	7 To Special Revenue Fund	
4913	7 To Capital Projects Fund	
4914	7 To Proprietary Funds	
4915	7 To Capital Reserve Fund	
4916	7 To Trust and Fiduciary Funds	
Interfund Operating Transfers Subtotal		

TOTAL APPROPRIATIONS AS VOTED

\$26,823,694

You have reached the end of the Appropriations section. Please review all information for accuracy before proceeding.



### ESTIMATED REVENUES

#### ? ASSESSMENTS/TAXES

Account #	Source of Revenue	Estimated Revenues (Ensuing FY)
3110	? Property Taxes Levied for Unincorporated Places	
3120	? Land Use Change Taxes for Unincorporated Places	
3180	? Resident Taxes for Unincorporated Places	
3185	? Yield Taxes for Unincorporated Places	
3186	? Payments in Lieu of Taxes for Unincorporated Places	
3187	? Payments in Lieu of Taxes	
3189	? Other Taxes	
3191	? Penalties on Delinquent Municipal Assessments	
3200	? Licenses, Permits, and Fees	
Assessments/Taxes Subtotal		

#### ? FROM THE FEDERAL GOVERNMENT

Account #	Source of Revenue	Estimated Revenues (Ensuing FY)
3319	? Federal Grants and Reimbursements	\$59,967
Federal Government Subtotal		\$59,967

#### ? FROM THE STATE OF NEW HAMPSHIRE

Account #	Source of Revenue	Estimated Revenues (Ensuing FY)
3351	? Shared Revenue for Unincorporated Places	
3352	? Incentive Funds	
3354	? Water Pollution Grants	
3355	? Housing and Community Development	
3356	? State/Federal Forest Land Reim. in Unincorporated Places	
3359	? Other State Grants & Reimbursements: Human Services Credit	\$270,000
3379	? Intergovernmental Revenues	\$175,000
State of New Hampshire Subtotal		\$445,000



New Hampshire  
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**CHARGES FOR SERVICES**

Account #	Source of Revenue	Estimated Revenues (Ensuing FY)
3401	Sheriff's Department	\$331,000
3402	Register of Deeds	\$733,000
3403	County Corrections	\$117,350
3404	County Nursing Homes	\$8,864,500
3405	County Farm	
3406	Cooperative Extension Service	
3407	Maintenance Department	
3409	Other Charges: Restorative Justice Fees	\$16,000
Charges for Services Subtotal		\$10,061,850

**MISCELLANEOUS SOURCES**

Account #	Source of Revenue	Estimated Revenues (Ensuing FY)
3501	Sale of County Property	
3502	Interest on Investments	
3503	Rents of Property	\$259,704
3508	Contributions and Donations	
3509	Other Revenue from Miscellaneous Sources: Insurance Refunds & Misc. & Recov.	\$385,000
Miscellaneous Sources Subtotal		\$644,704

**OTHER FINANCIAL SOURCES**

Account #	Source of Revenue	Estimated Revenues (Ensuing FY)
3912	Transfers from Special Revenue Fund	
3913	Transfers from Capital Projects Fund	
3914	Transfers from Proprietary Funds	
3915	Transfers from Capital Reserve Fund	
3916	Transfers from Trust and Fiduciary Funds	
3934	Proceeds from Long-Term Bonds/Notes	
Other Financial Sources Subtotal		

**TOTAL ESTIMATED REVENUES**

**\$11,211,521**

You have reached the end of the Revenues section. Please review all information for accuracy before proceeding.





**BUDGET SUMMARY**

Total Voted Appropriations	\$26,823,694
Estimated Revenue Subtotal	\$11,211,521
Fund Balance to Reduce Tax Rate	\$1,775,000
Total Estimated Revenues	\$12,986,521
Amount Certified to be Raised by Taxes	\$13,837,173





New Hampshire  
Department of  
Revenue Administration

2015  
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**PREPARER'S CERTIFICATION**

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.

Preparer's First Name

Debra

Preparer's Last Name

Shackett

*Debra Shackett, County Administrator*  
Preparer's Signature and Title

7/6/2015

Date

- ☒ **Check to Certify Electronic Signature:** You are required to check this box and provide your name above. By checking this box, you hereby declare and certify that the electronic signature above was actually signed by the Preparer and that the electronic signature is valid.

Submit

Print

Please save and e-mail the completed PDF form to your Municipal Services Advisor:

- Michelle Clark: michelle.clark@dra.nh.gov
- Jamie Dow: jamie.dow@dra.nh.gov
- Shelley Gerlneau: shelly.gerlneau@dra.nh.gov
- Stephanie Derosier: stephanie.derosier@dra.nh.gov

A hard-copy of this signature page must be signed and submitted to the NHDRA at the following address:

NH DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL AND PROPERTY DIVISION  
P.O. BOX 487, CONCORD, NH 03302-0487

## INDEPENDENT AUDITORS' REPORT

To the Board of Commissioners  
County of Belknap, New Hampshire

### Additional Offices:

Nashua, NH  
Andover, MA  
Greenfield, MA  
Ellsworth, ME

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

We have audited the accompanying financial statements of the governmental activities, the aggregate discretely presented component unit, the major fund, and the aggregate remaining fund information of the County of Belknap, New Hampshire, as of and for the year ended December 31, 2014, 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 and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; 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, the major fund, and the aggregate remaining fund information of the County of Belknap, New Hampshire, as of December 31, 2014, 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.

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### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated July 15, 2015 on our consideration of the County's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the County's internal control over financial reporting and compliance.

*Melanson Heath*

July 15, 2015

COUNTY OF BELKNAP, NEW HAMPSHIRE

STATEMENT OF NET POSITION

DECEMBER 31, 2014

	Primary Government Governmental Activities	Gunstock Area Commission (Component Unit - April 30, 2014)
<b>ASSETS</b>		
Current:		
Cash and short-term investments	\$ 3,849,809	\$ 1,778,490
Restricted cash	42,179	-
Investments	-	173,544
Accounts receivable, net	1,739,206	38,305
Due from agency funds	8,937	-
Inventory	34,610	432,152
Prepaid expenses	-	61,289
Total current assets	5,674,741	2,483,780
Noncurrent:		
Other	29,162	-
Capital assets:		
Land	144,829	2,197,595
Capital assets, net of accumulated depreciation	9,539,310	11,969,952
Total noncurrent assets	9,713,301	14,167,547
<b>TOTAL ASSETS</b>	<b>15,388,042</b>	<b>16,651,327</b>
<b>LIABILITIES</b>		
Current:		
Accounts payable	1,697,917	373,436
Accrued expenses	195,498	356,285
Deposits payable	-	24,557
Restricted cash liability	3,402	-
Current portion of noncurrent liabilities:		
Bonds payable	570,000	645,000
Capital lease payable	15,846	81,203
Compensated absences	388,916	-
Total current liabilities	2,871,579	1,480,481
Noncurrent:		
Bonds payable	1,360,000	4,955,000
Capital lease payable	34,576	128,996
Compensated absences	124,119	-
Net OPEB obligation	731,056	-
Total noncurrent liabilities	2,249,751	5,083,996
<b>TOTAL LIABILITIES</b>	<b>5,121,330</b>	<b>6,564,477</b>
Deferred Inflows of Resources	-	1,107,257
<b>TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES</b>	<b>5,121,330</b>	<b>7,671,734</b>
<b>NET POSITION</b>		
Net investment in capital assets	7,703,717	8,357,348
Restricted	44,163	-
Unrestricted	2,518,832	622,245
<b>TOTAL NET POSITION</b>	<b>\$ 10,266,712</b>	<b>\$ 8,979,593</b>

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, 2014

	Expenses	Program Revenues	Net (Expenses) Revenues and Changes in Net Position	Gunstock Area Commission (Component Unit for the year ended April 30, 2014)
<b>Governmental Activities:</b>				
General government	\$ 2,783,077	Charges for Services		
Public safety	2,103,391	Operating Grants and Contributions	\$ (1,995,784)	
Corrections	3,724,758		(1,699,230)	
Human services	5,973,803		(3,581,276)	
Cooperative extension	260,122		(5,626,179)	
Economic development	850,020		(290,122)	
Nursing home	10,702,310		(75,000)	
Interest	123,284		(1,109,441)	
			(123,284)	
Total Governmental Activities	\$ 26,520,765		(14,471,316)	
and Primary Government				
	\$ 10,794,829		\$ 1,254,620	
<b>Component Unit:</b>				
Gunstock Area Commission	\$ 10,188,784			\$ 1,047,762
Total Component Unit	\$ 10,188,784			1,047,762
		<b>General Revenues and Transfers:</b>		
		County taxes	13,663,314	-
		Investment income	15	1,904
		Miscellaneous	221,839	120,011
		Transfers, net (Gunstock Area Commission)	175,000	(175,000)
		Total general revenues and transfers	14,060,168	(53,085)
		Change in Net Position	(411,148)	994,677
		<b>Net Position:</b>		
		Beginning of year	10,677,850	7,984,916
		End of year	10,266,712	\$ 8,979,593

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

COUNTY OF BELKNAP, NEW HAMPSHIRE

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES

FOR THE YEAR ENDED DECEMBER 31, 2014

	<u>General</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
<b>Revenues:</b>			
County taxes	\$ 13,663,314	\$ -	\$ 13,663,314
Nursing home	9,592,869	-	9,592,869
Charges for services	1,376,960	-	1,376,960
Intergovernmental	410,385	844,235	1,254,620
Investment income	15	-	15
Miscellaneous	<u>221,149</u>	<u>690</u>	<u>221,839</u>
Total Revenues	25,264,692	844,925	26,109,617
<b>Expenditures:</b>			
Current:			
General government	2,531,304	4,684	2,535,988
Public safety	2,087,312	57,619	2,144,931
Corrections	3,372,802	10,123	3,382,925
Human services	5,973,803	-	5,973,803
Cooperative extension	260,122	-	260,122
Economic development	75,000	775,020	850,020
Nursing home	10,193,537	-	10,193,537
Capital outlay	56,350	-	56,350
Debt service:			
Principal	580,000	-	580,000
Interest	<u>117,851</u>	<u>-</u>	<u>117,851</u>
Total Expenditures	<u>25,248,081</u>	<u>847,446</u>	<u>26,095,527</u>
Excess (deficiency) of revenues over expenditures	16,611	(2,521)	14,090
<b>Other Financing Sources (Uses):</b>			
Proceeds of capital lease	<u>69,267</u>	<u>-</u>	<u>69,267</u>
Total Other Financing Sources (Uses)	<u>69,267</u>	<u>-</u>	<u>69,267</u>
Change in fund balance	85,878	(2,521)	83,357
Fund Balance, at Beginning of Year	<u>3,705,155</u>	<u>7,907</u>	<u>3,713,062</u>
Fund Balance, at End of Year	<u>\$ 3,791,033</u>	<u>\$ 5,386</u>	<u>\$ 3,796,419</u>

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

## **Report of the Belknap County Attorney - 2015**

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. I have proudly served as the Belknap County Attorney since April 1, 2011. 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 61 calls for untimely or unattended deaths in the County; 33 of those resulted in autopsy reports and 18 were drug related deaths. (2014—69; 2013—76 and 2012—67). Belknap County has been heavily hit by the Heroin epidemic.

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. A County-wide drug task force is being initiated to help combat the issue.

A major statutory change will impact the Office in the upcoming year. New legislation, referred to as "Felonies First," has been passed in the State. Belknap County



will be the third county to implement this change. In a nutshell, all felony cases will be initiated first in the Superior Court, instead of in the District Court. This will eliminate duplication of activities in the District and Superior Courts. This Office will be responsible for reviewing all Felony case reports and filing all Felony complaints in the Superior Court, thus an attorney will be involved from the very early phases of all serious cases. This should alleviate some of the case processing for each community in the County, and decrease work on the local police prosecutors. Another significant change is the elimination of automatic Probable Cause hearings. One goal is to reduce the time they spend in Court waiting to testify in these hearings, and increase the overall efficiency of case processing. Another aspect of this new process will be having almost immediate bail hearings in the Superior Court and the deadlines for providing discovery materials to Defendants will be shortened. Overall, the intent is to provide better justice to all involved in the most timely manner possible.

Another significant change in the County will be the construction of the new jail and community corrections center. This office is responsible for sentencing the felony-level criminals, and we look forward to utilizing evidence-based practices to provide punishment, deterrence and rehabilitation to our inmates. The goal is to implement methods to reduce the recidivism rate, and ultimately increase public safety in our community.

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. Last year, due to budget cuts, we lost a staff member from our agency. The team is now comprised of: four full-time prosecutors (including myself), a victim-witness advocate (who has been with the County for almost 25 years); an office administrator (who has been with the County for over 15 years); and two legal secretaries (one is part-time). Although the budget process has not been finalized for the 2016 budget, we are hoping to add another prosecutor in July to handle the impact of Felonies First.

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 Guldbrandsen  
Belknap County Attorney



## **Belknap County Department of Corrections 2015 County Report**

**Keith C. Gray – Superintendent**  
**Capt. Jamie S. Laramie – Deputy Supt. – Operations**

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

This annual report provides me with an opportunity to highlight events that occurred in the Department of Corrections and also to provide insight to the number and types of individuals we saw enter our facility in 2015. This past year will be remembered as one of great change within the Department and for the approval of a new Community Corrections Center.

### **Community Corrections Center**

With the work of the Building Planning Committee, the County Commissioners and the County Delegation, a plan for a Community Corrections Center was approved in 2015. The plan calls for the construction of a 64 bed addition to the existing facility along with upgrades to portions of the current jail. Construction for this exciting project will begin in the summer of 2016 with a target date of being operational in the fall of 2017.



### **Incarceration Statistics for 2015**

The average in-house daily population of the jail in 2015 was 86 inmates; close to the ADP of 92 reported in 2014. The total number of bookings in 2015 was 1672. The number of sentenced prisoners totaled 309 with 238 males and 71 females. Pre-trial offenders accounted for 784 bookings with 605 males and 179 females. There were

also 566 Protective Custody bookings during 2015 with 404 males and 162 females. Thirteen bookings in 2015 were for overnight holds.

Inmates held by the Department of Corrections in Belknap County fall into two main categories; sentenced and pre-trial. Sentenced inmates have been convicted of either a felony or misdemeanor level offense while pre-trial defendants are held in custody pending the outcome of their case(s). Inmates are classified into different categories based upon various criteria such as the seriousness of their offense, medical needs, mental health assessments, educational background and prior criminal activity. Most of the sentenced inmates here are classified as minimum security, while pre-trial offenders generally fall into either a medium or maximum security classification. Minimum security inmates are required to perform work detail assignments such as Farm Crew, Maintenance Crew, County Home Kitchen and County Home Laundry. Medium and maximum security inmates are never allowed outside of the secure perimeter of the facility without escort by a law enforcement official.

## **Community Corrections**

The Community Corrections Division is responsible for screening and monitoring sentenced individuals that qualify for alternative sentencing programs. The two main components for alternative sentencing in Belknap County are the Work Release Program and the Electronic Monitoring Bracelet (EMB) Program. The Work Release Program allows sentenced inmates to leave the jail and work in the community during the day, while spending the evenings incarcerated. The EMB Program is designed for qualified inmates to wear an ankle device while living outside of the correctional facility. Both programs are intended to assist offenders in returning back to their communities as productive citizens while holding them accountable to various requirements determined by the criminal justice community. During 2015, 75 individuals participated in these programs generating \$55,995.15 in revenue to the General Fund for Belknap County. Specifically, the Work Release Program provided \$47,432.94, while the EMB Program provided \$8,562.20. These programs also offer additional cost savings to the county by eliminating medical, food and laundry requirements for incarcerated inmates.

## **Programs**

Belknap County Department of Corrections offers over 30 different programs to inmates. These programs are designed to provide educational opportunities, lifestyle change, self-improvement and recreational options to incarcerated individuals. Our Programs Director, Tamara McGonagle, has brought innovative and successful programming options to Belknap County. In 2015, 406 inmates participated in various educational and grant funded programs with 167 inmates receiving certifications and 14 obtaining their High School Equivalency Diplomas. Art classes had 90 participants in 2015 with enough artwork for five art shows in Belknap County. Many volunteers continue to donate their time to make a difference in the lives of incarcerated individuals. Without volunteers, programs such as AA, NA, religious services, reading & writing classes, yoga, knitting and Tai Chi Chih groups would not be possible.

Through programming, we are able to expose many inmates to new ideas and ways to improve their outlook on life. The Department of Corrections is committed to making every attempt to correct poor behavior and return offenders to their communities as productive citizens. Our programs here in Belknap County have contributed significantly to our goals of lowering recidivism and providing healthy options to our inmate population.

## **CORE Program**

A new program designed to assist offenders with treatment and recovery from substance misuse was developed recently. The CORE (Corrections Opportunity for Recovery & Education) Program began in late 2015 with local providers working with Department of Corrections staff to identify inmates that are high risk to re-offend due to substance dependency. The CORE Program will become a primary element of the future Community Corrections Center. This new program is designed to provide treatment, resources, education and re-integration assistance to inmates. With the CORE Program, we expect offenders to return to their communities with tools in place to assist with their recovery and diminish the recidivism rate in Belknap County Jail.

## **Farm Program**

The farm program returned to the Department of Corrections in 2015 after a two year absence. This program provided fresh vegetables to the Dietary Division of the Belknap County Nursing Home and helped support the St. Vincent de Paul food bank. In addition, fresh vegetables were sold at the County Farm Stand which resulted in \$1,488.88 returned to the General Fund. One of the highlights of our farm program was presenting each County Home resident with a pumpkin to help commemorate the inaugural Pumpkin Fest held in Laconia in 2015. We expect 2016 to be an even more productive year with the addition of a new High Tunnel building purchased by the Belknap County Conservation District. Our partnership with the Conservation District and the UNH Cooperative Extension should allow Belknap County to provide more vegetables to county residents in need in the future.

## **2015 Reflection**

The past year saw a huge change in the leadership within the Department of Corrections. Previous Superintendent Daniel Ward retired, Deputy Superintendent David Berry became the Superintendent in Sullivan County and Administrative Assistant Eileen Gaudette also retired. Between them, almost 70 years' worth of correctional knowledge left the facility. I was honored to be appointed as Superintendent during 2015 and excited to be involved with a group of hard working professionals dedicated to providing service to the tax payers of Belknap County. With change comes new leadership; Captain Jamie Laramie, Sergeant Patrick O'Reilly and Sergeant Benjamin Dow were all promoted to their current positions in the past year. We hired Correc-

tional Officers Jeremy Breton, Michael Perry, Hunter Briggeman, Danielle Ryan and Jerecho McNeil in 2015. Also, Stephanie Colcord was hired as the Department's Administrative Assistant. I would like to thank The County Commissioners and County Administrator for providing sound leadership and support to me and the Corrections Department during this year of change!

Respectfully submitted,

Keith C. Gray  
Superintendent



## **Belknap County Sheriff's Department**

### **2015 Annual Report**

#### **Craig H. Wiggin – High Sheriff**

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

Pursuant to New Hampshire law, the Sheriff's Department is a full-service law enforcement agency much like any other in New Hampshire. However, the Office of the Sheriff is also responsible for a number of additional duties as prescribed by RSA 104 that are not performed by other law enforcement agencies. 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 2015.

### **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, including Sheriff's sales. Standard fees for service and related mileage are also prescribed by state law and are charged to the individual or business requesting the service. The following is an itemized summary of civil process by month for 2015.

Month	Documents Served	Service Fees	Mileage Fees	Misc. Fees	Total
January	260	5,230.00	2,151.80	1,539.00	8,920.80
February	210	4,475.00	2,332.20	1,642.00	8,449.20
March	250	5,455.00	2,810.60	2,249.48	10,515.08
April	267	6,140.00	2,536.46	2,724.69	11,401.15
May	279	5,510.00	2,582.80	1,621.20	9,714.00
June	276	6,265.00	2,919.30	2,057.00	11,241.30
July	233	5,275.00	2,060.90	1,437.00	8,772.90
August	266	5,900.00	2,405.60	1,662.50	9,968.10
September	248	5,545.00	2,354.40	1,692.20	9,591.60
October	255	5,475.00	2,621.90	2,131.00	10,227.90
November	238	5,745.00	2,313.60	1,512.00	9,570.60
December	350	6,745.00	3,346.26	2,945.50	13,035.76
<b>TOTALS</b>	<b>3132</b>	<b>\$67,760.00</b>	<b>\$30,434.82</b>	<b>\$23,213.57</b>	<b>\$121,408.39</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 authorized facility 24 hours a day, pursuant to Involuntary Emergency Admission (IEA) proceedings. 171 IEA transports were conducted in 2015. 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 many of those cases. The department conducted a total of 2,095 secure transports in 2015. 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. With the assistance of the Administrative Office of the Courts, a number of security enhancements were made at the Superior Court in 2015, including a new X-Ray device and additional video monitoring of the 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. 539 new warrants were received from all of these sources. The department's clearance rate on outstanding warrants this year was 96%. A Deputy Sheriff also serves as a member of the U.S. Marshal's Joint Fugitive Task Force, whose mission is to find and arrest the individuals for whom we receive warrants, as well as 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, homicide, and other serious offenses. Deputies made 458 custodial arrests during the year. Additionally, 10 fugitives wanted for fleeing the state after facing serious criminal charges were located and arrested. Following extradition proceedings, these individuals were returned to Belknap County to face justice. These included defendants who fled to other New England states, New York, Arkansas, and Florida.

## **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. We also conduct investigations of any alleged criminal activity related to or taking place in the Belknap County 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 at no cost. The Division also receives referrals from across the County involving bad checks, ultimately resulting in thousands of dollars in restitution being returned to individuals and businesses. During 2015, 174 new criminal case investigations were opened. Sheriff's Department investigators were involved in a number of cases in 2015 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 82,000 routine and emergency calls for service in 2015.

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,

Sheriff Craig H. Wiggin



## **Belknap County Restorative Justice 2015 Annual Report**

We welcomed a new case manager to our office in 2015: Jay Apicelli, Jay brings great experience and knowledge to our department. He has been a welcome addition to our team.

In 2015 we offered Pretrial supervision to the County Attorney's Office. This is a service that will help supervise defendants in the community who are awaiting trial and help insure their appearance at court. We also implemented Prime for Life. Prime for Life is an evidence based prevention and intervention program, helps people learn to reduce their risks of alcohol and other drug related problems throughout life.

In 2015, Tori Chase left her job here as case manager. Tori was such an integral part of Restorative Justice and she will be missed greatly by coworkers, community partners, and clients alike.

We continue to be active members in Belknap County Recovery Court, lending our 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.

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.

As a team, we work hard to collaborate with other agencies in the area such as StandUp Laconia, 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 are always looking at ways that we can have a positive effect on the drug epidemic that is devastating our communities. We hope that the services we provide continue to be valuable to the community for many years to come.

We would like to thank the County Commissioners and the County Delegation for their support.

Respectfully submitted,

Brian Loanes  
Director Belknap County Restorative Justice Program

## **Belknap County Nursing Home 2015 Annual Report**

The year 2015 has been a year of change and consistency. On June 2nd, Kristina Miller was hired for the position of Billing Coordinator, bringing 29 years of billing experience. She replaced Jamie Ellsworth, who assumed the position of Administrative Assistant to the County Administrator. On June 15th, Cheryl Toutaint was hired to the position of Staff Development bringing with her five years of experience in educating individuals to become LNA's. Brenda Twardosky was hired into the position of Recreation Director on August 18th bringing with her 9 years of experience. On October 12th Daniel Riley was hired for the position of Environmental Services Director. Finally, in December, Mathew Logue resigned his position of Administrator and the County contracted with LTC Resources, LLC to provide Robert Hemenway, NHA as the Interim Nursing Home Administrator and to supervise Shelly Richardson in an Administrator In Training program with hopes of promoting to the position of Administrator once she becomes licensed.

With all these changes that have taken place in 2015, the Nursing Home has continued to maintain its excellent care to its residents. This is solely due to the high quality, professionalism and caring of the staff that work for Belknap County Nursing Home. On December 9th, the NH Department of Health and Human Services conducted their Annual Survey of the Nursing Home found only one minor deficiency. In their exit interview, they couldn't compliment the staff highly enough for the care they provide the residents. They stated that the residents could only say good things about the care they were receiving and how hard they worked. The staff deserve all the credit for the survey results.

## Belknap County Registry of Deeds 2015 Annual Report

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

The Registry of Deeds is the repository for historical land record preservation. The ownership of every parcel of land in the county can be found here. Records date back to 1765 when Belknap County was part of Strafford County. Belknap County records date back to 1840. The public is welcome and encouraged to visit our office.

The official records can be found at the Registry of Deeds. We do, however, for the convenience of the public, have the records available on the internet for viewing. Researchers can utilize our web-site at [www.nhdeeds.com](http://www.nhdeeds.com). Copies of a recorded document can be requested, either by mail or in person, at a cost of only \$1.00 per page. As an alternative, Tapestry, a pay-as-you-go option, allows the occasional user the opportunity to print copies directly from their home or office using a credit card. This secure site is offered to the public through our vendor, Fidlar Technologies, at no additional cost to Belknap County.

Property owners of Belknap County are encouraged to use a free service entitled "Property Fraud Alert". Enrollment allows the user to register their name and select a notification method. Registered users would be alerted if a document was recorded matching the name they provided. Property and mortgage fraud is one of the fastest growing white-collar crimes. This service is provided at no additional cost to Belknap County or taxpayers.

This office records many other types of documents including but not limited to mortgages, assignments, liens, discharges and plans. Once recorded, these documents become a permanent part of the chain of title for each property. In 2015, we saw an increased volume of 924 documents recorded over the previous year. The good news is that revenue figures have also increased.

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 Real Estate Transfer Tax (RETT) and LCHIP Fee (Land and Community Heritage Investment Program). The total revenue for 2015 is as follows:

RETT 4% Commission & Recording Fees	\$792,809.11
Surcharge Fees	\$25,798.00
LCHIP 4% Commission Fee	\$8,988.00
<b>TOTAL</b>	<b>\$827,595.11</b>

Operating expenses in 2015, for the office of the Registry of Deeds, including salaries and all other costs, totaled \$386,685.09 leaving a net contribution of over \$440,000.00 to the County's General Fund.

In 2015, long-time registry staff member, Carol Morin, started her well-deserved retirement. She had been a dedicated staff member for over 26 years. We thank her for her years of service and wish her well in retirement!

I would like to thank our small and dedicated registry staff: Susan Gagne, Caitlin Selfridge and Cindy Beede. It is a team effort that keeps the wheels moving forward day after day!

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

Respectfully submitted,

Judith A. McGrath,  
Register

Executive Committee Meeting Minutes  
Belknap County Complex  
01/12/15 at 5:00 pm

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

The meeting began at 5:00 pm with a pledge of allegiance to the American Flag.

**Election of Executive Committee officers:** Chair Tilton stated they deferred the election of Executive Committee officers at the last meeting and it needs to be done tonight. Currently the Delegation officers were representing this role. (Chair, vice chair and clerk). Rep. Tilton opened the floor for nominations. M/Gallagher to nominate Herb Vadney as the chair. S/Hurt. M/Sylvia, S/Comtois to close nominations. Unanimous. **Motion passes.** Rep. Tilton called the vote. 6-Y, 1-abstain (Vadney). **Motion passes.** Rep. Tilton then handed the meeting over to Chair Vadney. M/Comtois to nominate Mike Sylvia as vice chair. S/Hurt. M/Sylvia to nominate Gallagher. There was no second. Rep. Vadney called the vote. 6 –Y, 1-opposed (Sylvia). **Motion passes.** M/Comtois, S/Tilton, to nominate Rep. Gallagher as the Clerk. M/Sylvia, S/Hurt to close nominations. Unanimous. **Motion passes.** Rep. Vadney called the vote. Unanimous. **Motion passes.** Results: Rep. Vadney, Chair; Rep. Sylvia, Vice Chair and Rep. Gallagher, clerk.

**Transfer #2014-45:** Transfer #2014-45 for \$2,383 for water and sewer in the general fund. Rep. Sylvia had a point of concern of transferring money after money was already encumbered or spent. Rep. Vadney said it is a retro approval as they did know they were coming. Rep. Gallagher said that they talked about it back in December and that there is still a window of time to pay this and the auditors will make the adjustment to the proper year during the audit process. Facilities Manger Dustin Muzzey said that he has the bill now. Rep. Hurt also mentioned Transfer #2014-47 for \$2,437 for the Nursing Home water and sewer. Rep. Sylvia read from RSA 24:15. Rep. Vadney clarified that these transfers will pay for what the county now owes. M/Tilton, S/Flanders to approve 2014-45 for \$2383. 6-Y, 1 opposed (Sylvia). **Motion passes.**

**Transfer 2014-47:** M/Hurt, S/Flanders to approve transfer request #2014-47 for \$2,437 as presented. 6-Y, 1-opposed (Sylvia). **Motion passes.**

**Transfer 2014-48:** For \$22,000 to cover the increase and winter rates for propane and electric. Facilities Manager Dustin Muzzey explained how U Source bid this out for the County. It is supply and demand that makes the winter rates higher. They go down again in May. Mr. Muzzey feels like \$20,000 is enough to cover the December bills. Rep. Hurt asked about a tearing schedule. The Commissioners will work with Mr. Muzzey to get tearing done. M/Gallagher, S/Flanders to approve transfer #2014-48 for \$20,000 as presented. 6-Y, 1-opposed (Rep. Sylvia). **Motion passes.**

**Transfer requests 2014-51-54:** Chair stated that since these requests have not been signed by the Commissioners, they will not be considered. The Commissioners stated that they have not signed as they have not had time to digest these transfers yet. They have not had enough time to see when the appropriations were exceeded etc. and they need the time to make an informed decision.

**Legal bills:** Rep. Tilton asked about the outstanding legal bills and stated the legal fee for the personnel committee was not paid. Commissioner DeVoy said it was his intention to pay the legal bills after proper review. The Commission will review and bring back a request to the Executive Committee when they are ready. M/Tilton, S/Comtois to table transfers 2014-51 – 54 at this time. Unanimous. **Motion passes.**

**Minutes:** Rep. Vadney said that he believes minutes should be signed by the Clerk, not the staff. There are 3 sets of minutes awaiting approval, 12/08/14, 12/16/14 and 12/31/14. M/Flanders, S/Tilton that these minutes are signed by Clerk, Rep. Gallagher and all minutes moving forward. Unanimous. **Motion passes.** M/Sylvia, S/Tilton to approve the 12/08/14 EC minutes as written. Unanimous. **Motion passes.** M/Tilton, S/Flanders to approve the 12/16/14 EC minutes as written. Unanimous. **Motion passes.** M/Gallagher, S/Flanders to approve the 12/31/14 minutes as written. 5-Y, 2 abstain (Tilton and Comtois as they were absent). **Motion passes.** Rep. Tilton stated that the 10/27/14, 11/17/14 and 12/01/14 minutes will be approved at the next meeting by former members and the previous clerk, Richard Burchell.

**Adjourn:** M/Comtois, S/Sylvia to adjourn at 5:45 pm. Unanimous. **Motion passes.**

Respectfully submitted,

A handwritten signature in cursive script that reads "Brian Gallagher". The signature is written in dark ink and is positioned above the printed name of the signatory.

Brian Gallagher, Clerk



### Delegation Meeting Minutes January 12, 2015 at 6:00 pm

Chair Frank Tilton called the Belknap County Delegation meeting to order at 6:00 pm on the above date at 34 County Drive, Laconia, NH and recited the pledge of allegiance. The Chair asked the Clerk to call the roll.

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

Absent: Representatives Fisher and Russell.

**Minutes:** M/Gallagher, S/Fields to approve the 12/08/14 minutes. Unanimous. **Motion passes.**

**Appointment to fill vacant Commissioners seat:** Chair Tilton would like the administration staff to assist with advertising for the vacant commissioner position. He asked the Delegation to pick a date for responses to be submitted. Past practice has always been for the 18 members to participate in the process as a whole. A question was posed on whether the Delegation would still like to be part of the process or would they prefer a committee of the Delegation. The Delegation collectively decided to continue with this process as a whole committee and make the deadline for resumes, cover letters Friday, January 23, 2015 by Noon. Chair Tilton would like the staff to assist with collecting responses and mailing correspondence to the 18 members. Rep. Vadney asked if an ad hoc committee should be formed for the initial interview of say 7 and to set a date for interviews. M/Comtois to give the Chair the discretion to advertise and navigate the process of interviews, etc. and work as a whole from there. S/Howard for discussion. All concur for the Chair to move forward with the process. Unanimous. **Motion passes.**

**Incoming Commissioners:** Rep. Tilton welcomed the Commissioners and wanted their insight on the proposed budget. He handed the floor over to the Commission. Commissioner DeVoy welcomed everyone and stated that he is ready to go to work on this proposed budget. Commissioner Burchell echoed this statement and reviewed a few key points that the Commission will focus on including amount to be raised by taxes, addressing problems at the jail, health insurance, the unions, and the fund balance. The Commission feels that there is structural deficit in Belknap County and that recommendations will be forthcoming to address this situation. The Commissioners will work diligently. Rep. Luther said that there was currently no money in the proposed budget for improvements, etc. to the jail and asked if the new Commissioners plan to add. Commissioner DeVoy said that he is working on details now and getting a plan from Superintendent Ward to address getting programs going. He has a list of all repairs needed at the jail. Rep. Gallagher said that they have a baseline budget with a 10% increase currently and asked if the Delegation would receive a new proposal from the

Commissioners less than 10%. Commissioner DeVoy stated yes and that he will protect Laconia's tax cap. Commissioner Burchell said many factors will all be taken into consideration when working on the budget. The Commission acknowledged there is a lot of work to do and that they will do what they have to do to remedy the jail. They need costs estimates. Rep. Dumais asked if they have the time to redo the 2015 budget and have the costs for the jail by March 2015. The Commissioners said that is where a third Commissioner is needed and will be helpful. Commissioner Burchell stated that he hopes to make the Commissioners final recommendations by 03/01/15 and get the unions on board to pay more towards their health insurance. Commissioner DeVoy said that they will handle safety issues right away at the jail as a priority.

**Supporting data for 2015 budget:** Administrator Shackett gave the Delegation the 2015 Wage and Benefits calculations spreadsheet. Rep. Gallagher asked if there was a COLA in the 2015 budget. Administrator Shackett said yes, 1.4%. The next spreadsheet reviewed was the Departmental wages, increases and health insurance costs. Administrator Shackett said the estimated increases for health insurance for 2015 are anywhere from 4.9% - 6.4% depending on the plan. Rep. Gallagher asked if these were guaranteed maximum rates. Answer: Yes. This means the rates could decrease but not increase. Rep. Tilton would like a spreadsheet provided to the Delegation with a census for how many employees are on a single, 2 person or family plan. Administrator Shackett will provide and reminded Rep. Tilton that these numbers are always changing. Rep. Vadney said that he calculates a \$500,000 increase in the percentages for health insurance. There are two ways to reduce, either to negotiate or to have layoffs. He stressed that the negotiations need to be serious. Rep. Hurt asked about the Cadillac tax; this won't factor in until at least 2018 on some plans.

**Next steps:** A copy of the committee assignments was given out. Generally each subcommittee has 1 or 2 meetings (except Gunstock) and they are usually on Mondays and Fridays. Rep. Tilton instructed the Chair of each subcommittee to contact Angela Bovill to schedule/coordinate their subcommittee meetings. He also encouraged the sub committees to try and meet at each department to see what they do on a daily basis.

**Tours of the county complex and county courthouse:** Chair Tilton stated that the tour of the county complex today went well and encouraged all members that didn't make it to contact department heads. They will give a tour anytime. Administrator Shackett said that she could schedule another tour at the complex/courthouse if anyone was interested. There are 4 more members interested in receiving a tour at the County complex Administrator Shackett suggested that members send her an email on their interest at the complex/courthouse and she would get it set up. Rep. Vadney said these tours are very valuable and that all members should make it a point to go.

**Rep. Sylvia request for an investigation:** Rep. Sylvia stated that he was happy the voters elected 2 new Commissioners as the last two years have been difficult. The legal bills proved, in his opinion that the Delegation prevailed in their court decision. Some things have gone on that are wrong including the inspections for the jail that are required every 6 months. He felt that this went undone for 3 years and doesn't want it swept under the rug. He suggested that the lawsuit regarding authority over appropriations was a tremendous hit to the taxpayers. In his opinion,



the HealthTrust rebate was a violation to RSA24:15. Rep. Sylvia also felt that Nursing Home residents were terrorized by threats of the nursing home shutting down. In his opinion that was not right. Rep. Sylvia read from RSA24:17 – investigations and suggested the Delegation form a committee to investigate and gather information as to where monies like the health insurance rebate have gone. He questioned if it was a proper use and if anyone personally benefited from it. He mentioned the embezzlement issue at the county 6 or so years ago. He wants to consider forming a committee to look into some of these items. Rep. Tilton stated that there is no missing money. Monies were used for various reasons, but none of it is missing. He stated that the Delegation and the new Commissioners will be working very closely together. Rep. Sylvia is suggesting an investigation be done on where appropriated money may have been used elsewhere. Rep. Gallagher suggested that they not get ahead of themselves as the auditors will look into all this during the audit process. He suggested that they allow that existing process to proceed and provide additional focus on the previously suggested area. Then determine from there if an investigation is prudent.

**Public comment:** Ms. Paula Trombly, Meredith asked if public input will always be recognized at these meetings as it is not on the agenda. Chair Tilton responded that this is not a public hearing, but he is open to public input. Ms. Trombly asked Rep. Sylvia if there was proof of foul play. Answer was he has doubts. Ms. Trombly said he indicated clearly his feeling that money was missing. Rep. Sylvia said he didn't mean to and perhaps he misspoke. Ms. Trebly said these accusations were slanderous and inflammatory; unless there is proof, it causes bad blood. Mr. Gordon Blais, Meredith asked when the appointment of a new commissioner is made, does that applicant have to be a resident of the district. Answer: Yes. Mr. Blais also agreed with Rep. Sylvia that there is good reason to have an investigation as he felt the previous Commissioners ran the county terribly, neglected jail inspections and should be punished for violating that RSA.

**Adjourn:** M/Hurt, S/Comtois to adjourn at 7:45 pm. Unanimous. **Motion passes.**

Respectfully submitted,

A handwritten signature in cursive script that reads "Brian Gallagher".

Brian Gallagher  
Clerk, County Convention

Belknap County Delegation  
Budget Subcommittee Minutes  
1/23/2015 @10:30am

Representatives Gallagher, Luther, & Spanos met with Dustin Muzzey, Facilities Manager to review the Maintenance Budget. The County Administrator and Finance Director were also present.

The Subcommittee conducted a thorough review of each line item in the recommended budget. They made several observations including; renegotiating contracts for cable and waste removal services. They suggested a review of electricity to see if the rates are better for the 2<sup>nd</sup> half of the year. The members also reviewed information regarding the condition and age of some of the mechanical systems.

Representative Gallagher presented ideas to consider in planning for additional debt service and asked the County Administrator and Finance Director to look into identifying how much new debt service could be anticipated with declining debt service and keeping the expense line level. There was also discussion about capital improvement programs, capital reserve funds, and methods for reducing taxes in general.

The meeting was adjourned at 12:45pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "D. Shackett", written in a cursive style.

Debra Shackett

Belknap County Delegation  
Budget Subcommittee Minutes  
1/23/2015 @1:00pm

Representatives Flanders, Comtois, Fields, Frasier, Russell, Spanos, & Varney met with Matthew Logue, Nursing Home Administrator. The County Administrator and Finance Director were also present.

The committee reviewed all revenue line items and the sources of each. They discussed the impact of the decreased Medicaid rate, as well as the increased Private Pay rate. Mr. Logue explained the inability to predict Proshare revenue at this time.

There was some discussion about Electronic Medical Records and the cost vs. any benefit. Mr. Logue was asked to prepare a report showing the anticipated cost savings if such a system were implemented.

The Committee questioned the significant increase in a contract with Waste Management and also asked about a contract with a vendor called Ozone. Mr. Logue to provide additional information.

The Committee reviewed a list of Maintenance contracted services.

The meeting was adjourned at 2:00 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Debra Shackett", with a stylized flourish at the end.

Debra Shackett

Belknap County Delegation  
Budget Subcommittee Minutes  
1/26/2015 @9:00 am

Representatives Hurt and Fraser met with Melissa Guldbrandson, County Attorney. The County Administrator and Finance Director were also present.

The committee discussed the grant revenue generated by the County Attorney's office. Attorney Guldbrandson explained the Medical Examiner line item and the difficulty in predicting the expense. She explained that although she is responsible for managing the office and staff, she enjoys taking some cases herself and spending time in the court room.

The Committee requested additional information regarding the number of cases for 2013 & 2014. They discussed the operation of the office and the types of cases handled.

Attorney Guldbrandson passed out documentation regarding the specific duties of the employees in her office and statistics regarding county populations and number of incidents.

The Committee was taken on a brief tour of the offices.

The meeting was adjourned at 10:00 am.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Debra Shackett", with a stylized flourish at the end.

Debra Shackett

Belknap County Delegation  
Budget Subcommittee Minutes  
1/26/2015 @10:00 am

Representatives Hurt and Fraser met with Judy McGrath, Register of Deeds. The County Administrator and Finance Director were also present.

The Committee was taken on a brief tour of the office & vaults. Ms. McGrath explained & handed out a revised payroll sheet. Due to staffing changes, the numbers should be less than originally anticipated. The Finance Director will provide an updated sheet.

The Committee asked about the revenue received; where it came from and discussed pending legislation that may impact some of the sources. The Register thoroughly reviewed the operation of the department, including the differences in job responsibilities.

The meeting was adjourned at 11:00 am.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Debra Shackett", written in a cursive style.

Debra Shackett

## Executive Committee Meeting Minutes

01/26/15 at 5:00 pm

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

Absent: Rep. Flanders.

Chair Vadney called the meeting to order at 5:05 pm.

**Approval of minutes:** Rep. Vadney will take motions/votes from members who were on the Delegation at the time these meeting minutes were taken: M/Tilton, S/Vadney to approve the 10/27/14 EC minutes. Unanimous. **Motion passes.** M/Tilton, S/Vadney to approve the 11/17/14 EC minutes. Unanimous. **Motion passes.** M/Tilton, S/Comtois to approve the 12/01/14 EC minutes. Unanimous. **Motion passes.**

**TAN (Tax Anticipation Note):** Treasurer Michael Muzzey and Finance Director Glen Waring were present. Treasurer, Michael Muzzey explained that he is seeking approval of the Executive Committee to borrow up to \$10 million in anticipation of taxes. The Commissioners have authorized this and now he is seeking the Executive Committees approval. He explained the process/history and reviewed the data provided. Discussion ensued around how many times the towns/city is billed per year, when the TAN payment is paid back and when the tax apportionment is set State of NH. The TAN is always put out to bid. The bidder with the lowest interest is usually awarded the TAN. M/Tilton, S/Hurt to approve the request of the treasurer to borrow up to \$10 million in anticipation of taxes as presented. Unanimous. **Motion passes.**

**Approval of minutes:** Chair Vadney apologized as he overlooked one set of minutes for approval from 01/12/15 EC meeting. One small change requested by Rep. Tilton under elections. M/Tilton, S/Hurt to make the change and approve the 01/12/15 EC minutes. Unanimous. **Motion passes.**

**Transfer requests:** Transfer #2014-51 for \$5,200. Commissioner Burchell said this request stems a few years back when then county commissioners sued Barbara Luther, then Register of Deeds for not complying with the county auditor's recommendation. She sought her own legal representation in the matter. He reported that the Commissioners refused to pay her legal bill. The Delegation approved/appropriated the money to do so. Commissioner Burchell feels that Ms. Luther should be paid. Rep. Tilton pointed out that Ms. Luther was sued in her capacity as Register of Deeds, that this has been a long time coming, and supports paying her this money. M/Tilton, S/Comtois to authorize/approve the \$5,200 transfer. Unanimous. **Motion passes.**

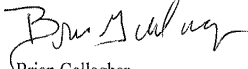
Transfer #2014-53 – M/Comtois, S/Tilton to approve. Rep. Hurt asked why there was no dollar amount attached. No transfer is required as there is enough money appropriated in the budget to pay. Comtois and Tilton withdrew their motion. M/Tilton for resolution of the minutes, to support the Commissioners choice to pay. S/Hurt. Unanimous. **Motion passes.** Transfer #2014-55 for \$11,291. Rep. Vadney asked Commissioner Burchell to explain. Comm. Burchell first stated that Commissioner DeVoy regrets he was not able to be here due to

important family events. Comm Burchell said that this money is needed to cover medicine for inmates at the jail. M/Gallagher, S/Hurt to approve. Unanimous. **Motion passes.**

Transfer #2014-56 for \$6,530 for gas and heating fuel. These are the final charges for 2014. There will be nothing else that Facilities Manager Dustin Muzzey is aware of. M/Hurt, S/Gallagher to be approved as submitted. Unanimous. **Motion passes.** Rep. Vadney asked if there was an energy audit done in the last few years. Mr. Muzzey reported on various programs that the County has undertaken to obtain efficiencies from lighting, to water to HVAC etc.

**Adjourn:** M/Hurt, S/Sylvia to adjourn at 5:47 pm. Unanimous. **Motion passes.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brian Gallagher", written in a cursive style.

Brian Gallagher  
Clerk, Executive Committee



**Delegation Meeting Minutes**  
**January 26, 2015 at 6:00 pm**

Chair Frank Tilton called the Belknap County Delegation meeting to order at 6:00 pm on the above date at 34 County Drive, Laconia, NH and recited the pledge of allegiance. The Chair asked the Clerk to call the roll.

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

Absent: Representatives Dumais, Fisher and Flanders.

**Minutes:** M/Comtois, S/Aldrich to approve the 01/12/15 minutes. Unanimous. **Motion passes.** M/Vadney, S/Fields to approve the 11/17/14 by the delegation who were present and members on 11/17/14. Unanimous. **Motion passes.**

**Vacant Commissioner Position:** Chair Tilton said the vacant position for County Commissioner was advertised and one candidate submitted a resume, Mr. Hunter Taylor of Alton, NH. He then asked Mr. Taylor to come forward to give the Delegation an overview of his background and his interest in the position of Commissioner. Mr. Taylor has an extensive legal background along with professional/civic activities that he has participated in over the years. He moved here in 2010 after retiring and in 2012 started following county business. He felt compelled when the vacancy opened and along with some encouragement from others he decided to submit his application for County Commissioner. He would like to work closely with the Delegation, would like to make progress at the Jail, research various healthcare options for employees to name a few. He would be pleased to serve with Commissioners Burchell and DeVoy and asks for the Delegations support. Representatives then asked various questions of Mr. Taylor and the interview process concluded at 6:40 pm. Chair Tilton then asked for discussion/comments from members followed by a call for the vote. M/Fields, S/Spanos to approve Hunter Taylor for the Commissioners position. Unanimous. **Motion passes.** Mr. Taylor is the new Commissioner for District 3 and needs to be sworn in. Mr. Taylor thanked the Delegation and looks forward to working with them.

**Budget discussion:** Chair Tilton opened the meeting for comments from the Delegation on the budget. Rep. Comtois asked about the downshifting of the Nursing Home costs from the State to the county's. Rep. Sylvia asked about the Health and Human Services regarding medical services and if that will have an effect on that sum of money in the budget. Chair Tilton asked Commissioner Burchell to clarify. He was not prepared to discuss this item, but will look into it more. Administrator Shackett touched on the issue by explaining the costs of supporting Nursing Home eligible residents who are not in our Nursing Home. Commissioner Burchell said



a representative from Sanbornton was doing research in the area of debt service. Commissioner Burchell had preliminary discussions with the unions and will be looking into Health Insurance premiums. He also reported that he had a meeting with the Superintendent and consultant regarding the Community Corrections programming estimate. This is forthcoming. Rep. Fields asked Comm Burchell about Federal standards and if the costs of the estimate will be added to the budget so it is up to date. Answer: Yes.

**Subcommittee updates:** Rep. Hurt said that he split his committee up between courthouse and maintenance. Rep. Comtois reported that he is waiting on a breakdown of numbers from Mr. Logue in larger areas like administration etc. Law enforcement has not met yet. Rep. Vadney has been added to that subcommittee and a meeting will be scheduled soon. Chair Tilton recommended that the sub committees finish up soon and for members to reserve (for meeting purposes) Monday evenings for county business through the next several weeks. The next meeting of the Delegation is Monday, February 9, 2015 at 6:00 pm. Discussion occurred regarding potential budget review meetings on February 16, February 23, and March 16, 2015.

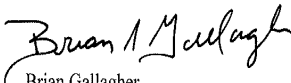
**Nursing Home recognition:** Rep. Vadney commended the Nursing Home for the CMS recognition of a 5 Star rating. Congratulations to all Nursing Home staff on this achievement.

**Annual report/contingency fund:** Rep. Sylvia referred to the statue regarding the contingency fund. He stated that there needs to a detailed report submitted into the annual report per RSA 24:13, with a breakdown of transfers made out of the contingency fund. This will be irrelevant in 2014 as there was no contingency fund. Rep. Sylvia said they need a contingency fund added back in the 2015 budget.

**Public input:** Ms. Paula Trombly said at the last meeting she heard Rep. Sylvia say “missing funds” when discussing the county’s appropriations. After listening to the tape, she was incorrect. Rep. Sylvia said “misappropriated” and she apologized.

**Adjourn:** M/Comtois, S/Aldrich to adjourn at 7:20 PM. Unanimous. **Motion passes.**

Respectfully submitted,

A handwritten signature in black ink that reads "Brian Gallagher". The signature is written in a cursive, flowing style.

Brian Gallagher,  
Clerk, County Delegation

Belknap County Delegation  
Budget Subcommittee Minutes  
1/30/2015 @8:30 am

Representatives Vadney, Aldrich, Gallagher, & Hurt met with the County Administrator to review the general administrative sections of the budget. The Finance Director was also present.

The Committee reviewed the following sections of the budget:

- County Convention
- Administration
- IT
- Finance
- Health & Human Services
- Capital Projects
- Debt Service

Both revenues and expenditures were discussed in detail, along with supporting documentation. The Committee made many observations and asked many clarifying questions. They made several cost saving suggestions regarding purchasing and negotiating services.

Health & Human Services was thoroughly reviewed and the history of the department was explained.

During the review of the Debt Service schedules, Representative Gallagher suggested looking at the rate of decreasing costs with an eye toward taking on new debt.

Representative Vadney requested a tour of the administrative offices to meet the staff.

The meeting was adjourned at 12:30.

Respectfully submitted,



Debra Shackett



**Delegation Meeting Minutes**  
**February 9, 2015 at 6:00 pm**

Chair Frank Tilton called the Belknap County Delegation meeting to order at 6:00 pm on the above date at 34 County Drive, Laconia, NH and recited the pledge of allegiance. The Chair asked the Clerk to call the roll.

In Attendance: Representatives Aldrich, Dumais, Fields, Flanders, Gallagher, Howard, Hurt, Lebreche, Luther, Spanos, Tilton and Vadney.

Absent: Representatives Comtois, Fisher, Fraser, Russell, Sylvia and Varney.

**Minutes:** M/Vadney, S/Aldrich to approve the 01/26/15 minutes as written. **Motion passes.**  
Unanimous.

**Discussion on budget review:** Rep. Tilton reviewed his perspective on the budget process for new members and stated that they have a deadline to meet (03/31/15). Sub committees report their recommendations to the full delegation. The administration updates the working budget so that they can see the changes as they go. Rep. Tilton asked for members to learn all they can at their sub committees. They should be prepared to discuss details at future delegation meetings. The next meeting is scheduled for 02/17/15 at 6:00 pm. Rep. Tilton wants everyone to think about where they want to end up with the budget numbers. He is looking at the amount to be raised by taxes; right now the submission from the previous Board of Commissioners has it at a 10% increase. It is his personal target to be at 2% (his estimate of a reduction of \$1.1 million). The County budget is the focus for the next several weeks for the delegation. Discussions ensued. Commissioner Burchell asked the Chair if the 2% included anything for the jail. Rep. Tilton said yes. Commissioner Burchell said that he has worked the numbers and to fix the existing jail and build a new Community Corrections Center with 60 beds, he estimated a figure which equals an increase of 1.7%. That is his best estimate based on a 25 year amortization. Commissioner Burchell also stated that he is on the verge of signing a contract with Mr. Kevin Warwick for programming planning and design. Rep. Fields sought clarification on the 1.7% increase to the budget. Is that instead of Rep. Tilton 2% or in addition too. Commissioner Burchell says it is in addition; so it would total 3.7%.

**Salaries:** At this time Rep. Tilton is recommending one of the places that money can be saved is in salaries. He suggests level funding salaries at this point in the budget process. This would mean the removal of the COLA and the step increases. M/Tilton to zero out COLA and steps from every dept. level funding all salaries. M/Hurt for discussion. Rep. Hurt asked if the Delegation could change that after if they want. Answer: Yes. Rep. Gallagher pointed out that FICA and retirement etc. will also change and those numbers also need to be included. M/Tilton

to amend the motion to also include all associated payroll costs with this level funding recommendation. S/Hurt on amendment. **Motion passes.** Unanimous.

**Health insurance costs:** In his opinion, Chair Tilton felt that health insurance is another area for where savings can be realized. Currently there are no union contracts that are imminent. M/Tilton to fund the amount of \$2,624,925 for health insurance premiums (bottom line number) for the whole county to be distributed however the Commissioners choose to allocate. S/Aldrich for discussion. Rep. Gallagher asked if the Health insurance has been bid out. Rep. Spanos commented that he thought the number for health insurance may need to be higher by approximately \$ 150,000. Commissioner Burchell said that yes, it is currently out to bid. He also stated that the negotiating team needs to meet with the unions. Discussions ensued. Chair called for the vote. **Motion passes.** Unanimous.

**Sub Committee reports:** Rep. Hurt split up his Courthouse subcommittee. He and Rep. Frasier met with Deeds and County Attorney while Reps. Gallagher, Luther and Spanos met with Maintenance. He and Rep. Frasier are still working on the numbers. Rep. Gallagher said that the maintenance budget was consistent in fuel and electric costs with the market place, however, the projected costs need to be carefully reviewed. The only item for consideration at this point is the \$14,826 for audio and visual installed in conference room #1. They are questioning if that should be done now that the DOC is using the room a lot, etc. They will finalize their recommendations. Rep. Vadney reported on the Support staff subcommittee. They discussed whether to fill the Human Resources Director position or leave vacant. There is also \$150,000 in contingency, he though was high. Reducing to \$50,000 might be better; it's negotiable at this time. Members discussed how payroll for Admin and Finance runs 50-60% of those budgets. Rep. Gallagher suggested a close look at the interest expense for Tax Anticipation Notes and suggested that Administration had validated that a reduction in this area could be achieved in a range of up to \$ 50,000. Commissioner Burchell said that they will be addressing and making recommendations for operations and the effects it could have. Rep. Luther reported that his subcommittee is recommending level funding outside agencies with one exception. UNH Cooperative extension, the committee voted to add \$200 to their bottom line making their budget recommendation total \$163,000. M/Luther to put the committees number in the budget, which is to level fund all outside agencies with the exception of Cooperative Ext at \$163,000 and include the new total in the budget. S/Fields. All in favor with the exception of Rep. Hurt (abstained because he was out of the room) and Rep. Howard who was opposed. Majority rules. **Motion passes.** Rep. Flanders reported on the Nursing Home. They reviewed the budget in detail at committee. There are a few items that they are waiting on from Mr. Logue including the medical records software upgrade. The committee would like to know the costs vs the benefits so they can take into consideration. They are also concerned the way Waste Management line item went from \$33,000 to \$44,000. Rep. Dumais suggested this be put out to bid. Lastly there was a capital project at the Nursing home. It was approx. \$26,000 to replace a floor which they felt should be in the Commissioners capital projects and asked Comm. Burchell to look into.


**Next steps:** Chair Tilton said that the Delegation found some \$700,000 plus in savings tonight and requests that the Commissioners identify a short list for another \$400,000 in reductions in the budget to reach the 2% (or \$1.1 million). Commissioner Burchell said he would ask each

Commissioner to identify his own short list. Rep. Tilton asked if they could have those recommendations for next week.

**Public input:** There was none.

**Adjourn:** With no further business to discuss, M/Howard, S/Aldrich to adjourn at 7:35 pm.  
**Motion passes.** Unanimous.

**Respectfully submitted,**

  
**Brian Gallagher, Clerk**



**Executive Committee Meeting Minutes**  
**February 17, 2015 at 5:00 pm**

Chair Herb Vadney called the Executive Committee meeting to order at 5:15 pm on the above date at 34 County Drive, Laconia, NH. The Chair called the meeting to order so they could recess due to the fact there was not a quorum. (Gallagher, Tilton and Vadney were present). They are still waiting to hear from Rep. Flanders. Rep. Hurt could not be present. The meeting was recessed at 5:16 pm. Rep. Flanders arrived at 5:23 pm. Chair Vadney called the meeting to order at 5:25 pm.

In Attendance: Representatives Flanders, Gallagher, Tilton and Vadney.

Absent: Representatives Comtois, Hurt and Sylvia.

**Transfer requests #2014-57:** #2014-57 for \$1380.89 for the Nursing Home for pharmacy related charges. M/Tilton, S/Flanders to approve #2014-57 for \$1380.89 as presented. Unanimous. **Motion passes.**

**Transfer request # 2014-58:** #2014-58 for \$59,839.75 to pay all outstanding legal invoices. Commissioners DeVoy and Taylor voted to approve this request (Comm. Burchell abstained). They are seeking the Executive Committees approval. Commissioner Taylor looked at all of the outstanding legal bills. It is his opinion that the culprits in this were the previous Commissioners who overspent the lines. We should not penalize the law firms who performed in good faith because of this. They should be held harmless. The County needs to pay these bills. Commissioners know of no other outstanding legal bills. This would close the issue of outstanding legal bills. There were discussions. All felt that it was irresponsible of the previous board, but that we need to put it behind us and pay these bills. M/Tilton, S/Flanders to accept and approve the Commissioners transfer request #2014-58 as presented. Unanimous. **Motion passes.**

**Adjourn:** With no further business, unanimous motion to adjourn at 5:40 pm.

Respectfully submitted,

Brian Gallagher  
Clerk, Executive Committee



### **Delegation Meeting Minutes** **February 17, 2015 at 6:00 pm**

Chair Frank Tilton called the Belknap County Delegation meeting to order at 6:00 pm on the above date at 34 County Drive, Laconia, NH and recited the pledge of allegiance. The Chair asked the Clerk to call the roll.

In Attendance: Representatives Aldrich, Comtois, Dumais, Fields, Flanders, Fraser, Gallagher, Howard, Lebreche, Luther, Spanos, Tilton and Vadney.

Absent: Representatives Fisher, Hurt, Russell, Sylvia and Varney.

**Minutes:** M/Aldrich, S/Luther to approve the 02/09/15 minutes as written. **Motion passes.** Unanimous.

**Subcommittee minutes:** M/Gallagher, S/Luther to approve the 01/23/15 maintenance subcommittee minutes. Unanimous. **Motion passes.** M/Flanders, S/Comtois to approve the 01/23/15 Nursing Home subcommittee minutes. Unanimous. **Motion passes.** M/Vadney, S/Gallagher to approve the 01/26/15 Admin/Finance subcommittee meeting minutes. Unanimous. **Motion passes.** Now that Rep. Comtois is present to vote on the Executive Committee minutes, M/Tilton, S/Comtois to approve the 01/26/15 Executive Committee minutes as written. Unanimous. **Motion passes.**

**Executive committee meeting updates:** Rep. Vadney briefed the Delegation of their Executive committee meeting and the transfers that were approved. (#2014-57 for \$1380.89 and #2014-58 for \$59,839.75)

**Commissioners Budget recommendations:** Chair Tilton said the Commission gave a handout with their recommendations. (Attached-Board of Commissioners 02/13/15 Budget review notes) They are based on the budget reviews from their 02/13/15 all day budget work session with Department heads/elected officials along with an updated budget reflecting the changes. He turned the meeting over to Commissioner DeVoy to present. Commissioner DeVoy reported that he and Commissioner Taylor met from 7:30 am – 4:30 pm on 02/13/15 in an all-day budget session where the department heads and elected officials could explain their budgets. There is a bulleted list of recommendations for each department and Commissioner DeVoy asked each department head to come forward to explain their department's changes. Lengthy discussion ensued as department heads presented their changes. All departments in the budget were covered and Delegation members asked various questions as they went through. Commissioner DeVoy then summarized that the recommendations made tonight were made thoughtfully and deliberative with their best effort put forward to meet the taxpayers and the county's needs.

These recommendations result in a 2% increase in the amount to be raised by taxes and exactly where the Delegation asked the Board to be. Commissioner Burchell then spoke to the fact that he has 7 or 8 divergents from the other two Commissioners. That the way the County is being run, in his opinion, it is not efficient. Other counties follow different models that are successful. (Written comments (2 pages) included) Commissioner Burchell is also suggesting that the county fund outside agencies on a fee for service basis. Commissioner Burchell said that he would send his recommendations to the other two Commissioners. In his opinion, the Proshare numbers maybe too high. Also in capital, there needs to be funding for the schematic costs or the jail included in the budget. He would also like to create a "development costs" line item in the jail budget. Chair Tilton reminded everyone that they have to have a budget put together during the month of March. Rep. Comtois asked if Commissioner Burchell could email his cost savings summary to all Delegation members. Commissioner Burchell ended with stating that is his opinion \$25,000 for legal is not enough in the budget for 2015.

**Summary:** Chair Tilton said tonight's meeting was a good meeting. He was impressed with the work that the Commissioners did at their budget work session. There is good dialogue going on and he asked all the Delegation members to digest tonight's information. They will come back to make further progress at their next meeting on February 23 at 5:00 pm. Rep. Comtois suggested the delegation needs to work harder on the proposed budget.

**Public comment:** Chair asked for public comment. There was none. Chair Tilton reiterated for the public that the next two Delegation meetings will be 02/23 at 5:00 pm and 03/02 at 6:00pm.

**Adjourn:** With no further business to discuss M/Aldrich, S/Comtois to adjourn at 8:35 pm

Respectfully submitted,

A handwritten signature in cursive script that reads "Brian Gallagher".

Brian Gallagher, Clerk  
County Delegation



Belknap County Delegation  
Meeting Minutes  
2/23/15 5:00pm

Members present: Representatives Tilton, Aldrich, Comtois, Dumais, Fields, Fraser, Gallagher, Howard, Hurt, Luther, Sylvia, Vadney, & Varney.

Absent: Representatives Fisher, Flanders, Lebreche, Russell, and Spanos.

Also present: Commissioners Burchell, DeVoy, & Taylor

Chairman Tilton called the meeting to order at 5:00 pm and asked Representative Aldrich to lead them in reciting the Pledge of Allegiance.

Rep. Tilton announced that the meeting would be adjourned at 6:30 to allow for attendance at the Laconia City Council meeting. He suggested that they resume the process of reviewing the Commissioners recommended budget by department, beginning with expenditures.

Two sets of Sub Committee minutes were approved; one for Deeds and one for the County Attorney's Office. Rep. Hurt made motions for approval, Rep Fraser seconded, and both voted to approve.

**County Attorney:**

Commissioner DeVoy explained the proposed staffing reduction in the County Attorney's office. Attorney Guldbrandsen explained her position that reducing two full time employees to part time status would preserve the positions and avoid having to completely eliminate a position. There was a review of statistics regarding the number of cases handled by her office. County Attorney noted potential savings of \$ 58,000 with approximately \$ 40,000 beginning such changes April 1, 2015. Rep. Howard made a motion to approve the Commissioners recommendations, seconded by Rep. Luther, motion carried 8 – 4.

Rep. Comtois asked if they could review Commissioner Burchell's proposal. The Chair suggested they keep following the process they started. Rep. Vadney noted that this is a draft budget and they should continue working on it.

**Administration:**

Rep. Gallagher suggested adding an appropriation to the Delegation section of the budget for Legal fees. He made a motion to move \$5000 from the Nursing Home Legal account and \$5000 from the Admin Legal account to the Delegation Legal account. Rep. Hurt seconded the motion and it was approved, 12 – 0. A motion was made to accept the rest of the Commission recommendations. M/Hurt, S/Fields, 9 – 3, motion approved. Rep. Hurt would like to consider reducing Administration Dues further.

**IT:**

No changes

**Finance:**

M/Fields to approve recommended changes, S/Luther, 8 – 2, motion approved.

**Deeds:**

M/Luther to approve recommended changes, S/Fields, 10 – 2, motion approved.

Rep. Varney arrived and joined the County Delegation meeting.

**Maintenance:**

M/Fields to approve recommended changes, S/Luther. Rep. Gallagher explained that the utility costs continue to be reviewed. Rep. Sylvia asked if there was funding provided for repairs at the jail. Comm. DeVoy explained the Jail Planning process at this point and some of the funding options under consideration. Comm. Burchell noted that a Community Corrections Center might not be affordable considering the staffing costs. Rep. Howard suggested cutting the Clean Agent Fire Suppression system from the Dispatch Center. After several statements regarding the pros & cons of the system Representatives Fields and Luther withdrew their motion. M/Fields to accept the other two recommended changes to the Maintenance budget, S/Luther, 12 – 1, motion approved.

**Sheriff's Department:**

M/Luther to accept recommended changes, S/Fields, 10 – 3, motion approved. Rep. Sylvia asked why some of the changes are increases. Comm. DeVoy explained.

**Corrections:**

Supt. Ward explained the addition of IT costs to this department. Comm. DeVoy explained that the expected reduction in inmate population allowed them to reduce the dietary costs. M/Fields to accept all recommendations, S/Luther, 9 – 4, motion approved. Rep. Hurt asked Comm. DeVoy to explain the increase in the Inmate Programs line item.

**Restorative Justice:**

No changes

**Medical Services/Supplies:**

No changes.

**Outside Agencies:**

No changes

**Debt Service:**

No changes

**Contingency:**

Rep. Tilton suggested moving all Capital Projects funding to the Jail budget. Comm. Burchell stated that he disagrees with the Commissioners revenue projections. Rep. Vadney wanted assurance that the funding would be used for improvements at the jail. Supt. Ward verified that the Commissioners plan is adequate to meet the immediate needs and that he understood that

spending any of that money would require Commission approval. M/Tilton, S/Fields, to increase Contingency to \$200,000 and to change a line to be labeled Jail Planning to \$479,923. 12 – 1, motion carried.

**NH Administration:**

M/Fields to accept recommended changes, S/Luther, 9 – 4, motion approved.

**NH Maintenance:**

M/Luther to accept recommended changes, S/Fields, 11- 2, motion approved.

**Rehabilitation:**

M/Aldrich to accept recommended changes, S/Vadney, 13-0 motion approved.

**Dietary:**

M/Comtois to accept recommended changes, S/Aldrich, 13 – 0, motion approved.

**Nursing:**

M/Aldrich to accept recommended changes, S/Fraser/12 – 1, motion approved.

**Laundry & Housekeeping:**

M/Fields to accept recommended changes, S/Aldrich, 13 – 0, motion approved.

**Physicians:**

After a discussion of how Medicare increases result in increased revenues M/Vadney to approve recommended changes, S/Luther, 11 – 2, motion approved.

**Chaplin:**

M/Fields to accept recommended change, S/Fraser, 13 – 0, motion approved.

**Activities & Hairdressing:**

M/Luther to accept changes, S/Vadney, 13 – 0, motion approved.

Rep. Tilton indicated that they would review the revenues next week.

The meeting was adjourned at 6:35 pm.

Respectfully submitted,

  
Brian Gallagher, Clerk



## Delegation Meeting Minutes March 2, 2015 at 6:00 pm

Chair Frank Tilton called the Belknap County Delegation meeting to order at 6:00 pm on the above date at 34 County Drive, Laconia, NH and recited the pledge of allegiance. The Chair asked the Clerk to call the roll.

In Attendance: Representatives Aldrich, Comtois, Dumais, Fields, Gallagher, Howard, Hurt, Lebreche, Luther, Spanos, Sylvia, Tilton and Varney.

Absent: Representatives Fisher, Flanders, Fraser, Russell, and Vadney.

Approval of minutes: M/Aldrich, S/Fields to approve the 02/17/15 minutes as written.

Unanimous. **Motion passes.** M/Fields, S/Lebreche to approve the 02/23/15 minutes as written.

Unanimous. **Motion passes.**

2015 Budget expenditures: There were a few items left for discussion from the last meeting. One being the County Attorney's office. Chair Tilton asked Commissioner Taylor to speak to that budget. Comm. Taylor said that after meeting/discussing again they were having second thoughts on their staffing recommendation. They have gone back to their starting point of eliminating one full time position. Rep. Hurt concurred that after meeting with the County Attorney and Rep. Fraser both agree on the budget reduction figure of \$67,734 putting it back at eliminating the one full time position and recommends moving ahead with that. Rep. Hurt said that dollar figure should include health insurance, retirement etc. County Attorney Guldbrandsen asked that the Administration produce the correct numbers for the next budget meeting, which eliminates one full time position and all associated payroll costs. M/Hurt, S/Fields made the motion to that concept. Unanimous. **Motion passes.**

Rep. Howard had questions on the clean agent for suppression system, line 01-4194-57200. An email was provided with explanation from Dustin Muzzey, facilities Manager. Mr. Muzzey also addressed Rep. Howard's concern on safety. This is the same system that was installed at the courthouse. Commissioner DeVoy said this would replace the existing water based system so that if there was an event, the electronic equipment that runs the county's infrastructure, particularly the 24/7 dispatch center and the centralized equipment room, would not be destroyed. Rep. Gallagher asked if it could be a phased in approach as a middle ground solution. Complete one area this year and the other area next year. M/Spanos, S/Aldrich to do phase 1, the IT room this year and drop the \$19,420 (dispatch area; phase 2) until next year. To clarify for the motion, this appropriation will be \$18,766 (the total of \$38,186 minus the \$19,420).

Unanimous. **Motion passes.**

Rep. Gallagher said that he would like to postpone a decision this week on a reduction to interest expense on the financing portion of the TAN in Administrations budget until next week when the TAN bid money proposals come in. Also, even though the Human Resource Directors position has been vacant and existing personnel has been handling that function; the position is still in the Administration budget. Do they want to move forward with that? Commissioner DeVoy said the Board has no intention to fill and that his #1 goal is to get employees off the Cadillac insurance plan, keep payroll intact and negotiate with the unions. They are running a tight ship now and need that flexibility to negotiate getting rid of the Cadillac insurance plans. Commissioner Burchell will provide copies of his proposal for the Delegation as requested by Chair Tilton and that he will present an alternative, separate budget. His plan is in line with the plan of former Rep. Colette Worsman (former Delegation Chair). Ms. Worsman made suggested changes to the 2015 budget and sent to members. Commissioner Burchell stated that he asked Finance to produce a budget, but that he was not satisfied with the numbers. He felt that Ms. Worsmans report was more reliable. Comm. Burchell also recommended making Genesis fees based service. Chair Tilton said that the Delegation will fund Genesis and that a fee based service is not recommended as suggested by Comm. Burchell. Rep. Hurt asked if there were any audits on outside agencies. Rep. Luther indicated that he would like this prepared for the Delegation members for the next meeting and asked Administrator Shackett to prepare this for the Delegation. Commissioner DeVoy noted that the outside agencies always provide their annual reports with their funding requests.

THIS FOR SGA'S  
THAT ARE BY  
THIS HOUR -  
ALREADY GOING FOR  
NUMBERS...  
BA  
3-16-15

For next week's Delegation meeting, they are requesting a schedule of the tax impact on a 1%, 2% and 3% amount to be raised by taxes for each community. Commissioner DeVoy said as their budget stands right now, it is a 1.67% increase in the amount to be raised by taxes.

M/Howard line 01-4650-55035 (Economic Development Council) in outside agencies budget be reopen for discussion for reconsideration. S/Hurt for discussion. Rep. Howard felt that this agency is a private industry and has no place in the public budget. Rep. Spanos said that this agency is not capable of self-funding. Rep. Hurt wants to look into further. Rep. Dumais was involved when BEDC was created. It provides money (loans) for companies who couldn't get financing in the open market. It has been a good concept and very successful over the years. Rep. Varney wants to know there success vs fail rate. M/Sylvia to reduce this line item by \$25,000. S/Howard for discussion. The Delegation will ask BEDC to come for a short 10-15 minutes presentation at next week's meeting. M/Spanos to postpone this decision for further discussion and to table until next week's meeting. S/Fields. 7 - Y, 6 - N. Majority rules. Motion to table passes.

THEIR BA 3-16-15

2015 budget revenues: Commissioner DeVoy explained that page one of the budget handout is the summary of revenues for the whole budget. Starting on pg. 3. Commissioner DeVoy explained all changes in detail along with any questions the Delegates had.

- M/Fields to accept the Commissioners recommendations (pg. 3). 5 - N, 8 - Y. Majority rules. Motion passes.
- On pg. 4, Commissioners increased line item 014441-33520 by \$20,000 for a total of \$270,000. M/Luther, S/Fields to accept the \$20,000 change. 9 - Y, 4 - N. Majority rules. Motion passes.

BA  
3-16-15

Next on pg. 4 are the Nursing Home revenue. Three changes made. Commissioner DeVoy explained in detail. Delegates asked questions and discussions ensued.

- M/Fields, S/Luther to support the commissioners recommendation of \$1,000,000 in 025100-34040. 7 – Y, 6 – N. **Motion passes.**
- M/Luther, S/Fields to support the commissioners recommendation of \$3,370,000 in 025100-34044. 6 – Y, 7 – N. **Motion fails.**
- M/Comtois, S/Spanos to approve \$3,000,000 for 025100-34044. 9 – Y, 4 – N. Majority rules. **Motion passes.** *32 346-15*
- M/Luther, S/Fields to approve the commissioners' recommendation of \$1,000,000 for 025100-34046. 6 – Y, 6 – N. Roll call taken. 4 – Y, 9 – N. **Motion fails.**
- M/Comtois, S/Aldrich to approve \$900,000 for 025100-34046. Unanimous. **Motion passes.**

Lastly were the Dietary revenues on pg. 4. Commissioners recommended increasing to \$38,000 (025130-34040).

- M/Hurt, S/Sylvia to approve. Unanimous. **Motion passes.**

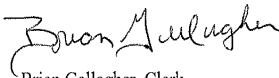
**Public comment:** Peter Mulcahy, Paula Trombly, Barbara Comtois, Gordon Blais all asked questions/clarifications on the budget.

**Nursing home budget cuts at the State level:** M/Hurt, S/Spanos to construct a joint letter of the Commissioners and Delegation to the Governor, DHHS Commissioner voicing their concerns/dislike over budget cut to the nursing homes/Medicare and the burden it places on county taxpayers. Commissioner DeVoy reported that this was already in progress and that Administrator Shackett will have a draft for next week's meeting. Unanimous. **Motion passes.**

**UNH cooperative Extension:** Rep. Comtois suggested moving the UNH Cooperative extension into the courthouse to save them \$2,000 per month rent. Commissioner DeVoy said this was brought up at their budget session and they had concerns of conducting business after 4 pm. Sue Cagle of the Cooperative Extension said she would be happy to work with the county and look at alternatives.

**Adjourn:** M/Comtois, S/Hurt to adjourn at 8:05 pm. Unanimous. **Motion passes.**

Respectfully submitted,



Brian Gallagher, Clerk  
County Delegation



## **Delegation Meeting Minutes**

### **March 9, 2015 at 6:00 pm**

Chair Frank Tilton called the Belknap County Delegation meeting to order at 6:00 pm on the above date at 34 County Drive, Laconia, NH and recited the pledge of allegiance. The Chair asked the Clerk to call the roll.

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

Absent: Representative Russell.

**Minutes:** Members were given the draft 03/02/15 minutes to review for a vote at their 03/16/15 meeting.

**Letter to Governor:** A copy of the joint letter dated 03/09/15 and signed by the Chair of the Delegation and the Chair of the Board of Commissioners that was sent to the Governor regarding Nursing Home funding was reviewed. The Governor is aware of the issues and this letter is stating the county's position.

**Tax rate impact:** Rep. Gallagher thanked Administration for the spreadsheet on the budget tax impact on the local tax rate. This gives the County Delegation a snap shot as to where they are with their working budget as well as the comparison of the amount to be raised by taxes in percentages of 1%, 2% and 3% for each community. Rep. Dumais echoed that this was good information and insight to have. Rep. Gallagher also pointed out that the 5.9% increase from last week's 2% target was due to the fact they voted to reduce the revenue numbers at the 03/02/15 meeting.

**Belknap Economic Development Council:** Henry Lipman, Randy Eifert, Sean Sullivan and Justin Slaterry came before the Delegation (per their request) with an overview of what kind of work BEDC is involved in. They gave members a handout with statistics and explained how they got started approximately 23 years ago and then explained the fundamental basis of the Council. Each member gave an overview/explanation from the various angles of the business of BEDC and asked for the Delegations support in funding their agency. Delegation members then asked questions on the loans they provide, success stories, staff, etc. Chair Tilton encouraged Delegates to attend BEDC annual meeting on 03/19/15 to learn more about whom they are and what they do in the community's.

**Budget expenditures:** M/Gallagher to reduce debt service interest line 014700-59810 by \$45,000 making the new budgeted amount \$71,736. S/Hurt. Rep. Gallagher explained that when the bids

came in for the TAN's (tax anticipation notes), due to its competitiveness, there is excess money in that line that is not needed for interest payments. Unanimous. **Motion passes.**

Rep. Vadney stated that in his opinion, the county needs to start dwindling down funding the outside agencies over a period of time and set them on a path of independence. If they start now, this will set a precedence to start reducing a little at a time. M/Vadney to cut 1% across the board for all outside agencies. S/Hurt. Discussions ensued. Vadney then modified the motion to 5% across the board reduction. Rep. Hurt withdrew his second. S/Dumais. Rep. Fields made a motion to table this. Motion failed due to a lack of a second. Discussion ensued. M/Hurt to move the question. S/Dumais. Unanimous. Motion passes. Chair called for the vote. Roll call vote: 12 – Y, 5 – N. **Motion passes.** (5% reduction)

Rep. Sylvia made a motion to reduce Economic Development Council by another \$20,000 (in addition to the 5% (\$3750) that was just voted on). S/Dumais for discussion. Roll call vote: 4 – Y, 13 – N. **Motion fails.**

**Budget revenues:** Rep. Gallagher wanted to share some info with the Delegation regarding the concern over the Nursing Home and the money that the Governor approved as a reduction. Senator Forrester submitted a senate bill (SB8) to reinstate those monies the Governor removed relative to Nursing Home funding. The Senate heard in committee and recommends passage, the full Senate vote will be Thursday. They are confident it will pass the Senate and move to the House. House leadership also supports. As a result of this, Rep. Gallagher feels that the Delegation needs to revisit the reductions in revenue and reinstate those reductions as he believes that the Commissioners estimates are reasonable. He asked for the Delegations support. M/Gallagher to increase line 025100-34044 by \$370,000 and 025100-34046 by \$100,000. (Total of \$470,000 revenue increase) S/Spanos. Commissioner DeVoy says this keeps the tax rate inline and asks for the Delegations support. Roll call vote: 13 – Y, 4 – N. **Motion passes.** Chair Tilton said that not a lot of changes that are anticipated next week. He would like to have a vote and hear from the public next week on the working budget.

**Positions in the County:** Rep. Sylvia and Rep. Howard asked about vacant positions in the budget namely Human Resource Director and the Finance Director. Commissioner DeVoy stated that after the budget is passed, the Commissioners will reorganize for several months and promise that as people retire or move on, they will look into the position and how to best fill it (attrition) to make efficient decision all around in the best interest of the County. M/Comtois to reduce the operating budget of County Administration by \$100,000 (bottom line). S/Sylvia. Discussion ensued. Commissioner Taylor said that they need to put that money somewhere for the health insurance situation as the Commissioners need money for flexibility for negotiating with the unions and to please not tie the Commissioners hands on bargaining. The County has two quotes for Health Insurance to be opened soon. Roll call vote: 9 – Y, 8 – N. **Motion passes.**

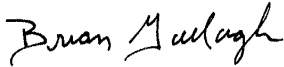
**Public input:** Chair Tilton opened the meeting to public input at 7:50 pm. Ms. Barbara Howard of Alton, Ms. Paula Trombly or Meredith, Ms. Donna Heep of Belmont, Mr. John Moulton of Meredith, Mr. Rick Demark of Meredith, Mr. Dave Pollack of Laconia and Mr. Alan Beetle of



Gilford all spoke to items regarding the budget and voiced their comments/concerns. Public comment concluded at 8:09 pm.

Adjourn: M/Comtois, S/Howard to adjourn at 8:10 pm. Unanimous. **Motion passes.**

Respectfully submitted,

A handwritten signature in black ink that reads "Brian Gallagher". The signature is written in a cursive, flowing style.

Brian Gallagher, Clerk of the County Convention



## Delegation Meeting Minutes March 16, 2015 at 6:00 pm

Chair Frank Tilton called the Belknap County Delegation meeting to order at 6:00 pm on the above date at 34 County Drive, Laconia, NH and recited the pledge of allegiance. The Chair asked the Clerk to call the roll.

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

Absent: Representative Aldrich, Flanders and Russell.

**Minutes:** M/Howard, S/Fraser to approve the 03/02/15 minutes. M/Tilton to amend a sentence on pg. 2 and spelling of one word and give the changes to the clerk to incorporate into the minutes. S/Fields. Unanimous. **Motion passes.**

**Budget:** Chair Tilton announced the Delegation would discuss the budget, and then allow public comment and then hopefully a vote this evening. The Delegations working budget is a 1.3% increase to taxes.

M/Comtois, S/Sylvia to reduce \$100,000 in the Finance budget due to the current Finance Director vacancy. Rep. Comtois explained that Commissioner Burchell put a lot of work into his plan to reorganize finance and operate with the absence of a Finance Director to keep spending down. Rep. Gallagher offered to new members that a few years back there was embezzlement in the county. After the audit was complete, it was recommended that a Finance Director be hired. Commissioner DeVoy said the Commission is going to look at all options. Comm. Burchell based his model off of Carroll County and that model did not work for them. Carroll County is now looking to hire an Administrator and Finance Director as recommended by MRI (Municipal Resources, Inc.). Commissioners asked that they be given time to study and do the right thing and give them the opportunity to reorganize. Comm. Taylor echoed that Carroll County scaled down their Administration and it didn't work. In that report there are graphs and charts comparing all counties. Belknap County's staff is pretty lean compared to the rest. He also asked that the Delegation not tie their hands on this by giving the Commission additional time it needs to reorganize. Discussions ensued. Rep. Vadney suggested putting the \$100,000 in another account labeled "Personnel Management Reserve" until the Commissioners have a plan. M/Vadney, S/Dumais to amend the motion to take \$100,000 out of finance and put into a separate line item "Personnel Management Reserve" which would require the Executive Committee's approval in order to spend. Commissioners thought this was a good idea. Roll call

on amending the motion. 14 – Y, 1 – N. Motion passes. Vote to approve (Vadney/Dumais motion). Unanimous. **Motion passes.**

**Public comments:** Chair opened the floor to public comments at 6:45 pm. Melissa Guldbrandsen of Alton spoke in support of the Finance Director position and making the budget transfer amount larger than \$300. Miller Lovett of Meredith, Paula Trombly of Meredith, Rick Demark of Meredith, Joel Winery of Belmont, Barbara Comtois, Barnstead, John Hodsdson, Meredith, David Huot, Laconia, Jan Hooper, Center Harbor and Richard Hanson, Center Harbor all spoke to the budget and outside agencies. Public comments concluded at 7:35 pm.

**2015 budget vote:** M/Gallagher to approve the 2015 Belknap County budget amount of \$26,823,694.55 which equals a 1.3% adjustment in the amount to be raised by taxes (\$13,837,173.55). S/Fields. Roll call vote: 12 – Y, 3 – N. **Motion passes.**

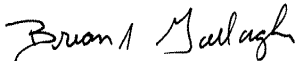
**Cost items for contract:** Commissioners gave a hand out with proposed cost items associated with the Teamsters CBA for consideration at next week's 03/23/15 Delegation meeting. Commissioner Taylor noted that CBA was approved by the previous Commissioners and it is a 3 year contract (2015, 2016 and 2017). There are 21 positions in this unit.

**Grant policy:** Chair Tilton said the RSA regarding grants is clear that they should go through the budget. He would like to create a grant policy for the Delegation and would like to form a small committee that could look into what other counties do, and draft a policy. Perhaps 3-4 representatives. He asked that anyone interested to please email him. Rep. Vadney said his reason for wanting all grants approved is so they can know where the money is coming from.

**Budget transfers** M/Vadney that all funds appropriated for all line-items contained in the 2015 calendar year budget shall be non-transferable without prior approval of the executive committee, in accordance with RSA 24:14. The one exception being the commissioners are authorized to transfer funds within each department from one line to another not to exceed \$800. That is, cumulatively, no more than \$800 may come out of any budget line and no more than \$800 into any budget line without approval of the Executive Committee and further that the Commissioners will report monthly, those transfers less than \$800 that they have made. S/Spanos. Unanimous. **Motion passes.**

**Adjourn:** M/Comtois, S/Hurt to adjourn at 7:55 pm. Unanimous. **Motion passes.**

Respectfully submitted,



Brian Gallagher, Clerk of the Delegation



**Delegation Meeting Minutes**  
**March 23, 2015 at 6:00 pm**

Chair Frank Tilton called the Belknap County Delegation meeting to order at 6:00 pm on the above date at 34 County Drive, Laconia, NH and recited the pledge of allegiance. The Chair asked the Clerk to call the roll.

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

Absent: Representative Comtois, Flanders and Russell.

**Minutes:** M/Aldrich, S/Vadney to approve the 03/09/15 minutes as written. Unanimous.  
**Motion passes.**

**BEDC:** The Chair arranged to watch the video from Belknap Economic Development Councils Annual meeting to summarize what they do. The video lasted 5 minutes.

**Handouts:** The Chair announced that there were various handouts distributed to members to be taken and reviewed for information including a copy of the County's grant policy, a response letter from Governor Hassan regarding the Medicaid Care Management and lastly, the Statement of Financial Condition of the County per RSA 24:21.

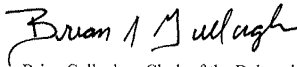
**Cost items for the Teamsters CBA:** Chair Tilton turned the meeting over to the Commission to present the cost items associated with the contract. Commissioner Taylor presented an overview of the proposed three year contract. Rep. Hurt asked who negotiated this contract. Answer: Previous Board of Commissioners. Rep. Dumais questioned the commonality of interest in this bargaining unit and how it could be certified by the PELRB. Mr. Holden from the Teamsters Union spoke that this was certified by the PELRB and if there are any questions, he can get answers to members within 48 hours. Chair Tilton reminded the Delegation that they are strictly dealing with cost items, not the contract or negotiating. Rep. Gallagher asked if the cost items were approved, would it be retroactive or just from this point forward. Answer: Retro (per Comm DeVoy). COLA would be effective 04/01/15. Rep. Vadney asked about the Health Insurance portion. Commissioner DeVoy reported that the county put out an RFP and they have received quotes from two providers. Lengthy discussions ensued. M/Sylvia, S/Aldrich to reject the Teamsters contract and the cost items associated with it. Roll call vote. 15-Y. Unanimous vote. **Motion passes.**

**Grants policy:** Chair Tilton indicated that the Commissioners (County) has a grant policy, but per RSA 24:14 (a), the Delegation should also have one. Chair Tilton said that the Delegation needs a policy on Grants for the County and would like a committee on this of perhaps 3 representatives. Rep. Varney and Sylvia volunteered. Rep. Vadney was appointed by Chair Tilton and Rep. Fraser also volunteered.

**Public input:** Rep. Tilton opened for public input at 7:10 pm. Ms. Barbara Howard of Alton spoke to the BEDC film/advertisement. Commissioner DeVoy announced that at 5:00 pm tomorrow evening (04/24/15) there will be a presentation from Mr. Kevin Warwick on the Community Corrections Planning and invited everyone to show up and participate if they would like. Public comment concluded at 7:14.

**Adjourn:** M/Howard, S/Aldrich to adjourn at 7:15 pm. Unanimous vote. **Motion passes.**

Respectfully submitted,

A handwritten signature in black ink that reads "Brian A. Gallagher". The signature is written in a cursive, flowing style.

Brian Gallagher, Clerk of the Delegation



**Executive Committee Meeting Minutes**  
**May 26, 2015 at 5:00 pm**

Chair Herb Vadney called the Executive Committee meeting to order at 5:05 pm at 34 County Drive Laconia, NH.

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

Absent: Representatives Comtois and Flanders.

**Elected Officials Benefits:** County Attorney Guldbrandsen was present to ask about the health benefits for the three elected officials. She would like the option to be able to select the site of service plan, but doesn't think the three Elected Department Heads should be required to pay 15% or more. The Executive Committee indicated that it would not be a problem for the County Commissioners to pursue allowing the elected officials the site of service option at no cost. It can be easily justified as a cost savings for the county. Commissioner Taylor stated that the County Commissioners are likely to vote in favor of this at their next meeting.

**Minutes:** One name adjustment of those absent was corrected. M/Hurt, S/Tilton to approve the 02/17/15 minutes. Unanimous. **Motion passed.**

**Finance Department Update:** Commissioner DeVoy notified the Executive Committee that an Accountant has been hired and an Accounting Manager position has been created. The recruitment process for the new position is now complete, and if a transfer is approved, they will fill the position. He explained how the reclassification of positions has reduced administrative wages from \$144,287.00 to \$110,199.00. Commissioner Burchell stated he voted in February to look at privatizing the finance department and would still like to pursue this.

**Transfer request #2015.01 for \$87,482.00:** Commissioner DeVoy requested a transfer is to cover the salaries for previous and current finance employees. Representative Gallagher stated he was involved on the interview committee for the accounting manager position. All three members agreed on the decision to hire the same candidate. Representative Sylvia asked if this transfer would take them through the end of the year. Commissioner DeVoy stated yes. M/Tilton, S/Gallagher to approve transfer #2015.01. Unanimous. **Motion passed.**

**Transfer request #2015.03 for \$1,750.00:** Commissioner DeVoy stated this line was already over expended due to Nursing Home Administrator Logue thinking that the same processes that

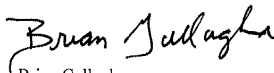
applied last year did not need to be followed this year. Commissioner DeVoy clarified this with Nursing Home Administrator Logue and it will not happen again. Representative Tilton asked if the overtime would continue. Commissioner DeVoy stated that this is an estimate not a guarantee. They are having a problem filing part-time positions. Representative Vadney questioned what happened to transfer #2015.02. Commissioner DeVoy stated it was for less than \$800.00 and it was due to the vacant Billing Coordinator position at the nursing home. M/Gallagher, S/Hurt to approve transfer #2015.03. Unanimous. **Motion passed.**

**Review Expenditures:** Representative Vadney asked how we are doing with fuel costs with being a pretty cold winter. Commissioner DeVoy will ask Facilities Manager Muzzey for an update on fuels. Representative Sylvia questioned the \$60.00 for part-time finance. Commissioner DeVoy stated it is for the Deputy Treasurer having to sign when Treasurer Muzzey is unavailable. Representative Tilton questioned why we are at 41% in the attorney line. Commissioner Taylor stated it was due to the reduction from 1 full-time to part-time staff working up thru approximately April 1, 2015.

**Other:** Representative Sylvia gave an update on the Felonies First program. There was also discussion about the Commissioners decision to hire Attorney Fitzgerald. Representative Tilton stated it is not the business of the Executive Committee.

**Adjourn:** M/Gallagher, S/Hurt to adjourn the meeting at 6:40 pm. Unanimous. **Motion passed.**

Respectfully submitted,



Brian Gallagher

Clerk, Executive Committee



**Executive Committee Meeting Minutes**  
**July 27, 2015 at 4:30 pm**

Chair Herb Vadney called the Executive Committee meeting to order at 4:30 pm at 34 County Drive Laconia, NH. The meeting began with Chairman Vadney leading the group in the pledge of allegiance.

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

Absent: Representatives Comtois and Sylvia.

**Minutes:** M/Tilton, S/Gallagher to approve the 5/26/15 minutes. Representative Flanders abstained as he was not present. Unanimous. **Motion passed.**

**Review of Revenue:** Commissioner DeVoy stated the revenue at the nursing home is at 69%. He also stated that the Registry of Deeds has recouped all the losses from the beginning of the year in June. Representative Hurt stated that September to March could be slow for real estate sales. Representative Gallagher stated it is positive that there is additional revenue in the nursing home. Commissioner DeVoy stated that there is \$250,000.00 unanticipated revenue from workers compensation. Commissioner DeVoy stated the budget is in good shape. Representative Tilton stated the goal every year is to come out ahead. Representative Vadney asked if there were any issues they needed to know about. Commissioner DeVoy stated the only issues were the transfer request they were meeting about. He also stated that he has told department heads to plan for future needs when looking at their budgets. Commissioner DeVoy stated departments are using a lot of part time help in place of full time help. He stated this model is not working as part time people only stay until they find full time positions. Representative Hurt asked if it is central to the nursing home. Commissioner DeVoy stated it is throughout the county. He stated we also do not know when people are going to retire. Representative Vadney asked for projections to convert part time positions to full time. Commissioner DeVoy stated that was something they will have to analyze. Representative Vadney stated the committee should do a line by line review of the budget in the near future.

**Transfer Request #2015.04:** Commissioner DeVoy stated the nursing home is having a hard time filling the part time positions. Representative Vadney asked what the ballpark hourly rate was for LNA's. Commissioner DeVoy stated about \$12.00 an hour. Representative Tilton stated this transfer is for \$8000.00 but there is also another transfer for the same line. He stated we should have addressed this when it happened. Commissioner DeVoy stated he spoke with



Representative Vadney around bike week in regards to this. He stated he also spoke with Nursing Home Administrator Logue about requesting transfers to get him through the year. Representative Vadney asked if it would make sense to null the first request and make one request for the same line. Representative Gallagher noted there is a lot of information on the request that is very helpful. M/Tilton, S/Gallagher to approve transfer request 2015.04. Unanimous. **Motion passed.**

**Transfer Request #2015.05a:** Representative Tilton asked what happened to #2015.05. Commissioner DeVoy stated the nursing home administrator requested only \$500.00 which was approved by the board and now needs another \$800.00. Representative Tilton stated the Executive Committee needs a monthly report on transfers that the Commissioners approve. M/Tilton, S/Flanders to approve transfer request 2015.05 in the amount of \$800.00. Unanimous. **Motion passed.**

**Transfer Request #2015.07:** Representative Tilton asked if this was 5 different requests. Administrator Shackett stated it was one request for one department to move money around. Commissioner DeVoy asked if they would prefer separate requests. Representative Vadney stated no. Representative Tilton commented that the explanation was lost. Commissioner DeVoy will make sure the department head include an explanation in the future. Commissioner DeVoy could not recall why the \$2000.00 for medical supplies as Nursing Home Administrator Logue was not in attendance. He did state the overtime request is due to not being able to fill part time positions. Representative Vadney asked if there is a pattern to staff turnover. Commissioner DeVoy stated he spoke with Nursing Home Administrator Logue and he doesn't think things are bad. Administrator Shackett stated it is a surprisingly high turnover rate. Representative Vadney asked for a number. Administrator Shackett stated 20 in the nursing home this year and two of them were managerial positions. Representative Hurt asked if the turnover was due to employees wanting to move on or are there internal problems. Commissioner DeVoy stated some of the reasons are employees are not getting raises, people want full time work and there are some personnel issues involved but did not want to discuss in public. M/Gallagher, S/Hurt to approve transfer request 20105.07 in the amount of \$43,750.00. Unanimous. **Motion passed.**

**Transfer Request #2015.08:** Commissioner DeVoy stated this request is to train the new finance staff on the accounting software. Representative Vadney stated he was under the impression that there were training days available. Administrator Shackett stated we thought we had 6 days available to us. We planned on 60 days training and were only billed for the 55 days we used. Munis recommended 3 days training first week then 3 more days a couple weeks later. Administrator Shackett stated this software is used for everything. Representative Vadney stated he agreed with the 3 and 3 training. Representative Tilton asked if there is a limit to the number of employees that can attend. Administrator Shackett stated there is not. M/Hurt, S/Gallagher to approve transfer request #2015.08 in the amount of \$8,500.00. Unanimous. **Motion passed.**

**Transfer Request #2015.09:** Commissioner DeVoy stated this request is to cover the 6 staff that have left the jail. Representative Tilton stated if it is related to the jail it should come out of jail planning. Representative Vadney asked if the budget report was up to date. Administrator Shackett stated it was. Representative Vadney stated it should come from the budget before contingency. Representative Tilton stated overall the jail is doing well and should come from the jail budget. Commissioner DeVoy stated there is no problem using the jail planning he had different ideas for that line. Representative Tilton stated the jail department has used 46% of their budget and we are 53.8% through the year. Representative Gallagher agreed with Representative Tilton to take money from department budget not contingency. Representative Tilton suggested this request be tabled until later as it is not over expended. M/Gallagher, S/Tilton to table transfer request #2015.09 in the amount of \$15,000.00. Unanimous. **Motion passed.**

**Transfer Request #2015.11:** This request is for part time deputies wages and over time for dispatchers. Commissioner DeVoy stated the Sheriff kept this request within his budget. M/Flanders, S/Hurt to approve transfer request #2015.11 in the amount of \$15,000.00. Unanimous. **Motion passed.**

**Other:** Representative Gallagher wanted to give his observations on the transfer process over the last 6 months. He stated he is starting to wonder why we are not allowing the Commissioners to manage situations as they come up as the budget is in a reasonable position and on track. He stated he would like to consider adjusting the threshold of the transfer amount. Representative Tilton stated this is revisited every year with the budget process. Every county fluctuates between zero and \$1000.00. He stated it is too soon to decide and that the committee should be meeting more often. Representative Gallagher complimented the Board of Commissioners and Administration for their work. Representative Vadney stated he would be open to looking at changing the transfer amount in January. Commissioner DeVoy stated he would love to have more ability to transfer money. He stated it is a new board and they are staying within budget. Commissioner Taylor stated he seconded what Commissioner DeVoy said and appreciates what Representative Gallagher said. Commissioner Burchell stated there are more Medicare A residents at the nursing home than projected that's why the increase in supplies.

**Adjourn:** M/Hurt, S/Flanders to adjourn the meeting at 5:45 pm. Unanimous. **Motion passed.**

Respectfully submitted,



Brian Gallagher

Clerk, Executive Committee



**Delegation Meeting Minutes**  
**July 27, 2015 at 6:00 pm**

Chair Frank Tilton called the Belknap County Delegation meeting to order at 6:00 pm on the above date at 34 County Drive, Laconia, NH and recited the pledge of allegiance. The Chair asked the Clerk to call the roll.

In Attendance: Representatives Aldrich, Dumais, Fields, Flanders, Gallagher, Howard, Hurt, Lebreche, Luther, Russell, Spanos, Tilton and Vadney.

Absent: Representative Comtois, Fisher, Fraser, Sylvia and Varney.

Representative Tilton stated the purpose of this meeting is to hear Gunstock's request for a Revenue Anticipation Note and a Bond.

**Public Hearing on Revenue Anticipation Note (RAN) for Gunstock:** General Manager Greg Goddard introduced himself along with the Gunstock Area Commissioners. He noted there had been a packet sent to all the representatives in advance of the meeting. Mr. Goddard gave a presentation on the RAN. He stated the RAN is a money making loan in anticipation of revenue for the 2015/2016 ski season. Mr. Goddard stated this loan is repaid with receipts from Gunstock not taxpayers. He stated that Gunstock has borrowed money and repaid those previous loans for at least 20 years. Rep. Tilton asked if there were any questions. Rep. Aldrich stated he did not see employee payroll in the graph. Mr. Goddard stated it is included in the maintenance function. Rep. Gallagher asked what the expected interest rate to be. Mr. Goddard stated about 1%. Rep. Lebreche asked what the fringe benefits are. Mr. Goddard stated profit sharing, health insurance, earned time and workman compensation. Rep. Lebreche asked about the bank account that has over \$1 million in it for the two reserves. Mr. Goddard stated it is kept strictly as a reserve fund and they do not commingle the funds. Rep. Lebreche commented that the agreement to pay the county \$175,000.00 annually should increase. Mr. Goddard stated the agreement does not expire until the end of 2016. Rep. Hurt stated it is troubling to him that they are being asked to vote on the RAN and wondered if there is a way to avoid this with cutting out ancillary expenses. Mr. Goddard stated the commission is very specific to not want to use the reserve funds. Rep. Tilton asked if they were getting a return on the reserve. Mr. Goddard stated they were getting ¼%. The public was asked if they had any questions. Joel Weinreb from Belmont asked several questions. Rep. Tilton stated the Gunstock Commission has not asked the county for any money in years. He stated that per the law Gunstock is required to come to the Delegation when asking for a RAN and it is not unusual. Rep. Tilton closed the public hearing at 6:40 pm. Rep. Gallagher stated there were valid questions being brought forward. He stated Gunstock is asking for a \$650,000.00 loan for 6 months and the associated cost is \$3,000.00. Rep. Vadney complimented on the packet that was received prior to the meeting. He also stated

the employees currently pay 20% of health insurance and that will be increasing to 25%. Rep. Flanders commended the Gunstock Commission and Greg Goddard on the work they have done. Rep. Dumais stated getting into the summer business is good to cover bad winters. Rep. Lebreche stated she had been on a tour of the new patio and it was wonderful. M/Dumais, S/Fields see attached \$650,000.00 RAN motion. Roll call vote 12-1 Rep. Lebreche was opposed. **Motion passed.**

**Public Hearing for Gunstock Bond Request:** The bond hearing started at 7:04 pm. General Manager Greg Goddard showed a short video from the manufacturer of the alpine coaster. Prior to the meeting a packet was mailed to all delegation members with the presentation. Mr. Goddard stated if the bond request is approved then they would begin the process immediately. He also commented that Gunstock is continuing to be a four season facility. Mr. Goddard stated the alpine coaster will be good for the entire county. Brian Fairbank from Gilford spoke of being in the ski business for 40 years. He stated he has read Mr. Goddard's presentation and it is very well put together. Mr. Fairbank stated the alpine coaster will help nullify bad winters. Mr. Goddard stated he ran the numbers by a Bank of New Hampshire loan officer. Barry Leonard, Loan Officer from Bank of NH stated he looked at Mr. Goddard's plans and they have a very good diversification for revenue. Mr. Leonard stated in his professional opinion diversified revenue is good and they have presented a well thought-out plan. He also stated a RAN is not untypical. Rep. Aldrich asked if there is a bad year do the tax payers pick up the tab. Mr. Goddard stated that they would adjust their budget and it would not fall to the tax payers. Rep. Russell questioned the deficit that is showing for the adventure park. Mr. Goddard stated that is due to the adventure park only being in operation for 3 months. Rep. Gallagher stated Mr. Goddard presented some optimistic news. He asked if there is an opportunity to look at combining loans. Mr. Leonard stated typically you wouldn't roll bonds together. In today's financing market now is the time to borrow money. There was some discussion about the memorandum of understanding. Rep. Spanos asked about the safety record of the company that would install the alpine slide. Mr. Goddard stated there has been a loss of limb and life but was not aware of any since safety protocols put into place. Rep. Hurt asked what would happen if we delay the bond for 1 or 2 years. He also asked if this is important enough to incur 2.6 million in debt and does it trouble Mr. Goddard. Mr. Goddard stated that it is important to continue to improve. He stated Gunstock is 1.2 million less in debt than 15 years ago. Rep. Hurt stated that 8 million is a lot of debt and that it was a good presentation. He also stated the full delegation should be in attendance. Mr. Goddard stated this hearing was sufficiently noticed and it is very rare to have all 18 members present. Rep. Howard asked if we could take the profits for a couple of years and then do the project. Mr. Goddard stated if that was done then there would be no capital improvements. Rep. Howard stated Gunstock is creating a great value to the area. Mr. Fairbank stated the momentum at Gunstock is important. If this is put off for a month then it would put off the start time. Mr. Leonard stated on a personal note he would be disappointed if the vote did not go through. Joel Weinreb from Belmont stated net value is worth nothing if the market crashes. He stated he understood there needs to be development. Commissioner DeVoy stated he supports this as a businessman and understands it takes money to make money. He also stated this will draw people to the county. Rep. Tilton closed the meeting to public input at 8:07 pm. Rep. Spanos asked Rep. Dumais in his opinion does the project return appear to be sound. Rep. Dumais stated yes. Rep. Russell stated history shows there is an average of 13 or 14 Delegates that attend meetings. Rep. Tilton stated we have a binding contract with Gunstock

which will be discussed next year. Rep. Vadney commends Mr. Goddard on a very well put together proposal and business plan. He stated the time to move forward is now and no other business in the area offers this attraction. Rep. Vadney stated he is worried about the demographics as there are not enough babies being born. Mr. Goddard state he was very confident about the demographics as the alpine slide is for ages 4 to 94. Rep. Hurt asked if insurance was mentioned. Mr. Goddard stated currently the employee pays 20% of premiums and they are not anticipating hiring any full time employees. Rep. Hurt mentioned the roughly 7 million bond for the jail that will be coming up. Rep. Tilton stated we are the only county that operates a business. He stated Gunstock put together a very detailed plan. Mr. Goddard stated they made sure they didn't put the county afoul with a county bond request. Rep. Gallagher asked to have a quick vote on whether or not to vote on the bond request. M/Gallagher, S/Vadney to have a roll call vote on whether or not proceed with bond vote. Roll call vote 10-3 Rep. Howard, Hurt and Lebreche opposed. **Motion passed.** Rep. Tilton stated buy now as cost will go up and if we delay it will delay the opening. Rep. Spanos stated it is regrettable to be missing members but if we delay then would run into the same problem. M/Dumais, S/Fields see attached \$2.6 M Bond motion. Roll call vote 11-2 Rep. Howard and Lebreche opposed. **Motion passed.**

**Minutes:** M/Spanos, S/Aldrich to approve the 03/16/15 minutes as written. Unanimous. **Motion passed.** M/Spanos, S/Aldrich to approve the 03/23/15 minutes as written. Unanimous. **Motion passed.**

**Jail Planning Update:** Commissioner DeVoy reviewed a 12 page presentation on the potential building. Rep. Hurt asked how many therapists would be needed. Commissioner DeVoy stated there was a discussion with the consultants we hired and they suggest we outsource the clinicians. He stated there are grants available to help pay for this. Commissioner DeVoy stated the cost of the new building would cover the cost of the air exchange, locks and bathrooms of the current building. Rep. Howard asked if the picture on page 10 shows solar panels. Commissioner DeVoy stated that it was and the architects added that as an opportunity. Rep. Howard stated it sounds like the inmates will be looking for a lot of jobs and asked if they are available. Commissioner DeVoy stated they were. He stated the county receives 30% of their income. Rep. Aldrich asked if the decommission section of the jail could be used for offices. Commissioner DeVoy stated it is not the best way to operate. He stated we need to remember the project has gone from 42 million to 7 million. Rep. Vadney stated that is a great improvement. He asked if the recidivism rate has been verified. Commissioner Burchell stated he recalled it being 58% to 18% recidivism rate. Commissioner DeVoy stated he would verify the numbers.

**Adjourn:** M/Hurt, S/Spanos to adjourn at 9:00 pm. Unanimous vote. **Motion passed.**

Respectfully submitted,



Brian Gallagher, Clerk of the Delegation

**Certificate of Vote  
Resolution for Gunstock Notes or Bonds**

The following motion was made at the meeting of the Belknap County Convention (Legislative Delegation) on July 27, 2015. Notice of said meeting was posted as required by law.

*Resolved: To authorize the Belknap County Treasurer, on the concurrence of not less than four members of the Gunstock Area Commission, to issue serial notes or bonds in the name of Belknap County/Gunstock Area Commission in the amount of Two Million Six Hundred Thousand Dollars (\$2,600,000.00), the proceeds to be used for the planning, acquisition and construction of attractions as set forth in the document entitled "Capital Project Proposal - Development of an Alpine Coaster at Gunstock Mountain Resort" dated July 27, 2015. Said borrowing shall mature not more than 10 years from the date of issue. Any notes or bonds issued pursuant thereto shall be in accordance with New Hampshire laws of 1959 Chapter 399:15, as amended and the form, details and particulars of said notes or bonds, other than the maturity thereof, shall be determined by the Gunstock Area Commission. The full faith and credit of the county of Belknap, New Hampshire shall be pledged to the payment of the obligations issued pursuant hereto. Said notes or bonds shall be repaid from the operating receipts of Gunstock, and shall contain an express guaranty that fees, fares, and tolls will be collected until the maturity thereof in accordance with the provisions of Chapter 399:15, of the laws of 1959, as amended.*

Rep. Aldrich	<u>YES</u>	Rep. Hurt	<u>YES</u>
A Rep. Comtois	_____	Rep. Lebreche	<u>NO</u>
Rep. Dumais	<u>YES</u>	Rep. Luther	<u>YES</u>
Rep. Fields	<u>YES</u>	Rep. Russell	<u>YES</u>
A Rep. Fisher	_____	Rep. Spanos	<u>YES</u>
A Rep. Fraser	_____	A Rep. Sylvia	_____
Rep. Flanders	<u>YES</u>	Rep. Tilton	<u>YES</u>
Rep. Gallagher	<u>YES</u>	Rep. Vadney	<u>YES</u>
Rep. Howard	<u>NO</u>	A Rep. Varney	_____

I certify that this is the vote as included in the minutes of the aforementioned meeting.

Brian Gallagher  
 Brian Gallagher, Clerk  
 Belknap County Delegation

Date: JULY 27, 2015

11 YES 2 NO 5 ABSENT  
 2/3 VOTE SATISFIED

Certificate of Vote  
Resolution for Gunstock Notes or Bonds (RAN)

The following motion was made at the meeting of the Belknap County Convention (Legislative Delegation) on July 27, 2015. Notice of said meeting was posted as required by law.

*Resolved: To authorize the Belknap County Treasurer to issue a note, on the concurrence of not less than four members of the Gunstock Area Commission, in an amount not to exceed Six Hundred-Fifty Thousand Dollars (\$650,000.00), on such terms and conditions as shall be negotiated by the Gunstock Area Commission. Said note is issued in anticipation of revenues at Gunstock Ski Area and shall have a maturity date of not later than April 1, 2016. Said note shall contain and express that; fees, fares and tolls will be collected until the maturity thereof in acceptance with provisions of Chapter 399:15, of the laws of 1959 amended.*

Rep. Aldrich	<del>NO</del> YES	Rep. Hurt	YES
A Rep. Comtois	_____	Rep. Lebreche	NO
Rep. Dumais	YES	Rep. Luther	YES
Rep. Fields	YES	Rep. Russell	YES
A Rep. Fisher	_____	Rep. Spanos	YES
A Rep. Fraser	_____	A Rep. Sylvia	_____
Rep. Flanders	YES	Rep. Tilton	YES
Rep. Gallagher	YES	Rep. Vadney	YES
Rep. Howard	YES	A Rep. Varney	_____

I certify that this is the vote as included in the minutes of the aforementioned meeting.

Brian A. Gallagher  
Brian Gallagher, Clerk  
Belknap County Delegation

Date: JULY 27, 2015

12 YES    1 NO    5 ABSENT

MOTION PASSES



**Executive Committee Meeting Minutes**  
**August 24, 2015 at 4:30 pm**

Chair Herb Vadney called the Executive Committee meeting to order at 4:35 pm at 34 County Drive Laconia, NH. The meeting began with Representative Gallagher leading the group in the pledge of allegiance.

In Attendance: Representatives Gallagher, Hurt, Tilton and Vadney.

Absent: Representatives Comtois, Flanders and Sylvia.

**Minutes:** M/Tilton, S/Hurt to approve the 7/27/15 minutes. Unanimous. **Motion passed.**

**Transfer Request #2015.09:** Commissioner DeVoy stated this transfer request was tabled at the last meeting. It was pointed out that the request is due to unexpected FMLA's, 4 full time & 5 part time employees leaving and mandatory annual training. Rep. Hurt asked if the County knows ahead of time if people are leaving. Superintendent Gray stated sometimes. He also stated it takes about a month to hire and then train a new employee. M/Gallagher, S/Hurt to approve transfer request #2015.09 for the jail in the amount of \$15,000.00. Unanimous. **Motion passed.**

**Transfer Request #2015.14:** Commissioner DeVoy stated this request is to cover transportation at the nursing home. Rep. Tilton noted that the budget is only \$500.00 and asked if this is what we use every year. Commissioner DeVoy stated it is hard to predict due to the difference in residents. Rep. Tilton asked if the residents were getting their dental care as we are taking money from that line. Commissioner DeVoy stated as far as he knew. Rep. Vadney asked if there were many dentists to choose from. Administrator Shackett stated it is a contracted dentist that sees the residents in the nursing home. Commissioner Burchell stated there was extensive discussion about increasing the Medicare A census and this cost is due to that. M/Gallagher, S/Tilton to approve transfer request #2015.14 for the nursing home in the amount of \$2,100.00. Unanimous. **Motion passed.**

**Transfer Request #2015.15:** Commissioner DeVoy stated this transfer is to move towards the community corrections program. Rep. Gallagher asked if all Commissioners were in agreement with request. All three are. There was discussion about the heroin epidemic and the use of narcan. Chair Vadney asked about the recently coordinated police effort, which arrested approximately 20 known area drug dealers and users. He asked if any of the arrested previously



had been in our jail for drug issues. Sheriff Wiggin and Superintendent Gray confirmed that several were previous offenders. M/Gallagher, S/Hurt to approve transfer #2015.15 in the amount of \$46,564.00. Unanimous. **Motion passed.**

**Budget:** Rep. Gallagher stated it is positive that there is a surplus in legal for the Delegation and Commissioners. Rep. Vadney asked if the county had a policy on when it pays bills. Administrator Shackett stated bills are paid in 30 days or according to the terms of the invoice.

**Public Comments:** There were no public comments.

**Adjourn:** M/Hurt, S/Gallagher to adjourn the meeting at 5:35 pm. Unanimous. **Motion passed.**

Respectfully submitted,

  
Brian Gallagher

Clerk, Executive Committee



**Delegation Meeting Minutes**  
**August 24, 2015 at 6:00 pm**

Chair Frank Tilton called the Belknap County Delegation meeting to order at 6:00 pm on the above date at 34 County Drive, Laconia, NH and Representative Spanos recited the pledge of allegiance. The Chair asked the Clerk to call the roll.

In Attendance: Representatives Aldrich, Dumais, Fields (arrived @6:35pm), Fisher, Flanders (arrived @7:00 pm), Fraser, Gallagher, Howard, Hurt, Lebreche, Luther, Russell, Spanos, Tilton and Vadney.

Absent: Representative Comtois, Sylvia and Varney.

**Minutes:** M/Aldrich, S/Luther to approve the 07/27/15 minutes as written. Unanimous. **Motion passed.**

**Consider Cost Items:** Chair Tilton asked for a summary. Commissioner DeVoy stated the members of the negotiating committee were himself, Commissioner Taylor, Administrator Shackett and Roger Gray from Sanbornton. He stated it is a two year contract and the members are willing to accept the lower cost insurance for a pay raise. Rep. Howard asked about the legality of the union formation. Commissioner DeVoy stated he asked around and it is not uncommon. Chair Tilton stated he went through this in Laconia and there is no point in fighting it as it had been approved by the state. Rep. Gallagher stated he looked at the contract and there are excellent benefits for both parties. He asked if the employees currently have a section 125 pre-tax option. Commissioner DeVoy stated yes. Rep. Gallagher asked if the plan is to be paid 100% by the employer. Commissioner DeVoy stated when the contract expires the employee contribution could be increased. Rep. Gallagher stated his concern is not knowing what the premiums will be. Commissioner DeVoy stated the Teamsters are offering the members their plan and the county will not pay more than the site of service premiums. Rep. Howard asked for an explanation of the opt-out payout. Administrator Shackett stated it is in accordance with county policy. She stated it is an incentive to save the county money. Rep. Hurt asked why the increases are retro to 4/1/15. Commissioner DeVoy stated they have been negotiating for a while and the employees have been paying deductibles. Rep. Tilton stated the employees are taking a risk due to the potential for high deductibles. Rep. Hurt asked what the deductibles would be on the new plan. Administrator Shackett stated \$1,000/\$2,000/\$3,000 max per family. Rep. Vadney stated he is always very cautious of retro raises. He suggested giving a lump sum and increasing the hourly rate after. Commissioner DeVoy stated they have to start somewhere and these employees work hard. Rep. Vadney asked about the savings if the other unions voted to switch. Commissioner DeVoy stated it would be \$1200 x 111 employees. Rep. Howard asked if there were two different options for insurance. Commissioner DeVoy stated they could take the

Teamsters insurance, County insurance or opt-out. Rep. Spanos stated while this is not ideal scenario it is a negotiating tool for the other three unions. Rep. Gallagher stated his objection is to the county paying 100% of the premiums. He stated the pay adjustment is well deserved. Chair Tilton asked the Clerk to call roll to vote to approve the cost items of the contract. Roll call vote 10-5. Rep. Aldrich, Dumais, Fields, Fisher, Flanders, Fraser, Luther, Russell, Tilton and Varney voted in favor of the motion. Rep. Gallagher, Howard, Hurt, Lebreche and Spanos were opposed. **Motion passed.**

**Public Input:** Kim Richardson, Belknap County employee for 9 years, stated it took a lot of discussion to give up the insurance to a policy that has a deductible. She stated they were there as county employees who give a lot and do not get a lot in return. Barbara Howard, Alton, stated that she was proud of everyone that voted no. Roger Gray, member of negotiation committee, stated both sides were very professional. He also complimented Administrator Shackett and stated they could not have done this without her. Kevin Foley, Teamsters Local 633 Rep., stated the employees stepped up in a big way. He stated there was a lot of thought and professionalism. Joel Weinrebe, Belmont, thanked the people that voted no. Commissioner DeVoy thanked everyone involved.

**Adjourn:** M/Luther, S/Spanos to adjourn at 7:25 pm. Unanimous vote. **Motion passed.**

Respectfully submitted,

A handwritten signature in cursive script that reads "Brian Gallagher". The ink is dark and the signature is fluid.

Brian Gallagher, Clerk of the Delegation



**Delegation Meeting Minutes**  
**October 27, 2015 at 7:00 pm**

Chair Frank Tilton called the Belknap County Delegation meeting to order at 6:00 pm on the above date at 34 County Drive, Laconia, NH and Representative Spanos recited the pledge of allegiance. The Chair asked the Clerk to call the roll.

In Attendance: Representatives Aldrich, Dumais (arrived @ 7:48pm), Fields, Flanders, Fraser, Gallagher, Howard, Hurt, Lebreche, Luther, Russell, Spanos, Tilton and Vadney.

Absent: Representative Comtois, Fisher, Sylvia and Varney.

**Minutes:** M/Aldrich, S/Luther to approve the 08/24/15 minutes as written. Unanimous. **Motion passed.**

**Community Corrections Public Hearing:** Rep. Tilton stated this is a public hearing on the County Commissioners' request for the County to issue an approximately \$8 million Bond to construct a new Community Corrections facility. There was a presentation given on the proposed Community Corrections facility. (The presentation can be found on the County website under Community Corrections Planning). Judge James Carol commended the building committee. He stated the key skills defendants need are a job, counseling and an education. Superintendent David Barry, Sullivan County, stated the success rate in Sullivan County is real and inmates are not coming back. He stated the step down program is working. County Attorney Guldbrandsen reviewed the handout she presented entitled, "Jail Planning and the Criminal Justice System in Belknap County". She stated individuals with serious offences are going to prison and people going to Belknap County are lower offenders with sentences of 12 months or less. Commissioner DeVoy reviewed 4 debt service scenarios: #1 interest only for the first 2 years, #2 straight bond, #3 bond anticipation note with less than 1% interest and #4 roll existing debt into a new bond. He stated the Commission voted 2-1 for scenario #1. Rep. Hurt asked what the age of protective holdings was. Superintendent Gray stated 18-35 years old. Rep. Hurt asked the education level of them. Superintendent Gray stated 30-50% do not have a high school diploma.

**Public Input:** Chief Chris Adams of Laconia Police Department stated Laconia has a long history of substance abuse, mental health problems, theft and domestic violence. He stated this new facility is setting the inmates up for success rather than failure. Joel Weinrebe, Belmont, stated he has 10 years experience as a corrections officer in another facility and this is a great program. Barbara Howard asked how long the recidivism rate has been tracked. Kevin Warwick stated Sullivan County has been tracking since 2010. Barbara Howard asked if this is tracked from county to county. Kevin Warwick stated it is and it is tracked in other states. Alida

Millham, Laconia, stated she supports the project. She asked what will happen to the old inadequate parts of the jail. Anthony Mento stated that inadequate sections will become indoor training/fitness areas. Superintendent Gray stated pretrial offenders will remain in the existing facility. Pat Kiefer, Laconia, stated he used to volunteer at the Lakes Region prison and saw a difference in the inmates when programs were cut. Jeff Cote, Recovery Court participant, stated he has been clean for 11 months and 90% of the talk in jail is where to get drugs and what crime to commit next. Amy Beaudoin, Gilford, stated she supports this project. Claire Pearson stated she is a member of Stand Up Laconia which represents the Lakes Region with over 300 members. Jacqui Abikoff, Gilford and Executive Director of Horizons Counseling, stated there has been a lot of talking about the Heroin epidemic and once this drug is gone there will be another one taking its place. Jeremy, Belmont, stated you need to give people the resources they need to become better citizens. He is in support of the program. Steve Hankard, Sanbornton Police Chief, stated there is a problem even in small towns. He stated he supports this completely. He also stated a lot of arrests are children of prior arrests. Rep. Fields asked Commissioner DeVoy if he voted for scenario #1. Commissioner DeVoy stated yes it was a 2-1 vote. Rep. Gallagher asked about the best practice and national standards referred to the program. Kevin Warwick stated it refers to both the facility and programs. Rep. Gallagher asked if there are different levels of standards. Kevin Warwick stated that currently the minimum standards are not being met. He stated what they are proposing is mid level. Rep. Gallagher asked what the duration of the project would be. Anthony Mento stated the construction would be 12 months and renovation 2 months. He stated if approved the shovel would be in the ground June 2016 with an opening date of September 2017. Rep. Spanos asked how many in Sullivan County completed the program. David Barry stated over 80%. Rep. Spanos asked if the history of the success rate when back to 2010. Dave Barry stated yes. Henry Lipman, Laconia, stated he appreciates all the hard work that has been done. He stated the bond anticipation note is a little risky. Mr. Lipman stated he sees the costs of the epidemic in his profession. Judge Huot stated people are frustrated that nothing being done is working. He stated this program offers hope. The meeting was closed to public input at 9:04pm.

Rep. Lebreche stated all the things voted on this year to spend money on is a drop in the bucket compared to this project. She stated we need this program. Rep. Howard asked about the financing and if the fund balance would be used. Rep. Tilton stated that would be decided with the budget. He stated everyone should look at the spreadsheets and ask questions throughout the week. Rep. Gallagher stated on Monday they will concentrate on financing as the Treasurer will be there to answer questions. Rep. Tilton stated it is up to the Treasurer and Commissioner to decide the financing. He stated there are a lot of questions that will have to be answered with the 2016 budget. Rep. Tilton stated the next meeting is Monday and the Gunstock interviews will take place at 6pm and the bond vote discussion beginning at 7pm.

**Grants Sub-Committee:** Rep. Tilton stated we should have a role in the process as it affects the budget. He stated sometimes grants start a program with funding but we need to continue to fund. Rep. Tilton stated Rep. Vadney will be the Chairman and the members will be the Executive Committee.

**Adjourn:** M/Tilton, S/Hurt to adjourn at 9:25 pm. Unanimous vote. **Motion passed.**

Respectfully submitted,



Brian Gallagher, Clerk of the Delegation



**Executive Committee Meeting Minutes**  
**November 2, 2015 at 4:30 pm**

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

Absent: Representatives Comtois, and Sylvia.

**Transfer Request Wage Increases:** Commissioner DeVoy stated this transfer request is based on the contract with the Teamsters and the non-union employees voluntarily switching to the site of service insurance. M/Gallagher, S/ Tilton to approve transfer request wages increases in the amount of \$36,410.00 for all departments. Unanimous. **Motion passed.**

**Transfer Request Health Insurance:** Commissioner DeVoy stated that they have worked very hard to switch insurance plans and save money. He stated this is asking for money to be taken out of the contingency line. Rep. Tilton stated that is what that line was intended for. Rep. Gallagher asked if there had been any feedback from employees that have switched insurance plans. County Administrator Shackett stated no complaints or negative feedback had been received. M/ Tilton, S/Flanders to approve transfer request health insurance in the amount of \$83,335.00 for all departments. Unanimous. **Motion passed.**

**Transfer Request #2015.18a:** Commissioner DeVoy stated this transfer is for needed vehicle repairs in the Sheriff's department. M/Flanders, S/Hurt to approve transfer # 2015.18a in the amount of \$6,700.00 for the Sheriff's Department. Unanimous. **Motion passed.**

**Transfer Request # 2015.25:** Commissioner DeVoy stated this transfer is for pre-employment screening at the nursing home. Rep. Hurt asked what type of screening. Commissioner DeVoy stated it is for physicals and drug screening. Rep. Gallagher asked if this will get them through the end of the year. County Administrator Shackett stated she was not confident that it would. The commissioners voted to increase the request to \$3000.00. M/Taylor, S/DeVoy to increase transfer #2015.25 to \$3000.00. Unanimous. **Motion passed.** Rep. Hurt asked why the turnover. Commissioner DeVoy stated they will be revisiting this. Rep. Vadney asked if exit interviews were conducted. Commissioner Taylor stated it is a problem in all nursing homes. M/Gallagher, S/Hurt to approve transfer request #2015.25 in the amount of \$3,000.00 for the nursing home. Unanimous. **Motion passed.**

**Transfer Request #2015.28:** Commissioner DeVoy stated this request is due to vacancies and FMLA's at the jail. M/Hurt, S/Flanders to approve transfer request #2015.28 in the amount of \$15,000.00 for the department of corrections. Unanimous. **Motion passed.**

**Transfer Request #2015.31:** Commissioner DeVoy stated this request is for vacancies in the Sheriff's department and required 24-hour supervision at the hospital. Rep. Tilton commented on how the explanations have improved on the requests. M/Flanders, S/Tilton to approve transfer request #2015.31 in the amount of \$20,000.00 for the Sheriff department. Unanimous. **Motion passed.**

**Transfer Request #2015.33:** Commissioner DeVoy stated this request to cover overtime in the nursing home. M/Flanders, S/Gallagher to approve transfer request #2015.33 in the amount of \$2,500.00 for the nursing home. Unanimous. **Motion passed.**

**Transfer Request #2015.34:** Commissioner DeVoy stated this is for dietary supplements and chemicals and paper goods in the nursing home. Rep. Gallagher stated he was assuming this is being done to cover the end of the year not pre-buy for next year. County Administrator Shackett stated she specifically asked that question and was assured that they were needed this year. Rep. Tilton asked about the money coming from wages OT when they transferred money into it earlier this year. Commissioner DeVoy stated the nursing home administrator had put the previous request in and it was more than needed. M/Flanders, S/Gallagher to approve transfer request #2015.34 in the amount of \$6,400.00 for the nursing home. Unanimous. **Motion passed.**

**Transfer Request #2015.36:** Commissioner DeVoy stated the transfer is for water and sewer. He stated we are now renting out part of the courthouse and using more water and sewer. Rep. Tilton stated he was concerned about the line being taken from having such a large balance in it. He asked why we were not doing any maintenance. Commissioner Taylor stated the Facilities Manager tries to put off major maintenance until the end of the year. M/Hurt, S/Gallagher to approve transfer request #2015.36 in the amount of \$3,700.00 for maintenance. 4-1 Rep. Tilton was opposed. **Motion passed.**

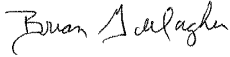
**Minutes 8/24/15:** M/Hurt, S/Tilton to approve the minutes of 8/24/15. Unanimous, Rep. Flanders abstained. **Motion passed.**

**Budget Review:** Rep. Vadney asked if there were any issues to report on the budget. County Administrator Shackett stated the convention travel line might go over. Rep. Gallagher asked where the commissioners were with budget preparation. Commissioner DeVoy stated they met with department heads on Friday but were unable to get through all departments. He stated he is concerned about property liability, workers compensation and unemployment insurance. Commissioner DeVoy stated a RFP will be done for these insurances. Rep. Hurt offered the help of himself and Rep. Flanders. Rep. Gallagher stated a lot of positive has happened already.

**Public Comments:** There were no public comments.

**Adjourn:** M/Tilton, S/Hurt to adjourn the meeting at 5:36 pm. Unanimous. **Motion passed.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brian Gallagher". The signature is fluid and cursive, with the first name "Brian" and last name "Gallagher" clearly distinguishable.

Brian Gallagher

Clerk, Executive Committee





### **Delegation Meeting Minutes** **November 2, 2015 at 6:00 pm**

Chair Frank Tilton called the Belknap County Delegation meeting to order at 6:00 pm on the above date at 64 Court Street, Laconia, NH. The Chair asked the Clerk to call the roll.

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

Absent: Representative Comtois, Sylvia and Varney.

**Gunstock Area Commissioner Interviews:** Attorney Stephan Nix was the first candidate to be interviewed. He provided an overview of his experiences in land use and development, as well as, noting he had reviewed the RSA's regarding the Gunstock Commission and the existing master plan. He answered several questions from the delegation members. He considers the Gunstock operation a profit center, however, he did not offer an opinion on the MOA (memorandum of agreement) regarding rental payments currently paid to the county.

Mr. Timothy Lang Sr. was the second candidate to be interviewed. He provided information on his diverse background and indicated he would like to move up to the county level. He indicated he was familiar with the Gunstock operation and stated that profits should be shared with the county. He also answered several questions from the delegation members.

Mr. Scott Dunn was the third and final candidate to be interviewed. He provided information on his knowledge on how government operates. He stated he had not reviewed the existing master plan and that he remains open to the idea of additional housing in the mountain area. He also answered several questions from the delegation members.

Chairman Tilton adjourned the interviews at 6:45 PM and indicated the delegation would address the selection of a new Gunstock Commissioner after the bond vote later in the evening.

**Bond Vote-Community Corrections:** Rep. Tilton opened the meeting at 7:00 PM and stated this meeting is to discuss and consider the bond for a new community corrections facility. Commissioner DeVoy stated there was nothing new to update. First a straw vote was conducted to see if there was enough interest to continue with the discussion of the bond. The results were 14-1, Rep. Howard was opposed. Rep. Howard stated there are lots of costs involved. Rep. Gallagher stated he wanted to hear from the Commissioners about the two scenarios they think are the best. Rep. Tilton stated the bond is to construct a facility not to establish programs. Rep.

Howard asked for clarification on the bed capacity. Commissioner DeVoy stated currently they have 87 inmates in the house. That number would drop to 60 and 64 beds would be added to the new facility to total 124 beds. Commissioner DeVoy talked about the different scenarios. One scenario is a 2 year interest only bond with use of the fund balance to cover. Commissioner DeVoy stated there is additional grant money available to help cover program costs. The other scenario is a 25 year bond with two years interest only. Commissioner DeVoy stated he is trying to keep the payments low and believes all generations should share in the cost of the new building. Rep. Howard stated the fund balance should be used to pay off existing debt. Rep. Tilton stated he prefers the 25 year bond over the 20 year. He stated the downside to asking for a 25 year bond is we are likely to get a tenth point higher interest rate. Rep. Tilton stated the bond will not be needed until spring 2016. Treasurer Muzzey stated he talked to bond council about current rates and they are low. He stated we should arrange a bond sooner rather than later. Rep. Tilton stated that we will have a better idea once they review the draft 2016 budget. He stated the resolution does not state how the bond is issued. Commissioner DeVoy stated the future Delegation will have to agree with the fund balance. Rep. Hurt stated the fund balance is tax payer money. Rep. Tilton stated that was correct. Rep. Gallagher stated the fund balance dollars belong to the tax payers and are available to pay for expenses. He stated the proposal before them is troublesome to him as it is very costly. He stated the bond proposal for 25 years has an interest rate of 3.31% and the 20 year bond has a 3.1% interest rate. He stated as we go out longer the interest rate is higher. Rep. Gallagher stated if we are going to spend \$1 million in a longer term bond we could spend these funds elsewhere instead of more interest. He stated interest rates are historically low and we need to take advantage now. He stated according to finance counsel December is not a good month to issue a bond the best months are January and February. Rep. Howard stated he was curious what a 15 year bond looks like. Rep. Gallagher stated if you go to much lower the payments are too high to fit in the budget. Rep. Hurt asked if we go out 25 years it will cost another \$1million. Rep. Gallagher stated that was correct. He said the basic thought and option being offered is would we ourselves at home take out a loan and pay interest only? Rep. Gallagher stated if we pay interest only the return will be to the shareholder of the business that issues the bond. Rep. Tilton stated to look at who gets use of the money. Commissioner DeVoy stated it will save \$1million but to get the savings we will have to give \$1.4millions immediately. Rep. Gallagher stated we owe \$1.4million no matter how you look at it. He stated we should retire the existing debt with the money the tax payers already have given us. Commissioner DeVoy stated you never know what is around the corner. Rep. Vadney stated he is not in favor of the 2 years interest only bond. Rep. Dumais stated the objective is to get the cheapest financing. He agrees we need to have money in the bank. Rep. Tilton stated opinions can be given but they will not be in the room with the bond council. M/Gallagher, S/Spans 1 move the following: Be it Resolved that the Belknap County Delegation recommends the following debt service payment approach to address existing general obligation bonds (long-term debt) and recommends the following payment approach for potential new bonding to fund a proposed Belknap County Community Corrections Center: 1. Existing general obligation bonds shall be paid through the future normal operational budgetary process based upon the existing debt payment schedule from appropriations funded periodically from undesignated funds balance monies as may be necessary; 2. New proposed debt in the form of general obligation bonds authorized by the Belknap County Delegation for a proposed Belknap County Community Corrections Center in the amount not to exceed eight (8) million dollars shall be structured with a level debt approach of combined principal and interest over a period

not to exceed 20 years at prevailing market rates available in the first quarter of 2016. Rep. Spanos stated all that remains is how to borrow as cheap as possible. Rep. Tilton stated that this is not the vote of the bond it is a recommendation to the Board of Commissioners. Rep. Vadney stated to remember interest is what you pay for rent to borrow money. A roll call vote was taken with an affirmative vote of 13-2 Rep. Tilton and Flanders opposed. **Motion passed.** Rep. Lebreche read the following resolution: RESOLVED: That the County is hereby authorized to raise and appropriate a sum of up to Eight Million Dollars (\$8,000,000) for the purposes of financing the construction of a new Belknap County Community Corrections Facility, along with related costs and expenses; Eight Million Dollars (\$8,000,000) of such sum to be raised through the issuance of bonds or notes under and in compliance with the provisions of New Hampshire RSA Chapters 28 and 33, as amended; to authorize the County Commissioners to apply for, obtain and accept federal, state or other aid, if any, which may be available for said project and to comply with all laws applicable to said project; to authorize the County Commissioners to issue, negotiate, sell and deliver such bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof; and to authorize the County Commissioners to take any other action or to pass any other vote relative thereto. M/Lebreche, S/Fields to approve the bond. A roll call vote was taken. Unanimous. **Motion passed.**

**Vote for Gunstock Area Commissioner:** Rep. Tilton stated there were three candidates and only one position. Rep. Aldrich thanked all of the candidates and stated they all fully qualified. Rep. Tilton stated he intended to call the vote by show of hands. Attorney Nix won the majority vote.

**Adjourn:** M/Howard, S/Fields to adjourn at 8:30 pm. Unanimous vote. **Motion passed.**

Respectfully submitted,

A handwritten signature in cursive script that reads "Brian Gallagher".

Brian Gallagher, Clerk of the Delegation



**Executive Committee Meeting Minutes**  
**December 2, 2015 at 4:00 pm**

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

Absent: Representative Comtois.

**Minutes 12/2/15:** M/Flanders, S/Tilton to approve the minutes of 12/2/15. Unanimous. **Motion passed.**

**Transfer Request 2015.44:** Commissioner DeVoy stated this request is for the County Attorney's Office to cover wages and the medical examiner. Rep. Gallagher asked if this transfer will cover wages for this fiscal year. Commissioner DeVoy stated it would. M/Flanders, S/Tilton to approve transfer request #2015.44 in the amount of \$9214.00. Unanimous. **Motion passed.**

**Transfer Request 2015.45:** Commissioner DeVoy stated this transfer is to cover wages and health insurance for Administration. Rep. Tilton asked why money was being put in health insurance when the year-end projection is a surplus. Commissioner DeVoy stated that was an error. M/Tilton, S/Flanders to simply transfer \$950.00 from telecommunications to wages. Unanimous. **Motion passed.** Rep. Hurt asked what telecommunications was. Administrator Shackett stated it was the phone costs.

**Transfer Request 2015.46:** Commissioner DeVoy stated this transfer is to cover health insurance in Administration. M/Tilton, S/Gallagher to approve transfer request #2015.46 in the amount of \$108.00. Unanimous. **Motion passed.**

**Transfer Request 2015.48:** Commissioner DeVoy stated this was to cover group health insurance. M/Flanders, S/Gallagher to approve transfer request #2015.48. Unanimous. **Motion passed.**

**Transfer Request 2015.49:** Commissioner DeVoy stated this was to cover full-time wages in the Nursing Home. He stated the turnover is much better. M/Flanders, S/Tilton to approve transfer request #2015.49. Unanimous. **Motion passed.**

**Transfer Request 2015.50:** Commissioner DeVoy stated this was to cover electricity costs. He stated the extra costs are from the Courthouse occupants. Rep. Hurst asked why rent was not being paid by the outside agencies that are occupying the courthouse. Commissioner DeVoy

stated that would be something to discuss in the budget. Rep. Gallagher asked if this is what we believe the bill will be to get us through the year. Commissioner DeVoy stated yes. Rep. Sylvia asked if this was just for the Courthouse. Commissioner DeVoy stated Facilities Manager Muzzey stated it was. Administrator Shackett stated there are three separate meters, Courthouse, Jail and the Sheriff, Nursing Home and Administration are all on one. Rep. Vadney asked if there is a percentage for distribution. Administrator Shackett stated there was. M/Flanders, S/Tilton to approve transfer request #2015.50 in the amount of \$5000.00. Unanimous. **Motion passed.**

**Transfer Request 2015.51:** Commissioner DeVoy stated this transfer is to cover medical expenses in the jail. He stated an inmate was sent to LRGH and then to Dartmouth. Commissioner DeVoy stated that Superintendent Gray is meeting with LRGH and Merrimack County to talk about the bills. Rep. Hurt asked who the bills were from. Commissioner DeVoy stated Dartmouth, LRGH, Laconia fire, and Concord physician services. Rep. Gallagher stated it was being suggested to pay the bills and get a recovery from insurance, he asked what if we do the reverse. Commissioner DeVoy stated if the bills are not paid on time we will be charged late fees and interest. He stated that Merrimack County has an employee that does only billing for inmates. Rep. Gallagher stated we should look into paying only the small bills. Rep. Vadney asked if this was all the bills. Commissioner DeVoy stated we were expecting more bills. Rep. Gallagher stated there is an opportunity for negotiations. He stated if the transfer is approved the negotiation ability will be given away due to this being a public meeting. Rep. Gallagher suggested paying the small bills if it is in the budget. Commissioner DeVoy stated we own the bills and they need to be paid. Rep. Vadney stated it is complicated that there are 3 or 4 different groups to negotiate with. Commissioner DeVoy stated there are 14 different agencies involved. Administrator Shackett stated if a department has invoices and they are not putting them into Munis then we are not showing the true debt of the County. Rep. Gallagher asked if money can be taken from with the corrections budget to pay the bill. Commissioner DeVoy stated it would be cleaner to transfer from surplus. Rep. Sylvia asked if the Laconia fire bill was for transportation. Commissioner DeVoy stated it was. Rep. Tilton stated we should do a clean transfer and trust the professionals to do their jobs. He stated we do not want to have to schedule meetings every day to approve transfers. Rep. Sylvia suggested the transfer only be approved for the amount of bills already received. Commissioner DeVoy stated we will be back to ask for more transfers once we receive the remaining bills. M/Flanders, S/Tilton to approve transfer request #2015.51 in the amount of \$150,000.00. 2-4 Rep. Sylvia, Hurt, Gallagher and Vadney opposed. **Motion failed.** M/Sylvia, S/Hurt to amend transfer request #2015.51 to \$112,000.00. Unanimous. **Motion passed.**

**Transfer request 2015.52:** Commissioner DeVoy stated this is to cover the engineering contract for the community corrections and keep the project moving. Rep. Sylvia stated there is no money spent out of capital projects. Commissioner DeVoy stated we have entered into a contract for a new timekeeping system County wide and encumbered \$20,000.00 for electronic

medical records in the Nursing Home. Rep. Gallagher spoke about the grant that the Veterans home received for electronic medical records. Commissioner DeVoy stated that was a Veterans Administration grant. Rep. Vadney asked if there is a monthly cost. Commissioner DeVoy stated there would be. Rep. Hurt asked you how figure of \$185,000.00 in extra revenue was figured. Commissioner DeVoy stated the consultant had figured it. Rep. Gallagher stated this is for services that have not yet occurred and asked why not use next year's money. Administrator Shackett stated there have been three contracts signed for the community corrections project. She stated the project will stop if the money is not encumbered. Rep. Tilton stated as far as spending in 2016 the line items can be spent like this year. He stated projects cannot be spent until the budget passes. Rep. Tilton stated the money is needed to guarantee the payment of contracted services. He stated this is done all the time and is very logical. Commissioner DeVoy stated the architects have been working all along. Rep. Gallagher asked if the work that will be provided will be done next year. Administrator Shackett yes but they have been working all along. She stated the question is permission to transfer the money. Rep. Vadney asked if this is approved will next years budget go down. Commissioner DeVoy stated it would not. Commissioner Burchell stated there is a contingency line in 2015 why couldn't we rely on that. Rep. Tilton stated that would bring the committee to micromanaging and this would be a clean way. M/Flanders, S/Tilton to approve transfer request #2015.52 in the amount of \$20,000.00. Rep. Tilton asked if this is not approved does it hold up the on-going project. Rep. Hurt asked what is meant by on-going project. Rep. Tilton stated the jail. Rep. Sylvia stated it seems like not approving would hold up the project and wants to move forward. 5-1 Rep. Gallagher abstained. **Motion passed.**

**Transfer Request 2015.54:** Commissioner DeVoy stated this is to cover office supplies in Administration. M/Gallagher, S/Hurt to approve transfer request #2015.54 in the amount of \$350.00. Unanimous. **Motion passed.**

**Transfer Request 2015.56:** Commissioner DeVoy stated this is to health insurance in the Nursing Home Activities Department. Rep. Tilton noted that the account was already over expended. Administrator Shackett stated this transfer will cover until the end of the year. M/Hurt, S/Gallagher to approve transfer request #2015.56 in the amount of \$4,003.00. **Motion passed.**

**Transfer Request 2015.57:** Commissioner DeVoy stated this is to cover the shifting cost of Nursing Home Medicare expenses. M/Flanders, S/Tilton to approve transfer request #2015.57 in the amount of \$61,465.00. Unanimous. **Motion passed.**

**Transfer Request 2015.58:** Commissioner DeVoy stated this is to cover personnel cost for employee change in the Nursing Home Laundry Department. M/Hurt, S/Flanders to approve transfer request #2015.58 in the amount of \$750.00. **Unanimous. Motion passed.**

**Public Comments:** Rep. Howard asked where the \$46,000.00 got to in transfer request #2015.52. Commissioner DeVoy stated it went to inmate programs in the jail. Rep. Howard asked if the capital expenses for the kiosks would increase revenue in the Nursing Home next year. Commissioner DeVoy stated it would take two years to see an increase. Rep. Howard stated that the County needs to take responsibility for the inmates if they get hurt. He asked if the County has looked into liability insurance for this. Administrator Shackett stated that we have liability to cover negligence.

**Adjourn:** M/Tilton, S/Gallagher to adjourn the meeting at 5:40 pm. Unanimous. **Motion passed.**

Respectfully submitted,

A handwritten signature in cursive script that reads "Brian Gallagher".

Brian Gallagher

Clerk, Executive Committee



### **Delegation Meeting Minutes** **December 7, 2015 at 7:00 pm**

Chair Frank Tilton called the Belknap County Delegation meeting to order at 6:00 pm on the above date at 64 Court Street, Laconia, NH. Representative Vadney recited the pledge of allegiance. The Chair asked the Clerk to call the roll.

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

Absent: Representative Aldrich, Comtois, Fisher, Lebreche, Sylvia and Varney.

**Minutes 10/27/15:** M/Fields, S/Luther to approve the minutes of 10/27/15. Unanimous. **Motion passed.**

**Minutes 11/2/15:** M/Fields, S/Russell to approve the minutes of 11/2/15. Unanimous. **Motion passed.**

**Open Public Hearing:** Rep. Tilton opened the public hearing at 7:05 pm. Commissioner DeVoy introduced County Administrator Debra Shackett, Commissioner Taylor, Commissioner Burchell, Superintendent Keith Gray, Facilities Manager Dustin Muzzey, Sheriff Craig Wiggan, Restorative Services Director Brian Loanes and Administrative Assistant Jamie Ellsworth. Commissioner DeVoy stated that the budget being presented is a zero based budget. He stated that grants were added not knowing what will be received for money. Commissioner DeVoy reviewed a slide show. Commissioner DeVoy stated that the County Attorney is looking to add a fulltime attorney effective 7/1/16 and the Department of Corrections is looking to hire two corrections officers. He stated they have switched insurance to save money. There has been \$5,000.00 added to Restorative Justice for Recovery Court. Commissioner DeVoy stated they have also added funding for CASA of NH. Rep. Tilton asked if there are any general questions from the Delegation Members. Rep. Gallagher asked why there was a difference in the Commissioners Nursing Home projected revenue and the Interim Nursing Home Administrators projection. Commissioner DeVoy stated they believe their number is conservative because they don't know what the state or feds will cut. Rep. Tilton stated they would look at revenue first. There was no more questions in regards to the revenue. Rep. Tilton asked if there were any questions for the expenditures. Rep. Gallagher asked why there was a 21% increase in IT. County Administrator Shackett stated it is to update the infrastructure. Rep. Tilton stated committees will be assigned to departments for review. He stated there would also be committees for outside agencies. Rep. Gallagher asked if it would be possible to get a break out of interest for debt services. Commissioner DeVoy stated it would be possible. Rep. Tilton



stated the general fund numbers are skewed due to the jail. He stated a break out was needed for debt services in the nursing home. Rep. Gallagher asked about the increase in workmen's compensation. Commissioner DeVoy stated our rates went up 15%. Rep. Hurt asked why the rates went up. Commissioner DeVoy stated they reviewed the history and we pay in less than our claims paid out. He stated the last three years have been very high. Rep. Gallagher complimented the Commissioners for bringing a zero based budget and stated it is a good starting point. Barbara Howard asked about the lifts in the nursing home and asked if there is proper training. Commissioner DeVoy stated he would ask the consultant. County Administrator Shackett stated there is an orientation process and constant training for staff. Mrs. Howard asked about the large increase in travel for the nursing home. Commissioner DeVoy stated it is for patients that need special transportation for appointments. **The public meeting was closed by Rep. Tilton at 7:38pm.** Rep. Hurt asked Commissioner Burchell about the addition of CASA of NH. Commissioner DeVoy stated they need the money to get advocates for children. Commissioner Burchell stated they serve 130+ families and it is all volunteers. He stated it benefits the County. Rep. Howard asked about the water usage in the laundry department. Commissioner DeVoy stated with LRGH using the laundry it probably drove up the cost. County Administrator Shackett stated there is a long standing agreement with LRGH that we help each other out should our laundry facilities fail. Rep. Tilton stated they are only allowed a percentage of the overall budget in contingency. He stated grants should be focused in departments. Commissioner Burchell stated they discussed putting money in contingency for the roof repair. Rep. Tilton asked if there was any money in capital improvements. Facilities Manager Muzzey stated there is a page separate for capital improvements. Commissioner DeVoy stated the roof was redone 10 years ago and the shingles are curling. He suggested fixing in sections or adding the cost to the jail bond. Rep. Tilton stated the last board gave a separate sheet for capital improvements and that it should be updated. Rep. Gallagher stated he is mystified with the difference between the consultant's revenue and the Commissioners. Commissioner DeVoy state what the consultant predicted is what we received this year for revenue. Rep. Gallagher stated we want to make sure we are not underfunding revenues. Commissioner Burchell stated the Nursing Home revenue estimates are reasonable. He stated we don't know when Medicaid Managed Care is going to go into effect. Rep. Tilton stated there will be sub-committee meetings with departments starting in January and would like the budget process completed in a reasonable timeframe.

**Adjourn:** M/Luther, S/Frasers to adjourn at 8:08 pm. Unanimous vote. **Motion passed.**

Respectfully submitted,



Brian Gallagher, Clerk of the Delegation



**Executive Committee Meeting Minutes**  
**December 30, 2015 at 4:00 pm**

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

Absent: Representative Comtois.

**Minutes 12/2/15:** M/Flanders, S/Tilton to approve the minutes of 12/2/15. Unanimous. **Motion passed.**

**Transfer Request 2015.44:** Commissioner DeVoy stated this request is for the County Attorney's Office to cover wages and the medical examiner. Rep. Gallagher asked if this transfer will cover wages for this fiscal year. Commissioner DeVoy stated it would. M/Flanders, S/Tilton to approve transfer request #2015.44 in the amount of \$9214.00. Unanimous. **Motion passed.**

**Transfer Request 2015.45:** Commissioner DeVoy stated this transfer is to cover wages and health insurance for Administration. Rep. Tilton asked why money was being put in health insurance when the year-end projection is a surplus. Commissioner DeVoy stated that was an error. M/Tilton, S/Flanders to simply transfer \$950.00 from telecommunications to wages. Unanimous. **Motion passed.** Rep. Hurt asked what telecommunications was. Administrator Shackett stated it was the phone costs.

**Transfer Request 2015.46:** Commissioner DeVoy stated this transfer is to cover health insurance in Administration. M/Tilton, S/Gallagher to approve transfer request #2015.46 in the amount of \$108.00. Unanimous. **Motion passed.**

**Transfer Request 2015.48:** Commissioner DeVoy stated this was to cover group health insurance. M/Flanders, S/Gallagher to approve transfer request #2015.48 in the amount of \$96.00. Unanimous. **Motion passed.**

**Transfer Request 2015.49:** Commissioner DeVoy stated this was to cover full-time wages in the Nursing Home. He stated the turnover is much better. M/Flanders, S/Tilton to approve transfer request #2015.49 in the amount of \$8,000.00. Unanimous. **Motion passed.**

**Transfer Request 2015.50:** Commissioner DeVoy stated this was to cover electricity costs. He stated the extra costs are from the Courthouse occupants. Rep. Hurst asked why rent was not being paid by the outside agencies that are occupying the courthouse. Commissioner DeVoy

stated that would be something to discuss in the budget. Rep. Gallagher asked if this is what we believe the bill will be to get us through the year. Commissioner DeVoy stated yes. Rep. Sylvia asked if this was just for the Courthouse. Commissioner DeVoy stated Facilities Manager Muzzey stated it was. Administrator Shackett stated there are three separate meters, Courthouse, Jail and the Sheriff, Nursing Home and Administration are all on one. Rep. Vadney asked if there is a percentage for distribution. Administrator Shackett stated there was. M/Flanders, S/Tilton to approve transfer request #2015.50 in the amount of \$5000.00. Unanimous. **Motion passed.**

**Transfer Request 2015.51:** Commissioner DeVoy stated this transfer is to cover medical expenses in the jail. He stated an inmate was sent to LRGH and then to Dartmouth. Commissioner DeVoy stated that Superintendent Gray is meeting with LRGH and Merrimack County to talk about the bills. Rep. Hurt asked who the bills were from. Commissioner DeVoy stated Dartmouth, LRGH, Laconia fire, and Concord physician services. Rep. Gallagher stated it was being suggested to pay the bills and get a recovery from insurance, he asked what if we do the reverse. Commissioner DeVoy stated if the bills are not paid on time we will be charged late fees and interest. He stated that Merrimack County has an employee that does only billing for inmates. Rep. Gallagher stated we should look into paying only the small bills. Rep. Vadney asked if this was all the bills. Commissioner DeVoy stated we were expecting more bills. Rep. Gallagher stated there is an opportunity for negotiations. He stated if the transfer is approved the negotiation ability will be given away. Rep. Gallagher suggested paying the small bills if it is in the budget. Commissioner DeVoy stated we own the bills and they need to be paid. Rep. Vadney stated it is complicated that there are 3 or 4 different groups to negotiate with. Commissioner DeVoy stated there are 14 different agencies involved. Administrator Shackett stated if a department has invoices and they are not putting them into Munis then we are not showing the true debt of the County. Rep. Gallagher asked if money can be taken from with the corrections budget to pay the bill. Commissioner DeVoy stated it would be cleaner to transfer from surplus. Rep. Sylvia asked if the Laconia fire bill was for transportation. Commissioner DeVoy stated it was. Rep. Tilton stated we should do a clean transfer and trust the professionals to do their jobs. He stated we do not want to have to schedule meetings every day to approve transfers. Rep. Sylvia suggested the transfer only be approved for the amount of bills already received. Commissioner DeVoy stated we will be back to ask for more transfers once we receive the remaining bills. M/Flanders, S/Tilton to approve transfer request #2015.51 in the amount of \$150,000.00. 2-4 Rep. Sylvia, Hurt, Gallagher and Vadney opposed. **Motion failed.** M/Sylvia, S/Hurt to amend transfer request #2015.51 to \$112,000.00. Unanimous. **Motion passed.**

**Transfer request 2015.52:** Commissioner DeVoy stated this is to cover the engineering contract for the community corrections and keep the project moving. Rep. Sylvia stated there is no money spent out of capital projects. Commissioner DeVoy stated we have entered into a contract for a new timekeeping system County wide and encumbered \$20,000.00 for electronic medical records in the Nursing Home. Rep. Gallagher spoke about the grant (65 % funding) that

the Veterans home received for electronic medical records. Commissioner DeVoy stated that was a Veterans Administration grant. Rep. Vadney asked if there is a monthly cost. Commissioner DeVoy stated there would be. Rep. Hurt asked you how figure of \$185,000.00 in extra revenue was figured. Commissioner DeVoy stated the consultant had figured it. Rep. Gallagher stated this is for services that have not yet occurred and asked why not use next year's money. Administrator Shackett stated there have been three contracts signed for the community corrections project. She stated the project will stop if the money is not encumbered. Rep. Tilton stated as far as spending in 2016 the line items can be spent like this year. He stated projects cannot be spent until the budget passes. Rep. Tilton stated the money is needed to guarantee the payment of contracted services. He stated this is done all the time and is very logical. Commissioner DeVoy stated the architects have been working all along. Rep. Gallagher asked if the work that will be provided will be done next year. Administrator Shackett yes but they have been working all along. She stated the question is permission to transfer the money. Rep. Vadney asked if this is approved will next year's budget go down. Commissioner DeVoy stated it would not. Commissioner Burchell stated there is a contingency line in 2015 why couldn't we rely on that. Rep. Tilton stated that would bring the committee to micromanaging and this would be a cleaner way. M/Flanders, S/Tilton to approve transfer request #2015.52 in the amount of \$20,000.00. Rep. Tilton asked if this is not approved does it hold up the on-going project. Rep. Hurt asked what is meant by on-going project. Rep. Tilton stated the jail. Rep. Sylvia stated it seems like not approving would hold up the project and wants to move forward. 5-1 Rep. Gallagher abstained. **Motion passed.**

**Transfer Request 2015.54:** Commissioner DeVoy stated this is to cover office supplies in Administration. M/Gallagher, S/Hurt to approve transfer request #2015.54 in the amount of \$350.00. Unanimous. **Motion passed.**

**Transfer Request 2015.56:** Commissioner DeVoy stated this is to health insurance in the Nursing Home Activities Department. Rep. Tilton noted that the account was already over expended. Administrator Shackett stated this transfer will cover until the end of the year. M/Hurt, S/Gallagher to approve transfer request #2015.56 in the amount of \$4,003.00. **Motion passed.**

**Transfer Request 2015.57:** Commissioner DeVoy stated this is to cover the shifting cost of Nursing Home Medicare expenses. M/Flanders, S/Tilton to approve transfer request #2015.57 in the amount of \$61,465.00. Unanimous. **Motion passed.**

**Transfer Request 2015.58:** Commissioner DeVoy stated this is to cover personnel cost for employee change in the Nursing Home Laundry Department. M/Hurt, S/Flanders to approve transfer request #2015.58 in the amount of \$750.00. **Unanimous. Motion passed.**

**Public Comments:** Rep. Howard asked about the \$46,000.00 transfer request listed on form for #2015.52. Commissioner DeVoy stated it went to inmate programs in the jail. Rep. Howard

asked if the capital expenses for the kiosks would increase revenue in the Nursing Home next year. Commissioner DeVoy stated it would take two years to see an increase. Rep. Howard stated that the County needs to take responsibility for the inmates if they get hurt. He asked if the County has looked into liability insurance for this. Administrator Shackett stated that we have liability to cover negligence.

**Adjourn:** M/Tilton, S/Gallagher to adjourn the meeting at 5:40 pm. Unanimous. **Motion passed.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brian Gallagher", written in a cursive style.

Brian Gallagher

Clerk, Executive Committee