

# Belknap County New Hampshire



## 2017 Annual Report





### **Belknap County Seal**

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

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

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

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

# Belknap County, New Hampshire

## HISTORY

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

The seat of Belknap County is based in Laconia and provides support to the citizens of ten towns and one city in the form of the following services: 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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## **2017 Belknap County Officers**

### **COMMISSIONERS**

David D. DeVoy, Chairman  
Glen Waring, Vice-Chairman.  
Hunter Taylor, Clerk

### **COUNTY ADMINISTRATOR**

Debra A. Shackett

### **COUNTY TREASURER**

Michael G. Muzzey

### **COUNTY ATTORNEY**

Andrew Livernois

### **SHERIFF**

Michael Moyer

### **REGISTER OF DEEDS**

Judy McGrath

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

Keith Gray

### **RESTORATIVE JUSTICE PROGRAM DIRECTOR**

Mike MacFadzen

### **NURSING HOME ADMINISTRATOR**

Shelley Richardson

### **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)**

Marc Abear

Glen Aldrich

Norman Silber

Herb Vadney

District No. 3

**Laconia (4)**

Donald H. Flanders

David Huot

Peter Spanos

Franklin T. Tilton

District No. 4

**Sanbornton, Tilton (2)**

Dennis H. Fields

Timothy Lang

District No. 5

**Alton, Gilmanton (2)**

Michael Maloney

Peter Varney

District No. 6

**Belmont (2)**

John Plummer

Michael Sylvia

District No. 7

**Barnstead (1)**

Barbara Comtois

District No. 8

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

Raymond Howard, Jr.

District No. 9

**Belmont, Laconia (1)**

Charlie St. Clair

**Executive Committee**

Marc Abear – Glen Aldrich

Raymond Howard – David Huot – Peter Spanos

Michael Sylvia – Herb Vadney – Peter Varney

## **Belknap County Directory**

### **Board of Commissioners**

**Chairman:** David D. DeVoy, 34 County Drive, Laconia, NH 03246  
**Vice Chairman:** Glen Waring, 34 County Drive, Laconia, NH 03246  
**Clerk:** Hunter Taylor , 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**

Andrew Livernois, 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**

Michael Moyer, 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**

Mike MacFadzen, 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**

Shelley Richardson, 30 County Drive, Laconia, NH 03246

**527-5410**  
**Fax: 527-5419**

### **Human Resource Generalist**

Deb Laflamme, 34 County Drive, Laconia, NH 03246

**527-5400**  
**Fax: 527-5409**

## **Report of the County Commissioners**

In 2017, Belknap County experienced some major pluses and some serious setbacks. On the positive side. The Belknap County Nursing Home was ranked by U.S. News and World Report as 5<sup>th</sup> out of the 75 licensed nursing homes in the State. Our new Community Corrections Center was completed and ready for its first year of operation with programming and staffing in place to begin the anti-recidivism effort for which the facility was designed. The Nursing Home and Finance Departments worked together to streamline and drastically improve the billing and collections.

On the negative side, the County's financial position continued to deteriorate. The fund balance was reduced to a dangerously low amount which in turn resulted in a serious downgrade in the county's credit rating. Dangerously low levels of appropriations caused staffing shortages, morale problems, and inadequate resources.

Despite these challenges, our dedicated department heads and county employees continued to provide an admirable level of service.

The Board of Commissioners presented a three year financial plan to the Delegation, which would steadily rebuild the fund balance, increase spending to adequate levels, and manage tax increases with small but stable levels.

It is the view of the Commissioners that since all the counties operate the same general departments, it is unrealistic that Belknap County can properly operate these departments with significantly less money than any of the others; including much smaller counties.

With a return to more responsible budget preparation, the Commissioners are confident that the high quality of service that has been a Belknap County tradition.

Sincerely,

2018 Belknap County Commissioners

David DeVoy, Chairman

Glen Waring, Vice Chairman

Hunter Taylor, Clerk



## Statement of Appropriations and Revenue as Voted Belknap County

Form Due Date: **September 1 (or within 20 days of a Supplemental Meeting)**

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**

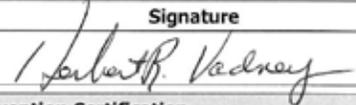
Phone: (603) 230-5090

Fax: (603) 230-5947

<http://www.revenue.nh.gov/mun-prop/>

**CERTIFICATE OF VOTE**

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

Chairperson Certification	
Printed Name	Signature
HERBERT R. VADNEY	
Clerk of County Convention Certification	
Printed Name	Signature
MARC R. ABBAR	

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:  
<https://www.proptax.org/>

Proposed Appropriations			
Account Code	Purpose of Appropriation	Article	Appropriation as Voted
<b>General Government</b>			
4110	County Convention Costs	1	\$12,200
4120	Judicial		\$0
4122	Jury Costs		\$0
4123	County Attorney's Office	1	\$822,248
4124	Victim Witness Advocacy Program		\$0
4130	Executive	1	\$372,215
4150	Financial Administration	1	\$276,461
4151	Treasurer		\$0
4153	Other Legal Costs		\$0
4155	Personnel Administration		\$0
4191	Planning and Zoning (Unincorporated Places)		\$0
4192	Medical Examiner		\$0
4193	Register of Deeds	1	\$378,330
4194	Maintenance of Government Buildings	1	\$593,143
4196	Insurance Not Otherwise Allocated		\$0
4198	Contingency	1	\$75,000
4199	Other General Government	1	\$164,345
<b>Public Safety &amp; Corrections</b>			
4211	Sheriff's Department	1,2	\$2,063,092
4212	Custody of Prisoners		\$0
4214	Sheriff's Support Services		\$0
4219	Other Public Safety	1	\$496,500
4230	Corrections	1,2	\$3,909,227
4235	Adult Probation and Parole	1	\$194,603
<b>County Farm</b>			
4301	Administration		\$0
4302	Operating Expenditures		\$0
4309	Other County Farm		\$0
<b>County Nursing Home</b>			
4411	Administration	1	\$11,584,696
4412	Operating Expense		\$0
4439	Other Health		\$0
<b>Human Services</b>			
4441	Administration	1,2	\$6,343,524
4442	Direct Assistance		\$0
4443	Board and Care of Children		\$0
4447	Special Outside Services		\$0
4449	Other Human Services	1	\$47,907
<b>Cooperative Extension Services</b>			
4611	Administration	1	\$152,216
4619	Other Conservation	1	\$60,000
<b>Economic Development</b>			
4651	Administration		\$0
4652	Economic Development		\$0
4659	Other Economic Development		\$0

## Proposed Appropriations

Account Code	Purpose of Appropriation	Article	Appropriation as Voted
<b>Debt Service</b>			
4711	Principal - Long-Term Bonds/Notes	1	\$198,608
4721	Interest - Long-Term Bonds/Notes		\$0
4723	Interest on Revenue Anticipation Notes		\$0
4750	Fiscal Agents' Fees		\$0
4760	Bond Issuance Costs		\$0
4790	Other Debt Service Charges		\$0
<b>Intergovernmental Transfers</b>			
4800	Intergovernmental Transfers		\$0
<b>Capital Outlay</b>			
4901	Land and Improvements		\$0
4902	Machinery, Vehicles, and Equipment		\$0
4903	Buildings		\$0
4904	Improvements other than Buildings		\$0
<b>Depreciation Expense</b>			
4905	Depreciation		\$0
4906	Amortization		\$0
<b>Interfund Operating Transfers</b>			
4911	Transfers to General Fund		\$0
4912	Transfers to Special Revenue Fund		\$0
4913	Transfers to Capital Projects Fund		\$0
4914	Transfers to Proprietary Fund		\$0
4915	Transfers to Capital Reserve Fund		\$0
4916	Transfers to Trust and Fiduciary Funds		\$0
<b>Total Appropriations</b>			<b>\$27,744,315</b>

<b>Estimated Revenues</b>			
<b>Account Code</b>	<b>Source of Revenue</b>	<b>Article</b>	<b>Estimated Revenue Ensuing Fiscal Year</b>
<b>Assessments/Taxes</b>			
3110	Property Taxes (Unincorporated Places)		\$0
3111	Municipal Assessment		\$0
3120	Land Use Change Taxes (Unincorporated Places)		\$0
3180	Resident Taxes (Unincorporated Places)		\$0
3185	Yield Taxes (Unincorporated Places)		\$0
3186	Payments in Lieu of Taxes (Unincorporated Places)		\$0
3187	Payments in Lieu of Taxes		\$0
3189	Other Taxes		\$0
3190	Interest and Penalties on Delinquent Taxes (Uninco		\$0
3191	Penalties on Delinquent Municipal Assessments		\$0
3200	Licenses, Permits, and Fees		\$0
<b>Licenses, Permits, and Fees</b>			
3220	Motor Vehicle Fees (Unincorporated Places)		\$0
3230	Building Permits (Unincorporated Places)		\$0
3290	Other Licenses, Permits, and Fees		\$0
<b>From the Federal Government</b>			
3319	Federal Grants and Reimbursements		\$569,000
<b>From the State of New Hampshire</b>			
3351	Shared Revenue - Block Grant (Unincorporated Place		\$0
3352	Incentive Funds	1	\$292,000
3354	Water Pollution Grants		\$0
3355	Housing and Community Development		\$0
3356	State/Federal Forest Land Reimbursements (Unincorp		\$0
3359	Other State Grants and Reimbursements	1	\$375,980
<b>Revenue from Other Governments</b>			
3379	Intergovernmental Revenues	1	\$175,000
<b>Charges for Services</b>			
3401	Sheriff's Department	1	\$362,000
3402	Register of Deeds	1	\$935,000
3403	County Corrections	1	\$111,400
3404	County Nursing Homes	1	\$9,661,500
3405	County Farm		\$0
3406	Cooperative Extension Service		\$0
3407	Maintenance Department		\$0
3409	Other Charges	1	\$0
<b>Miscellaneous Sources</b>			
3501	Sale of County Property		\$0
3502	Interest on Investments	1	\$11,500
3503	Rents of Property	1	\$265,000
3504	Fines and Forfeits		\$0
3505	Escheats		\$93,500
3506	Insurance Dividends and Reimbursements		\$0
3508	Contributions and Donations		\$0
3509	Other Miscellaneous Sources	1	\$14,290

Estimated Revenues			
Account Code	Source of Revenue	Article	Estimated Revenue Ensuing Fiscal Year
<b>Other Financial Sources</b>			
3911	Transfers from General Fund		\$0
3912	Transfers from Special Revenue Fund		\$0
3913	Transfers from Capital Projects Fund		\$0
3914	Transfers from Proprietary Funds		\$0
3915	Transfers from Capital Reserve Fund		\$0
3916	Transfers from Trust and Fiduciary Funds		\$0
3934	Proceeds from Long-Term Bonds/Notes		\$0
<b>Total Estimated Revenues</b>			<b>\$12,866,170</b>

<b>Budget Summary</b>	
<b>Item</b>	<b>Ensuing Year</b>
Total Appropriations as Voted	\$27,744,315
Estimated Revenues Ensuing Year	\$12,866,170
Fund Balance to Reduce Tax Rate	\$1,914,705
<b>Amount Certified to be Raised by Taxes</b>	<b>\$12,963,440</b>

March 20, 2018

Belknap County Executive Committee

Report of transfers, as directed by RSA 24:13, from the contingency fund.

The 2017 county budget appropriated \$75,000 to the contingency account.

The delegation executive committee voted to approve transfers from contingency;

- on July 10, 2017 transfer 2017.04, \$19,000 to delegation legal account,
- on October 11, 2017 transfer 2017.02, \$18,850 to debt service-interest account,
- on October 11, 2017 transfer 2017.05, \$1,000 to delegation meeting fees, and
- on December 11, 2017 transfer 2017.06, \$5,000 to delegation meeting fees.

Total contingency funds transferred in 2017 was \$43,850.



## 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, each major fund, and the aggregate remaining fund information of the County of Belknap, New Hampshire, as of and for the year ended December 31, 2016, and the related notes to the financial statements, which collectively comprise the County of Belknap, New Hampshire's basic financial statements as listed in the Table of Contents.

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

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

### **Auditors' 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 auditors' 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

\*To view a full copy of the most recent audit report go to [www.belknapcounty.org](http://www.belknapcounty.org)

on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

## **Opinions**

In our opinion, based on our audit and the report of the other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of the County of Belknap, New Hampshire, as of December 31, 2016, and the respective changes in financial position and the respective budgetary comparison for all budgeted funds 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 the Management's Discussion and Analysis, the Schedule of OPEB Funding Progress, the Schedule of Proportionate Share of the Net Pension Liability, and the Schedule of Pension Contributions be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with evidence sufficient to express an opinion or provide any assurance.

*Melanson Heath*

June 9, 2017

COUNTY OF BELKNAP, NEW HAMPSHIRE

STATEMENT OF NET POSITION

DECEMBER 31, 2016

	Primary Government Governmental Activities	Gunstock Area Commission (Component Unit - April 30, 2015)
<b>ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>		
Current:		
Cash and short-term investments	\$ 5,907,705	\$ 830,907
Restricted cash	45,300	-
Investments	-	268,548
Accounts receivable, net	1,293,250	37,856
Due from agency funds	11,930	-
Inventory	48,711	716,896
Prepaid expenses	-	58,092
Total current assets	<u>7,305,896</u>	<u>1,902,299</u>
Noncurrent:		
Restricted cash	-	820,462
Capital assets:		
Land	144,829	2,197,585
Construction in progress	2,718,263	1,859,163
Capital assets, net of accumulated depreciation	<u>8,319,362</u>	<u>11,270,682</u>
Total noncurrent assets	<u>11,182,454</u>	<u>16,147,902</u>
<b>TOTAL ASSETS</b>	<b>18,489,350</b>	<b>18,050,201</b>
Deferred Outflows of Resources - Pension Related	<u>3,466,618</u>	<u>-</u>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	<b>21,955,968</b>	<b>18,050,201</b>
<b>LIABILITIES AND DEFERRED INFLOWS OF RESOURCES</b>		
Current:		
Accounts payable	2,341,107	566,560
Accrued expenses	242,255	295,881
Deposits payable	-	56,067
Other liabilities	3,600	-
Restricted cash liability	3,436	-
Bond anticipation notes payable	4,000,000	-
Current portion of noncurrent liabilities:		
Bonds payable	555,000	905,000
Notes payable	11,135	-
Capital lease payable	56,311	172,312
Compensated absences	<u>383,776</u>	<u>-</u>
Total current liabilities	<u>7,596,620</u>	<u>1,995,820</u>
Noncurrent:		
Bonds payable	245,000	8,005,000
Notes payable	23,807	-
Capital lease payable	40,720	151,398
Compensated absences	122,456	-
Net OPEB obligation	1,320,584	-
Net pension liability	<u>15,514,164</u>	<u>-</u>
Total noncurrent liabilities	<u>17,266,731</u>	<u>6,156,398</u>
<b>TOTAL LIABILITIES</b>	<b>24,863,351</b>	<b>8,152,218</b>
Deferred Inflows of Resources:		
Pension related	993,542	-
Unearned revenue	<u>-</u>	<u>1,376,631</u>
<b>TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES</b>	<b>25,856,893</b>	<b>9,528,849</b>
<b>NET POSITION</b>		
Net investment in capital assets	3,802,016	8,914,192
Restricted	47,084	-
Unrestricted	<u>(7,750,025)</u>	<u>(392,840)</u>
<b>TOTAL NET POSITION</b>	<b>\$ (3,900,925)</b>	<b>\$ 8,521,352</b>

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



COUNTY OF BELKNAP, NEW HAMPSHIRE

GOVERNMENTAL FUNDS

BALANCE SHEET

DECEMBER 31, 2016

	<u>General</u>	<u>Capital Projects Fund</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
<b>ASSETS</b>				
Cash and short-term investments	\$ 3,937,987	\$ 1,960,627	\$ 9,091	\$ 5,907,705
Restricted cash	45,300	-	-	45,300
Accounts receivable, net	1,293,250	-	-	1,293,250
Due from agency funds	11,930	-	-	11,930
Inventory	<u>48,711</u>	<u>-</u>	<u>-</u>	<u>48,711</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 5,337,178</u></b>	<b><u>\$ 1,960,627</u></b>	<b><u>\$ 9,091</u></b>	<b><u>\$ 7,306,896</u></b>
<b>LIABILITIES AND FUND BALANCES</b>				
Liabilities:				
Accounts payable	\$ 1,928,144	\$ 409,092	\$ 3,871	\$ 2,341,107
Accrued expenses	232,917	-	-	232,917
Other liabilities	3,600	-	-	3,600
Restricted cash liability	3,436	-	-	3,436
Bond anticipation notes payable	<u>-</u>	<u>4,000,000</u>	<u>-</u>	<u>4,000,000</u>
<b>TOTAL LIABILITIES</b>	<b>2,168,097</b>	<b>4,409,092</b>	<b>3,871</b>	<b>6,581,060</b>
Fund Balances:				
Nonspendable	48,711	-	-	48,711
Restricted	41,864	-	5,220	47,084
Assigned	1,804,687	-	-	1,804,687
Unassigned	<u>1,273,819</u>	<u>(2,448,465)</u>	<u>-</u>	<u>(1,174,646)</u>
<b>TOTAL FUND BALANCES</b>	<b><u>3,169,081</u></b>	<b><u>(2,448,465)</u></b>	<b><u>5,220</u></b>	<b><u>725,836</u></b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b><u>\$ 5,337,178</u></b>	<b><u>\$ 1,960,627</u></b>	<b><u>\$ 9,091</u></b>	<b><u>\$ 7,306,896</u></b>

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

## **2017 Annual Report of the Belknap County Attorney**

### **To the Citizens of Belknap County:**

As the newly appointed County Attorney for Belknap County, I am proud to report on the activities of my office during the past year. Let me begin by saying that I am honored and humbled by the trust that has been placed in me by the members of the Belknap County Delegation, who voted to appoint me to serve out the remainder of Attorney Guldbrandsen's term, effective August 1, 2017. I have strived, and will continue to strive, to faithfully carry out the duties of this office, and to ensure the fair and impartial administration of justice in this County.

In my tenure as County Attorney, I have stressed the following key values to my staff, and have made sure that we display these principles in all that we undertake:

- Fairness – to see that the laws are executed fairly and impartially, without fear or favor toward any person, regardless of their social status, political affiliation, race, gender, etc.;
- Integrity – to ensure that our office is above reproach, and that nothing we do creates even an appearance of impropriety;
- Respect – respect for all members of the public who we interact with, including crime victims, defense lawyers, police officers, etc.
- Excellence – to have a complete understanding of the laws and the facts, and to be prepared whenever we enter the courtroom.

As Belknap County Attorney, I work at the direction of the Attorney General, and act in his stead as the chief law enforcement officer for the county. In that capacity, I oversee prosecutions of felony crimes (other than murder cases and certain drug cases handled by the Attorney General's Office) that occur in Belknap County. In my role as County Attorney, I work hand-in-glove with all 11 local police agencies in the County, as well as the State Police, County Sheriff's Office, 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.

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.

The core and foundation of this office is the team of experienced people who serve the County in a variety of capacities in the office. The team is now comprised of: the County Attorney and four full-time prosecutors, 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 20

years); and two legal secretaries (one is part-time). I am very proud of my staff and the extraordinary work that we do on behalf of the people of Belknap County. 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.

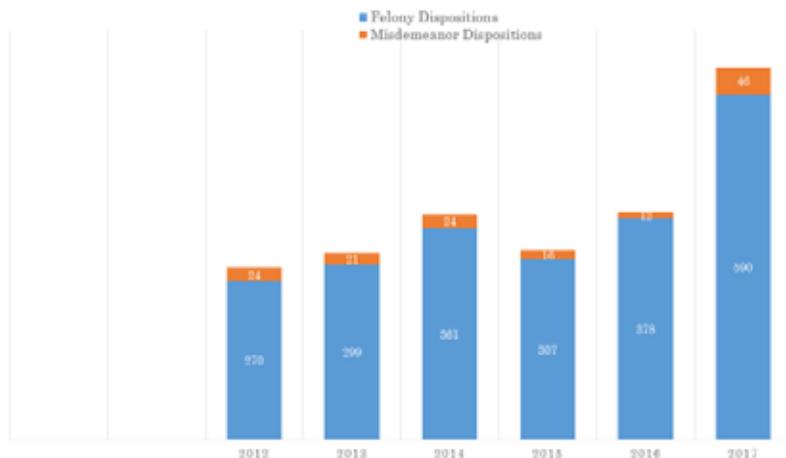
Crime does not stop when the work-day ends. And for that reason, as County Attorney, I am available 24 hours a day, 7 days a week, as a resource to provide legal advice and guidance to those police officers, to answer legal questions, and to respond to serious incidents, such as shootings, drug overdoses, and other unattended deaths. My staff and I coordinate closely with those police agencies in the prosecutions of crimes.

The caseload for the County Attorney's Office has continued to increase during this past year, a trend which shows no signs of abating. This obviously poses challenges to our staff, who have to contend with larger workloads. There are several factors which I believe are causing these increases – one is the set of changes that were made to the court system, known as “Felonies First” back in 2016. As a result of the new system, fewer cases are being disposed of in District Court, and more cases are ending up in Superior Court. The second factor is the ongoing opioid epidemic, which causes not only an increase in the number of drug-related crimes (possession of narcotics, sales of narcotics, etc.), but also an increase in other attendant criminal activity to support addicts' drug habits (thefts, burglaries, etc.).

The following charts show the increased caseload for our office over the past several years:



## DISPOSED CASES



Our office is involved in a number of initiatives to try to deal with the opioid epidemic and the resulting rise in criminal cases. First, in an effort to stop the supply of drugs, we are working closely with our law enforcement partners to try to step up prosecutions of large-scale drug dealers and distributors. In particular, we are trying to better coordinate efforts with the different police agencies to try to identify the sources of drugs into Belknap County and to try to build strong cases against those individuals. Second, in an effort to try to curb the demand for drugs, we are continuing our efforts to get more non-violent offenders whose criminality is primarily fueled by drug addiction into treatment and recovery. In that effort, we are committed to supporting and encouraging the use of non-traditional sentencing systems, such as Drug Court, the CORE program, and the Belknap County Diversion Program to try to help drug addicts into recovery.

During my tenure, I have also instituted a number of measures designed to improve the way in which we treat crime victims, and to ensure that those people who have been injured as a result of criminal behavior are treated with respect and dignity, and to ensure that they are not re-traumatized by the criminal justice system. To that end, I have applied for and received funding from the State of New Hampshire for hiring a second victim-witness advocate. This person will work alongside Barbara Belmont, our current victim witness coordinator, to provide services and support to all crime victims. The new victim-witness advocate will be available to help shepherd crime victims through the process, to provide information and answer their questions, and to help them obtain any necessary services and support (e.g. counseling, relocation expenses, reimbursement for medical bills, etc.). In addition, I have instituted a new program for more aggressively engaging in early-case assessment for all domestic violence and sexual assault cases. Under this new procedure, we are taking steps to ensure that we meet face-to-face with all

crime victims at the earliest stages of the prosecution, and that we stay in close contact with our victims throughout the criminal justice process, so that we can ensure their continued safety, and make sure that they do not feel abandoned by the process.

As County Attorney, I make every effort to be responsive and available to my constituents, and thus I welcome hearing from any members of the public who have concerns either about my office or about the enforcement of the criminal laws generally. I look forward to continuing to serve the people of this county into the future.

Respectfully yours,

Andrew B. Livernois  
Belknap County Attorney



Belknap County Department of Corrections  
2017 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 citizens of our community:

2017 was a year of tremendous change for the Department of Corrections. This annual report provides me with an opportunity to deliver information about various events that occurred in the Department of Corrections and also to provide insight into the types and numbers of detained individuals that entered our facility in 2017. The County Jail is responsible for providing for the care, custody and control of sentenced prisoners and pretrial defendants court ordered for detention.

### ***Incarceration Statistics for 2017***

The average daily population (ADP) for incarcerated inmates in the county facility was 86 for calendar year 2017. This was slightly lower than the ADP of 92 reported in 2016 and the same ADP reported in 2015. There were 1,759 bookings in 2017 with the following breakdowns:

- Number of sentenced prisoners: 264
  - Number of men: 194
  - Number of women: 70
- Number of pretrial detainees: 897
  - Number of men: 686
  - Number of women: 211
- Number of Protective Custody holds: 598
  - Number of men: 440
  - Number of women: 158

### ***Inmate Information***

Inmates held by the Department of Corrections in Belknap County fall into two main categories; sentenced and pretrial. Sentenced inmates have been convicted of either a felony or misdemeanor level offense while pretrial defendants are held in custody pending the outcome of their case(s). In accordance with state laws, convicted inmates serve time in county correctional facilities for up to a period of twelve months. Sentences for more than one year requires the prisoner to be transferred to the New Hampshire State Prison. 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 pretrial 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***

For the past ten years, Belknap County DOC has had two alternative sentencing options for sentenced inmates. If approved by the sentencing court, individuals that have served at least 14 days of their sentence inside the correctional facility could qualify for either the Work Release program or the Electronic Monitoring Bracelet (EMB) program. The Community Corrections Division is responsible for screening and monitoring these individuals. The Work Release program allows inmates to be gainfully employed in the community while spending their non-work hours inside the county jail. The EMB program is designed for inmates to live in their own residence with a GPS ankle device that tracks their location at all times. Both these programs generate revenue for the county as well. During 2017, 64 individuals participated in these programs generating \$47,686 in revenue to the General Fund for Belknap County. Specifically, the Work Release Program provided \$36,101 while the EMB Program provided \$11,585. During the past year, 24 different local businesses were involved in hiring inmates that were involved in our alternative sentencing programs. These businesses have made it possible for the Department of Corrections to place these individuals into employment opportunities that greatly improves their ability to become productive members of society. Additionally, the EMB Program allows for additional cost savings to the county by eliminating medical, food, laundry and other supply requirements for incarcerated inmates.

## ***Programs***

Belknap County Department of Corrections offers a variety of different programs to inmates. These programs are designed to provide educational opportunities, lifestyle change, self-improvement and recreational options to incarcerated individuals. We have been awarded a grant funded Career and Technical Education (CTE) program by the New Hampshire Department of Education since 2011. In 2017, 171 inmates received completion certifications through this program that includes Servsafe Employee, Servsafe Manager, OSHA-10, Lead Paint Removal and Computer Skills. These certifications have assisted many participants obtain employment after their release from custody. Also, 56 individuals attended parenting skills programs designed to improve family relationships and assist in the re-entry process for both incarcerated parents and their children and families.

Scores of volunteers continue to provide their time to make a difference in the lives of incarcerated individuals. Without volunteers, programs such as AA, NA, religious services, reading & writing classes, job skills, art classes and various recreational activities would not be possible. I am regularly impressed with the amount of Belknap County residents who support our programming goals by donating their time and efforts to a group of individuals in dire need of change. Many of our inmates have lost hope and severed ties with family and friends due to inappropriate choices. 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.



### ***Community Corrections Center***

After several years of planning, Belknap County opened a new 18,410 square foot facility in 2017. The Community Corrections Center was officially opened with a ribbon cutting ceremony on August 17, 2017. The first inmates assigned to the new building moved in on September 18, 2017. All inmates assigned to this section of the county jail are classified as sentenced and minimum security. These individuals work as trustees on the county complex, participate in the Work Release program or are assigned to the Corrections Opportunity for Recovery and Education program (CORE). The Department of Corrections has partnered with Horizons Counseling Center to provide treatment, counseling and education to inmates that have been assessed to be at high risk to continue misuse of alcohol and/or drugs. These individuals have been court ordered to participate in CORE as part of their sentencing requirements. Each person in the program will meet with clinicians and case managers to develop a reentry plan back to their communities. The program also is engaged with other resources in the local community as well to help with health care, housing arrangements, employment opportunities and continued counseling. We are very excited to begin this new chapter in the history of the Department of Corrections.

## 2017 Reflection

The year of 2017 saw the biggest transformation in the history of Belknap County Department of Corrections. The opening of the Community Corrections Center signified the philosophical change in managing a large segment of our inmate population. We are committed to preparing inmates for their reentry back to the community. Our CORE program is designed for that purpose and we are determined to ensure that lost hope is returned to inmates as well as their families and friends. I am so proud of the work my officers and staff accomplish every day in support of our mission. These proud professionals manage a segment of our population that many of their family members and friends have given up on. We must continue to strive to improve their lives and remember that each person is a valuable resource. Now with a new building along with the CORE reentry program the Department of Corrections will be directly involved with improving the quality of life for many our citizens for years to come!

Respectfully submitted,

*Keith C. Gray*

Keith C. Gray  
Superintendent

# Belknap County Sheriff's Department

## 2017 County Report

Mike Moyer – Sheriff  
David Perkins - Chief Deputy  
William Wright – Criminal Sergeant  
Robert Nedeau – Civil Sergeant  
Dispatch Supervisor - Cheryl Keenan



*“A tradition of Excellence in County Law Enforcement for Over a Century”*

By state law, The Sheriff's Department is a full-service law enforcement agency like any other in New Hampshire. However, the Office of the Sheriff is responsible for additional duties that are unique to the Sheriff's and his Deputies. These duties are provided by a group of dedicated deputies, communication specialists, court officers and civilian personnel. 2017 was a particularly tough year, as we were working with unanticipated budgetary restrictions. All of our employees were able to work together and get the job done. A summary of the various divisions, and related responsibilities and accomplishments for 2017 are highlighted below.

### **CIVIL PROCESS**

The Sheriff's Departments are the only law enforcement agencies in New Hampshire with the authority to serve civil process, consisting of legal documents requiring service and return. This includes subpoenas, writs, landlord-tenant documents, property attachments, petitions, motions, ex-parte' court orders, and evictions. Many of these legal proceedings involve sensitive and potentially dangerous situations such as domestic violence and other restraining orders, forced evictions and custody orders. Deputies involved in these matters conduct themselves with sensitivity and professionalism. The Department also generates revenue from the service of process throughout Belknap County.

TOTAL CIVIL PROCESS SERVED 2017: **2,847**

FEES COLLECTED/RETURNED TO COUNTY 2017: **\$99,751.33**

## **PRISONER TRANSPORTS**

The Sheriff's Department is responsible for the transportation of persons incarcerated anywhere in the State of New Hampshire who are ordered to appear in a court of jurisdiction within Belknap County. This includes transports to and from other county jails, State Prison facilities in Concord and Berlin, local and in state medical facilities, motor vehicle hearings and other events. The Sheriff is also statutorily required to transport person to the New Hampshire State Hospital or other appropriate facility pursuant to any Involuntary Emergency Admission (IEA) proceeding. Lastly, we arrange for transports of wanted persons who are located in other states and coordinate extradition proceedings.

TOTAL TRANSPORT 2017: **2689**

TOTAL IEA TRANSPORTS (CIVIL) 2017: **74**

## **CRIMINAL INVESTIGATIONS**

The Criminal Investigation Division is staffed with investigators highly trained and experienced in crime scene processing and reconstruction, evidence processing, forensic interviewing, photography and the use of other specialized equipment. The Criminal Division consists of (3) Detectives and (1) Detective Supervisor (Sgt.) The detectives responsibilities are as follows: (1) Detective is assigned to the NH Joint Fugitive Task Force and is the primary responder for the department's Criminal Warrants, (1) Detective is assigned as the primary contact for Jail related incidents and crimes, as well as the primary sexual assault investigator and prosecutor, (1) Detective is assigned to respond to civil/family court warrants and various investigation assignments. The supervisor conducts various investigations and assumes the more complex/sensitive investigations (e.g.: internal affairs, County Attorney Investigations, Court Investigations). They conduct a majority of the county back ground investigations for the County Attorney's Office, County Administration and Sheriff's Office. They are also a direct resource to the Courts.

### **Totals for Criminal Division Employees Only:**

Arrests: **381** (Total BCSO arrest for year 2017: **466**)

Offenses: **127**

Citations: **99**

Accidents: **4**

Civil Paperwork: **172**

Transports: **435** (includes Extraditions conducted specifically by Detective)

Calls for Service: **1614**

Extraditions: **10** (coordinated, not all were conducted by Detective)

## **COMMUNICATIONS**

The communications center provides services for nine towns in Belknap County as well one contracted town in Merrimack County (Northfield). In addition to the local towns, the communications center takes calls and dispatches for the local Fish and Game Officers, Liquor Investigators, Medical Examiners and County Attorney’s Office. The communications office is in operation 24 hours a day, 365 days a year. They provide State Police Online Telecommunication Systems (SPOTS) services for agencies without a dedicated SPOTS terminal. The communications center also relays information to the local patrol officers and agencies to ensure efficient and timely response to emergencies and request for services.

DISPATCH CALLS FOR SERVICE 2017: **46,618**

CALLS FOR SERVICE (BCSO) 2017: **7,883**

CRIMINAL HISTORY REQUEST 2017: **2,148**

LOG NOTES 2017: **73,153**

## **COURT SECURITY**

The Sheriffs are required to provide security at the various state courts within their respective counties. For us that would be the Belknap Superior Court and Probate Court. The Sheriff is also responsible for custody and control of prisoners appearing at the New Hampshire 4<sup>th</sup> Circuit Court (Laconia District Court). In 2017 the Drug Court was moved to the Superior Court giving our deputies more responsibilities there. A significant part of the responsibilities of the Court security Staff is screening persons entering the facility to ensure that no dangerous or illegal weapons, materials or devices are brought into the court house. A summary of the items screened is shown below:

<b>ITEMS</b>	<b>TOTAL</b>	<b>ITEMS</b>	<b>TOTAL</b>
HANDGUN	0	KUBATON	2
AMMO/ROUNDS	10	SCREW DRIVER / WRENCH	2
AMMO CLIPS/MAGAZINES	1	MACE/CHEMICAL AGENTS	9
KNIVES	152	UMBRELLA	2
UTILITY KNIFE	10	WISE GRIPS	0
RAZOR	0	LEATHERMAN / MULTI-TOOL	15
SCISSORS	6	P-38	4
KNITTING NEEDLES	2	SYRINGE	0
SAFETY PINS	0	CHAIN	1
HANDCUFF KEYS	2	NAIL FILE	3
BRASS KNUCKLES	0	WIRE CUTTER	2
THROWING STAR	0	OTHER ITEMS *	10

\* Refers to articles such as radios, recording devices, and cameras etc. that were taken and returned.

## **BELKNAP REGIONAL SPECIAL OPERATION GROUP**

The Belknap County Operations Group (BRSOG) is now in its 16<sup>th</sup> year of operation. The BRSOG is comprised of highly trained law enforcement officers, emergency medical professionals and communication specialist from various agencies throughout Belknap County. Once selected, all team members undergo regular, intensive and demanding training. Team members are prepared for immediate response 24 hours a day.

Critical Incident Activations: **07**

In conclusion, I would like to thank the County Commissioners for recognizing the important work the agency does day in and day out.

Respectfully submitted,

Mike Moyer

High Sheriff of Belknap County



## Belknap County Restorative Justice

### 2017 Annual Report

The year of 2017 brought many changes to the Restorative Justice Department. Brian Loanes retired as Director of the program after sixteen (16) years of service to Belknap County. Michael MacFadzen was appointed as Director of the Restorative Justice Program. Samantha Wooten was hired to fill the vacated Case Manager position. She has a Bachelor's of Science degree in Forensic Psychology and brings great knowledge and experience to the Restorative team.

The Restorative Pay Day Food Drive continues to be a success. Many donations of non-perishable food items, personal hygiene items and pet food have been collected and donated to the food pantries and soup kitchens in the area. During the summer the donation go to the Laconia Got Lunch Program and the Summer Lunch program at the Lakes Region Boys and Girls Club. These donations directly serve the youth of the area who are in the greatest need of nutritionally sound meals when the school breakfast and lunch programs are not available in the summer. We are grateful and appreciative of the donations throughout the year. During December 2017 we ran a clothing drive for the New Beginnings organization. We collected coats, hats, gloves, and blankets which were donated to support women and children who are victims of domestic violence and are often times forced to leave their homes with literally the clothes they are wearing at the time.

Community service continues to be a major component of the adult and juvenile diversion contracts. During 2017 we conducted 1297.25 hours of community service. These projects range from Spring/Fall clean-ups to gardening to assisting the Laconia Housing Authority with moving projects. The gardens at the Belknap County Complex and Nursing home are one example of these efforts. The gardens are planted, watered and weeded in conjunction with the UNH Co-operative Master Gardeners program and our volunteers.

During 2017 our program served 20 juvenile clients, 54 adult felony and misdemeanor clients, 31 educational services only clients and 118 pre-trial bail supervision clients. This totals 223 clients served for 2017.

Our juvenile program is accredited by the NH Juvenile Court Diversion Network. Recidivism statistical data gathered by the Network indicates that 84.5% of our juvenile clients that complete the program have no repeat offenses within one year of completion. Data also shows that 65.4% do not have a repeat offense within three years of completion. Our program has a 5.4% higher rate of success than the State of New Hampshire average.

Our adult program consists primarily of 18-25 year old clients. The adult program is composed of individuals with misdemeanor or felony level offenses. Many of these clients come in with significant substance misuse issues. Completion statistics show that 74% of the adults who successfully complete the program do not have a new offense or arrest within three years. These success rates provide a tremendous cost savings for the Belknap County tax payer.

Pre-Trial Services continues to present with unique challenges. This bail supervision program for defendants awaiting trial takes many resources to attend to. The goal of pre-trial services is to ensure the defendant appears at all court ordered hearings, complies with bail orders of the Court and public safety. These clients are more than fifty percent of our case load and come with no additional funding for supplies or other necessary requirements to ensure compliance. This program is developing and we are working with the County Attorney and the Community Corrections program to meet the needs of the program while ensuring compliance and public safety.

We continue to look forward to working with our partners in the Corrections Dept., County Attorney's office, Law Enforcement, schools, businesses, community organizations, and the residents of Belknap County in the coming year to reduce crime and make our communities safer.

Respectfully Submitted;

Michael A. MacFadzen, Director  
Belknap County Restorative Justice

Belknap County Nursing Home  
Annual Report 2017

To the Honorable Commissioners of Belknap County, the Elected Legislative Representatives of the County Delegation, and to the residents of Belknap County:

Belknap County Nursing Home continues to provide service to the people of the Lakes Region since 1835. The Belknap County Nursing Home has a bed census capacity of 94 residents providing twenty-four hour care seven days a week. The facility offers traditional Long Term Nursing Care and Skilled Care allowing residents to utilize their Medicare benefit and have up to a 100 day Rehabilitative stay thus allowing them to return home. A combination of approximately 156 full or part-time employees render care and provide facility operations through the following divisions: Activities, Administrative, Dietary, Housekeeping, Laundry, Maintenance, Nursing and Social Services. Belknap County also provides Physical Therapy, Occupational Therapy and Speech Therapy services along with a collaborative Restorative Nursing Program.

The overall census for 2017 held steady with an average census of 90 residents per day. This represents a daily occupancy rate of 96%. The Belknap County Nursing Home served a total of 117 admissions in 2017. Belknap County accepts Private pay, Medicare and Medicaid payment resources.

The Belknap County Nursing Home annual inspection survey was performed in December by the New Hampshire Department of Health and Human Services. The Belknap County Nursing Home rates 5 Stars overall in the Center for Medicare and Medicaid 5-Star rating system. This rating is based on Staffing levels, Care-Quality Indicators, Number of Registered Nurses and Health Inspection Scores. In addition, 73 NH Nursing Homes were recognized in U.S. News and World Report; BCNH was one of eleven that was awarded Overall Top Performing in NH. Once again, Congratulations and Thanks were shared with all staff for their hard work, participation and commitment to quality care for our residents.

On January 5, 2017, Shelley Richardson R.N., BSAS, NHA earned the position of Belknap County Nursing Home Administrator.

One of the goals set forth by the Belknap County Nursing Home was to implement electronic medication administration records (eMAR) in the Nursing Division. With the implementation of this program we moved forward towards the electronic medical records requirements set forth by Federal regulations and requirements.

Belknap County welcomed back students from Lakes Region Community College Nursing and Licensed Nursing Assistant programs along with the Huot Center of Laconia LNA program and Plymouth High School LNA Program.

Some notable events during this year residents and staff participated in:

- Belknap Buzz news articles updating the community to our “goings on” in the Laconia Daily Sun
- Environmental Committee within the facility continues to enhance and strive for a more “homelike environment”

- Painting and Art Classes
- Nursing Home Week Activities
- Wii Bowling Teams with residents and staff partners
- Training and In-Services on the mobile iN2L resident computer system tailored for individual and activity group projects
- Monthly Resident Spotlight Article
- Monthly Shooting Star for Employee Recognition
- Second Annual Christmas Tree Lighting Ceremony in our courtyard
- Annual Holiday Craft Fair
- FEMA Training and Emergency Preparedness
- Mandatory In-service Training Requirements:
  - o Abuse and Neglect (Resident Rights)
  - o Infection Control
  - o Fire Safety
  - o Dementia training

We welcomed the following Department Heads to our team:

- Dietary Manager
- Dietician
- Environmental Services Director
- Social Service Director

As we look to the future, Belknap County Nursing Home will focus on the following requirements and projects:

- Engagement in the continued education and training for the rules of participation that have been established by the Center for Medicare and Medicaid Services (CMS) timeline of 2017-2019
- Customer Service Initiative Program complimenting Resident Centered Care – “The Disney Way”
- Preparing and educating our facility to the prospect of adopting some semblance of Managed Care Requirements set forth by CMS

The Belknap County Nursing Home continues to take pride in providing care and receiving support from the community it serves. We strive to manage and provide care in the most financially responsible manner possible aligning our goals of positive resident outcomes and relying on effective and efficient focuses. Belknap County Nursing Home continues to maintain our mission statement, “To care for our residents, as ourselves, with compassion, dignity, and respect.”

Respectfully submitted,

Shelley Richardson R.N., BSAS., NHA

## Belknap County Registry of Deeds

### 2017 Annual Report

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

The Register of Deeds is responsible for the management and protection of the public land records and the documents it contains pursuant to NH RSA 478:1. Land records in Belknap County date back to 1765 when we were part of Strafford County. In addition to being safely preserved here at the Registry, all documents and plans are stored at two off-site locations on two different types of media to insure that we would be able to re-create the Registry records in the event of a disaster.

Many types of documents, including mortgages, plans, assignments, deeds and discharges, are recorded here and become a permanent part of the chain of title for the property. We also provide the 10 towns and 1 city information regarding the sale of properties in the county for tax purposes.

The Registry of Deeds has been successfully accepting documents for recording electronically since November 2016. Approximately 33% of recordings are currently received through e-recording. This is a cost-effective convenience for the users of the Belknap County Registry of Deeds.

I would like to remind property owners of Belknap County that property fraud continues to be a fast growing white-color crime. The Registry continues to offer Property Fraud Alert protection through our vendor, Fidlar Technologies. This free service can be accessed through our website at [www.nhdeeds.com](http://www.nhdeeds.com).

Total volume of records recorded in 2017 remains consistent with the overall count from 2016. A total of 14,010 documents were recorded in 2017, representing a slight decrease of 488 documents.

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 on the State of New Hampshire Real Estate Transfer Tax (RETT) and LCHIP Fee (Land and Community Heritage Investment Program). Total revenue for 2017 is as follows:

RETT 4% Commission & Recording Fees	\$907,794.00
Surcharge Fees	\$ 27,190.00
LCHIP 4% Commission Fee	\$ 9,834.00
<b>TOTAL</b>	<b>\$944,818.00</b>

Operating expenses for this office in 2017, which includes salaries and all other costs, totaled just over \$356,740.00 leaving a net contribution of approximately \$588,000.00 to the County's General Fund.

I would like to thank the members of the registry staff, Caitlin Selfridge, Terry Folsom and Cindy Beede for their continued hard work and dedication. It is a pleasure to work with these individuals each day. I would also like to acknowledge the Belknap County Board of Commissioners and members of the Belknap County Administrative team for their continued assistance and support to this office.

Respectfully submitted,

Judith A. McGrath,

Register

Belknap County Delegation  
Budget Work session Minutes  
1/9/17 @ 9:00am  
Belknap County Complex, Laconia NH

Members present: Representatives Maloney, Silber, Flanders, Fields, Abear, Spanos, Vadney, Howard, Sylvia, Aldrich, Huot, Plumer, Frasier, Lang, and Comtois.

Absent: Representatives Tilton, Varney, and Fisher

Chairman Vadney thanked the outgoing Representatives for their service. He explained the process he planned to follow for reviewing the budget.

There were several comments made about the legal role of the Delegation vs. the Commission and the lawsuit from several years ago, relating to budgetary authority, which was later dropped.

Discussion moved to presentation of County revenues.

- Commissioner Devoy presented the projections.
- Rep. Howard raised the \$175,000 Gunstock line item and suggested excluding it.
- Discussion ensued in which Chairman Vadney indicated that Representatives Frasier, Plumer, and Howard would serve on the Gunstock Subcommittee. The Gunstock subcommittee will address the memorandum of agreement (MOA) and issues attendant for future presentation to the delegation.

Rep Sylvia inquired whether the intention was to finalize the revenue budget.

- Commissioner Devoy indicated the tax amount will increase. Further there are grant applications in an amount between \$500K-\$1MM between Corrections, County Attorney and Restorative Justice.

Rep. Silber raised question of the status of the County's Undesignated Fund Balance and its history.

- Rep. Hout commented he saw no problem.
- Rep Comtois expressed concern with the balance and the direction of change.
- Commissioner Devoy stated the county has been spending down the fund balance.
- Rep Huot commented that spending and revenues are estimates, discussed performance, department givebacks and raised HB-120 Revenue Stabilization Fund.
- Rep Howard raised the question of the proposed use of the 2017 fund balance.
- Commissioner Taylor referenced the situation experienced by Grafton County's nursing home closure and resultant forced tax increase. He observed Belknap County's fund balance has decreased to the point where we will soon have no ability to stabilize tax rate increases.

- Rep Comtois observed the revenue projection increases about \$1MM and the commissioner's budget proposes using about \$2.1MM of the fund balance. Further, spending is increased in the proposed county budget.
- Commissioner Devoy characterized the spending increase as uncontrollable.
- Chairman Vadney suggested that based on fund balance we can at most kick the can down the tax increase road one year and doing so depletes the fund.
- Commissioner Taylor referenced the HHS line item as the county's largest single line item.
- Rep. Huot responded with a discussion of action by the legislature saying it forced the counties to choose between responsibility for the elderly or juvenile services. He laid responsibility for HHS line on the state.
- Chairman Vadney commented on the gray tsunami we are encountering.

Rep Silber asked the commissioners: What percentage of health insurance is paid by the employees?

- Commissioner Devoy responded: None and expanded on contract negotiations moving forward.
- Chairman Vadney asked: When will we know the negotiation results?
- Devoy responded that is unknown.

Discussion turned to the contents of the 2017 revenue budget analysis columns:

- The meaning of each column was explained.
- There was discussion of variance analysis. No action was taken to effect same.

Discussion moved to the spending side of the county budget.

- Commissioner Devoy reviewed the county convention section.
- Rep. Ahear made a motion to add \$5000 to the line item for legal expenses.
- There was a second from Rep. Comtois
- The vote in favor. (15 – 0) Motion carried.

The Delegation discussed the practice of using the Federal mileage reimbursement rate for its members. No vote was taken.

It was noted that the meetings are not posted in a newspaper that covers the Town of Barnstead. Several ideas were considered in order to address the issue. The Commissioners will provide a recommendation on how much will have to be added to the budget to publish notices in additional newspapers.

Commissioner DeVoy reviewed the county attorney section of the proposed budget. The largest cost increases center on personnel increases. Discussion centered on the increases. Other areas of concerns were: contracted services where increases are attributed to previously free use of Westlaw and a SOPTS terminal and witness and legal experts where the discussion revolved around use of the state for processing of evidence and the state's contract with labs from outside NH. No action was taken.

Commissioner DeVoy reviewed the county administration section of the proposed budget.

Areas of discussion:

- Addition of an HR director.
- Wages of elected officials.
- Group health insurance.
- Retirement.
- Change in the legal services line.
- Cable and internet. See page 80 of budget book.
- Dues and subscriptions.
- Meeting recording.
- Training.

No action was taken on this section of the budget.

Commissioner DeVoy reviewed the information technology section of the proposed budget.

Areas of discussion:

- Contracted IT services. See page 78 of the budget book.
- Software support.
- I/T electronic Maintenance and hosting. See page 74 of the budget book.
- Electronic equipment repairs and maintenance. Unanticipated occurrences.
- New equipment. See page 74 of the budget book.

No action was taken on this section of the budget.

Commissioner DeVoy reviewed the finance section of the proposed budget. Areas of discussion:

- Wages. Step increases resultant from the union contract approval.
- Bank services. CMS deposit to Citizens Bank IRS SNAFU
- Training to maintain investment in Munis. See page 55 of the budget book.
- Books. "Green Book" NH accounting How to manual.

No action was taken on this section of the budget.

Commissioner DeVoy reviewed the registry of deeds section of the proposed budget. Areas of discussion:

- Wages. They decreased
- Telecommunications.
- Contracted services. Software and support for scanning and indexing.
- Equipment repairs and maintenance. Microfilm required for backup in case of disaster.
- Property and Liability insurance. Bid increase.

No action was taken on this section of the budget.

Commissioner DeVoy reviewed the maintenance section of the proposed budget. Areas of discussion:

- Workers compensation. 4 employees
- Cleaning services. Outsourced work to Great Northern.
- Contracted services. See page 117 of the budget book.

- Electricity. New service provider.
- Property repairs and maintenance – courthouse.

No action was taken on this section of the budget.

Commissioner DeVoy reviewed the contingency section of the proposed budget. Areas of discussion:

- None

No action was taken on this section of the budget.

Commissioner DeVoy reviewed the sheriff's section of the proposed budget. Areas of discussion:

- Request for an additional dispatcher.
- The number of double dippers in court security?
- Why are we expecting no change in dispatcher overtime after adding an additional dispatcher?
- Compensation other – health insurance incentive. Lump sum to induce people to leave the county policy.
- Contracted services. Scanners, copiers, printers, radios, dispatch system, data terminal, telecom for running plates, radio towers
- Professional services- special operations. Radios and vests.
- Training. New detectives.
- Uniform allowance. Contractual.
- Uniforms... TBD
- Safety and ammunition supplies. Minimum to qualify staff at the range with margin for required requalifications.
- Vehicle maintenance and repair. No new vehicles.
- New equipment. Tazers, radios and vests at end of useful life.
- Vehicles/vehicle leases. 6 vehicles.

No action was taken on this section of the budget.

Representative Sylvia presented a motion to authorize a certain level of spending until the budget is adopted (see attached).

- Representative Silber seconded the motion.
- After a considerable amount of discussion, Representative Silber withdrew his second.

Representative Howard made a motion to ask the Commissioners to retain legal counsel for the most recent legal claim received.

- Rep Sylvia made a motion to authorize the Commissioners to expend fund to defend the law suit.
- Rep Silber questioned the proper procedure for engaging legal counsel. Specifically whether the responsible body is the delegation or the commissioners.
- Rep Lang moved the motion.
- Rep. Spanos asked: Who is suing and about what?

- Chairman Vadney explained the basics of the suit.
  - Tardif is the plaintiff.
  - We were served this date.
  - The matter revolves around spending without an appropriation in place and public notice.
  - We have no legal opinion as yet as to merits or potential action.
  - The bills will be paid by the commissioners through the county.
- Commissioner Devoy asked if immediate response is required. Commented that RSA's imply we have until the end of March to approve a budget.
- Rep Huot commented on issues with the suit and response. Potential for statewide repercussions.
- Rep Frasier asked about carry forward?
- Rep. Howard inquired about counter suit.
- Rep Lang commented on History.
- Rep. Sylvia raised Rockingham County as an example of other counties that handle the budget differently.
- Rep. Fields cited Hillsborough County as using a continuing resolution.
- Rep. Lang seconded Howard's motion. T
- The motion carried unanimously.

At 2:00 a 30 minute recess was called. At 2:30, it was determined that a quorum was no longer present. The meeting was discontinued.

The next will be noticed to reconvene 1/20 and 1/23 at 9:00am.

Respectfully submitted,



Debra A. Shackett



## **Delegation Meeting Minutes** **January 20, 2017 at 9:00 am**

Chair Herb Vadney called the Belknap County Delegation meeting to order at 9:09 am on the above date at 34 County Drive, Laconia, NH. Representative Comtois led the pledge of allegiance.

In Attendance: Representatives Abear, Aldrich, Comtois, Flanders (@ 9:36 am), Fraser, Howard, Huot, Lang, Maloney, Plumer, Silber, Spanos, Sylvia and Vadney.

Absent: Representative Fields, Fisher, Tilton and Varney.

Rep. Vadney asked if a new union contract had been signed. County Administrator Debra Shackett stated there was and an email was sent out requesting a meeting for the approval of cost items.

Rep. Vadney welcomed Shelley Richardson as the newly appointed Nursing Home Administrator.

**Minutes:** M/Lang, S/Aldrich to approve the minutes of 12/12/16 & 1/9/17. Unanimous.  
**Motion passed.**

### **2017 Budget Meeting:**

**Department of Corrections:** Rep. Vadney stated they were going to continue with the Corrections department on page 139 of the big budget book. Commissioner DeVoy stated they are looking to add 4 full-time correctional officers to help staff the new community corrections. He stated we have the lowest staff to inmate's ratio in the state. Superintendent Keith Gray spoke of the history and staffing of the department. He also reviewed staffing data for three other Counties. Rep. Silber asked if they are required to take someone that law enforcement brings to them. Superintendent Gray stated yes. Rep. Silber asked how many frequent flyers they have. Superintendent Gray stated in 2016 one individual returned 16 times. Rep. Howard asked the median income for the other Counties being referenced. Commissioner Taylor stated that information can be received from the Census and that our median income was higher. Rep. Howard asked if the new facility will help with the number of beds. Superintendent Gray stated more beds would be available. There was some discussion about the opportunity for different programs with the new community corrections.

**Restorative Justice:** Restorative Justice Executive Director Brian Loanes spoke about the programs his department offers. He spoke of the basic questions that need to be answered before

an individual can be accepted into the program. Rep. Silber asked if the judge is not asking the questions. Executive Director Loanes stated he believes the questions are being asked. Rep. Lang asked of the 102 inmates currently in the jail how many would be candidates for the pretrial program. Executive Director Loanes stated the questionnaire would need to be completed. Rep. Lang asked if there were more staff in the department if it could reduce the number of inmates. Executive Director Loanes stated he had asked for a 32 hour position to have at the jail completing the questionnaire and making recommendations to the court and prosecutor. He stated because of the budget situation the position was removed. Rep. Maloney asked if there is a cost to the individual to be in the programs. Executive Director Loanes stated there was. Rep. Huot stated there discussion about releasing non-violent inmates has been going on for years. He stated there is another commission to study the revision of the bail statute.

**Health and Human Services:** Commissioner DeVoy stated the actual cost for the year is not known until later in the year when the state does its budget. He stated it has progressively gone up over the years. County Administrator Debra Shackett stated we know the charges for the first 6 months of the year and will get notified in April or May the charges for the next 12 months beginning July 2017. Rep. Vadney asked what this pays for. Commissioner Taylor stated it pays for any senior in Belknap County that qualifies for Medicaid services no matter what the services received. He stated it is about 1/3 cheaper for home care than nursing home care and that we need to improve programs in the County to keep seniors at home. Commissioner Taylor stated that 44% of taxes went to this line. Rep. Sylvia asked if revenues are expected to be lower. County Administrator Shackett stated that we are not sure of what the state will give for credits. Commissioner DeVoy stated they need to get together after the budget to discussion this issue. Rep. Howard asked if there is a problem with people giving assets away. Commissioner Taylor stated the prudent will take advantage. Rep. Lang stated the state a lot of times will find out about secondary insurance and collect the money and reimburse the County.

**UNH Cooperative Extension:** Kelly McAdam reviewed the 4-H program and other services offered. There were packets passed out containing information on the programs and services. Rep. Silber stated that if you haven't had the opportunity to attend the 4-H fair it's worth seeing. Rep. Spanos asked if the program get rent from the booths at the 4-H fair. Ms. McAdam stated they do not handle finances, that they coordinate the shows/exhibits. Superintendent Gray stated that without the program the jail would not have the farm program.

**Belknap County Conservation District:** Donna Hepp, volunteer Chair of the Board stated they have been serving the County for 70 years and work closely with the UNH program. She stated last year they helped to build the high tunnel for the jail farm program. Rep. Spanos asked how many hours are put into the program. Ms. Hepp stated the full-time employee works about 80 hours a week.

**Belknap County Economic Development-**Justin Slattery Executive Director spoke of the services BCEDC offers in the County. Rep. Plumer stated he runs the local SCORE chapter at night and it has been successful in mentoring local businesses grow. He stated SCORE is all volunteer. Rep. Spanos stated there has been a lot of new young businesses come to downtown since the colonial theater project. Rep. Comtois asked if any businesses are exiting our County. Mr. Slattery stated statistically we are relatively stable.

**Genesis-**Ann Nichols Director of Development spoke of the services they offer. Rep. Lang asked how many Belknap County residents they support. Ms. Nichols stated 700 adults. Rep. Lang asked if there are any programs that help with the current opioid crisis. Ms. Nichols stated they have licensed alcohol and drug counselors. Rep. Vadney asked if they receive money from the towns. Ms. Nichols stated they do but it goes towards the emergency services program. Rep. Silber asked if they go out and solicit private funds. Ms. Nichols stated they do. Rep. Silber stated outside agencies should solicit more private money.

**Community Action Program-**Pam Jolivette director of senior services reviewed the services that are offered. Rep. Plumer asked for examples of when a meals on wheels driver has witnessed a client in distress. Ms. Jolivette stated the drivers have found clients ill, fallen and deceased. She stated the drivers are trained to call for an intervention if needed. Rep. Silber asked if any money went to lobbying. Ms. Jolivette stated no. Rep. Spanos asked the median age for recipients. Ms. Jolivette stated 78-79 but varies a little. She stated there is more isolation in Belknap County compared to Concord. Rep. Plumer asked what the total cost is to a client for meals. Ms. Jolivette stated they are not allowed to charge but the suggested donation is \$2 per meal. She stated the average donation is \$0.75. Rep. Vadney asked if they receive money from towns. Ms. Jolivette stated the senior programs do not but CAP does go to the towns for a separate program.

**Child Advocacy-**There was no representative present.

**CASA-**Commissioner DeVoy asked that there be \$1 put in the line so a transfer could be made at the end of the year if funds were available.

**Debt Services-**County Administrator Shackett stated debt services consists of interest payments on two bonds and a TAN. She stated there is a little concern with the interest rate on the TAN this year. Rep. Vadney asked if there is anything long term to start planning a way to avoid the interest concern. County Administrator Shackett stated we could increase our fund balance so we are not reliant on a TAN. Commissioner DeVoy stated the rules could be changed so we could collect taxes twice a year like the towns do. Rep. Lang asked if when we receive our TAN if the whole amount is taken. County Administrator Shackett stated we do not receive until March or April and do take the whole amount. She stated the Treasurer did talk to the financial advisor about drawing as we need but it was not financially responsible.

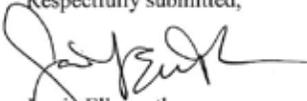
**Grant Expense-**Commissioner DeVoy stated money is being put in for grant money for the community corrections program. Commissioner Taylor stated it is budget neutral as it is expense and revenue.

**CIP-**Commissioner DeVoy stated this line is at zero. He stated they are taking a risk not fixing the problems this year in hopes to receive the money in next year's budget. Commissioner DeVoy stated he is hoping to have money left over from the jail bond to do the complex roof. Rep. Vadney scheduled the next two Delegation budget reviews for January 31<sup>st</sup> @ 6pm and February 7<sup>th</sup> @ 6pm.

**Family Planning**-Susan Wunuk spoke about the services and access to important care being provided. She stated they work closely to not duplicate programs already being offered in the community. Rep. Silber asked if they provide contraception, morning after pill or abortions. Ms. Wunuk stated they do provide contraception but not the morning after pill or abortion.

**Adjourn:** M/Howard, S/Lang to adjourn at 1:12 pm.

Respectfully submitted,



Jamie Ellsworth  
Administrative Assistant



**Executive Committee Meeting Minutes**  
**January 23, 2017 at 8:30 am**

In Attendance: Representatives Abear, Aldrich, Howard, Spanos, Sylvia and Vadney.

Absent: Representatives Huot and Varney (Alternate).

**Minutes:** M/Abear, S/Howard to amend the minutes to include: Rep. Sylvia thanked Rep. Huot for his opinion. Unanimous. **Motion passed.** M/Spanos, S/Aldrich to approve the minutes as amended. Unanimous. **Motion passed.**

**Tax Anticipation Note:** Deputy Treasurer Karmen Gifford requested permission to borrow up to \$10million in anticipation of taxes for 2017. Treasurer Michael Muzzey was available via phone to answer questions. Rep. Howard asked if we were to borrow \$10 million would it affect Gunstock if they need to borrow. County Administrator Debra Shackett stated the \$10 million limit is bank qualified and if the County borrowed the full amount than any additional borrowing would not be bank qualified. Rep. Abear stated we are looking at a budget that lowers the fund balance significantly and he is concerned about the impact of it raising rates. Treasurer Muzzey stated the amount to be borrowed is predicated upon the amount of money being raised by taxes. He stated if the fund balance gets depleted than we will need to borrow earlier in the year. Rep. Abear asked if the rates would be impacted. Treasurer Muzzey stated he didn't know how the lower fund balance would impact rates that he would need to seek advice from bond council. M/Abear, S/Howard to authorize Deputy Treasurer Karmen Gifford to borrow up to \$10 million in anticipation of taxes. Role call vote: Abear-Y, Aldrich-Y, Howard-Y, Spanos-, Sylvia-Y and Varney-y. Unanimous. **Motion passed.**

**Transfer Requests:** The Executive Committee reviewed and discussed each of the following transfers. The following roll call votes to approve the transfers were taken:

Representative	2016.87	2016.89	2016.90	2016.91	2016.92	2016.93	2016.94
Abear	Y	Y	Y	Y	Y	Y	N
Aldrich	Y	Y	Y	Y	Y	Y	Y
Howard	Y	N	N	Y	N	N	Y
Spanos	Y	Y	Y	Y	Y	Y	Y
Sylvia	N	N	N	N	N	N	N
Vadney	Y	Y	Y	Y	Y	Y	Y

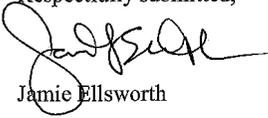
Each of the transfer votes was approved.

Rep. Sylvia scheduled the Executive Committee to meet April 10<sup>th</sup>, July 10<sup>th</sup> and October 10<sup>th</sup> to complete budget reviews.

**Adjourn:** M/Howard, S/Aldrich to adjourn at 10:01 am.

Rep. Vadney announced the Delegation meeting was cancelled due to a lack of quorum.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jamie Ellsworth', written over the printed name.

Jamie Ellsworth

Administrative Assistant



## **Delegation Meeting Minutes** **January 31, 2017 at 6:00 pm**

Chair Herb Vadney called the Belknap County Delegation meeting to order at 6:04 pm on the above date at 34 County Drive, Laconia, NH. Representative Spanos led the pledge of allegiance.

In Attendance: Representatives Abear, Aldrich (@ 6:08pm), Comtois, Fields, Flanders (@ 6:17pm), Fraser, Howard, Huot, Lang, Maloney, Silber, Spanos, Sylvia (@ 6:23pm), Vadney and Varney.

Absent: Representative Fisher, Plumer and Tilton.

**Minutes:** M/Lang, S/Spanos to approve the minutes of 1/20/17. Unanimous. **Motion passed.**

**Consider Cost Items for Collective Bargaining Agreement:** Roger Gray, public citizen for negotiating committee, spoke of the members of the negotiating team. He stated the negotiating team stated they were able to agree on contracts for all four the bargaining units in the County. Mr. Gray stated it is a fair agreement for the County and the employees. Rep. Lang asked if they were just ratifying the cost items for the contract. Rep. Vadney stated yes. Rep. Lang asked if the cost items were in addition to the budget already presented. Commissioner DeVoy stated the health insurance bonus was not included.

Rep. Huot stated the Commissioners have the authority to approve the contracts and the Delegation has the authority to approve the cost items. Rep. Howard questioned how the numbers were arrived at as his did not match. County Administrator Debra Shackett stated the COLA is given on April 1<sup>st</sup> both years and the step increases are given on anniversary dates. She stated without the anniversary dates of all employees in the unit it would be hard to match the numbers.

Rep. Silber asked if it was a correct assumption that none of the contracts have a provision for the possible right to work passing. Commissioner DeVoy stated there is no mention of right to work. Commissioner Taylor stated this contract has an agency fee provision in it. It gives the employees the right to opt out of unit and pay the agency fee. Rep. Abear asked how many step increases were not given while the contracts were in status quo. Commissioner Taylor stated during status quo step increases were not given.

Rep. Comtois asked if COLA's were given. Commissioner DeVoy stated they were not. Rep. Howard asked if the employees collected one step increase or the four missed once the contracts

were signed. Commissioner Taylor stated one step. Rep. Lang stated the negotiating team did a good job and it's a good contract.

M/Huot, S/Lang to approve the cost items of the collective bargaining agreement. Rep. Howard stated he was not comfortable with the numbers. Rep. Silber echoed Rep. Howard's comment. A roll call vote was taken: Abear-Y, Aldrich-Y, Comtois-N, Fields-Y, Flanders-Y, Fraser-Y, Howard-N, Huot-Y, Lang-Y, Maloney-Y, Silber-N, Spanos-Y, Sylvia-N, Vadney-Y and Varney-N. 10-5. **Motion passed.**

**2017 Budget-Nursing Home:** Nursing Home Administrator Shelley Richardson reviewed all the departments within the nursing home. She stated they have seen an increase in revenue since implementing the kiosks. Rep. Sylvia asked if the money is coming from Medicaid or Medicare. Nursing Home Administrator Richardson stated it comes from Medicaid. Rep. Vadney asked why the jump in maintenance equipment. Nursing Home Administrator Richardson stated 2/3 of the smoke detector equipment needs to be replaced.

Rep. Sylvia asked if the price of electricity was going down. Commissioner DeVoy stated Facilities Manager Dustin Muzzey negotiates for the lowest rate for the County. Nursing Home Administrator Richardson stated she has some concerns with the departments that have uniform allowances not having enough money in the line. Commissioner DeVoy asked to go over the sheet provided with extra costs to add to the budget. Rep. Lang asked if they add the money to the budget or leave it out. Rep. Vadney asked what the grand total was. Commissioner DeVoy stated is was \$116, 890.00 plus the \$17,100.00 for the contract cost items. Rep. Vadney stated they would not add it to the budget and just look at the sheet.

Rep. Lang asked what the negative # was in the dietary department. County Administrator Shackett stated it is an interdepartmental transfer for the cost of meals that the nursing home provides to the inmates. Rep. Huot stated we need to include things we know in the budget and advocated to put the amounts in. Rep. Silber asked if there are any empty beds and a waiting list. Nursing Home Administrator Richardson stated there were no empty beds and the waiting list has about 38 names on it.

Rep. Lang stated we are knowingly putting the Commissioners in a position to over spend line items by not putting money in the lines that are contractually obligated. Rep. Silber stated if we know a number is not correct we should be dealing with the correct number. Rep. Abear stated another additive to this is the transfer requests we dealt with last year. He stated if you take the 2017 budget and look at the 2016 actuals you will know the right numbers. Rep. Abear stated it would be helpful to vote on correct numbers. Commissioner DeVoy stated that could be provided at the next meeting. He stated the surplus is from staffing changes. Commissioner DeVoy stated they prepare the budget like every position will be fully staffed with no turnover. He stated if transfer requests were only needed when outside of department than there would have only been 3 requests last year.

Rep. Abear stated he knew it was trying to put together a budget and it is helpful to know when something impacts it. Nursing Home Administrator Richardson spoke of the following equipment that is need of replacement Vander lift, bladder scanner and wander guard system.

She spoke of the increase in charge for the pharmacists to review charts. Nursing Home Administrator Richardson also stated there could be some upcoming bills for tooth extraction that the nursing home will be responsible for. Rep. Howard asked if there were any rebates for the fees. Nursing Home Administrator Richardson stated there were not. Rep. Lang stated there is an additional \$19,500.00 in requests for the nursing home and asked if the Commissioners would like it added to the budget. Commissioner DeVoy stated they would like it added.

Rep. Vadney asked what question any of the other Reps had for the budget in general. Rep. Sylvia asked if the 2016 numbers were actuals. County Administrator Shackett stated there is one bill that still has not come in. Rep. Silber asked when we will be done with 2016. County Administrator Shackett stated after the auditors come bills will not be paid out of 2016 but there is no control over the auditors if they adjust something that was paid in 2017 back to 2016. Rep. Silber asked who examines the bills and determines the fiscal year they are applicable to. County Administrator Shackett stated the Accounting Manager.

Rep. Vadney stated it needed to be decided how to move forward. He stated they were thinking of offering \$26 million with some options. Rep. Vadney stated we have kicked the can down the road for a long time not fixing the roof and other capital projects. He stated we need to catch up.

Rep. Vadney stated Rep. Abear has been doing some work on the budget. Rep. Howard made a motion to approve a budget of \$26.8 million with a 1% use of the contingency fund and complete all capital projects. Rep. Abear stated \$13 million would need to be raised in taxes which equals a 7.5% increase in taxes. He stated he thought 7.5 % was too high. Rep. Huot stated the discussion was started with you would offer \$26 million, who was involved in these discussions. Rep. Vadney stated myself, Rep. Abear, Rep. Howard and Rep. Sylvia, primarily the Executive Committee. Rep. Huot stated no one else was privy to these conversations.

Rep. Lang stated it seems irresponsible to not tell the Commissioners where we want them to take the money from. Rep. Silber stated he wanted to keep taxes from going up. Rep. Vadney stated the budget would have to be cut lower than last year. Commissioner DeVoy stated last year was a temporary tax relief and everyone in this room from last year knows this. He stated if we close the nursing home we still have to pay to have them in another nursing home, if we close Restorative Justice than the 100 clients they serve will have to go to jail. He also stated the costs for the Community Corrections was known when the bond was approved and now it might not open due to the budget. Commissioner DeVoy stated if cuts need to be made than they need to be done by the Delegation because the Commissioners have already cut \$1.5 million.

Rep. Lang stated to get to Rep. Silber's numbers then there is a \$3.8 million gap to not increase taxes or use the fund balance. Rep. Abear stated if the budget is \$26.8 million than we use \$1.3 million of fund balance. Rep. Comtois asked if there could be leftover money from the jail project to do the roof. Commissioner DeVoy stated yes. Commissioner Waring asked how the number of \$26.8 million come up. Rep. Howard stated it was his number. He stated it is a \$1million increase from 2015-2016. Commissioner Waring stated there was not a new Community Corrections facility in those years and there are expenses for it. Rep. Howard stated he took some of the services out of the budget that are not county government related. He stated it is \$57,950.00 in outside agencies. Rep. Howard stated that they should come back next week

and do a line item budget. Rep. Silber stated he will not support a tax increase. Rep. Howard clarified the amount of outside agencies to be cut to \$220,000.00.

Rep. Abear stated there has been some preliminary discussion about the fund balance. Commissioner DeVoy stated the Board had adopted a draft policy for the fund balance to be \$3.5-\$5 million. Rep. Abear stated he is looking for a way to increase the fund balance and knows it is not a shared feeling. He stated we need to have money for the unexpected/unplanned. Rep. Vadney stated if the fund balance isn't built up than it could affect the borrowing rate. Commissioner DeVoy stated we are required to take care of people due to policy and can't change that.

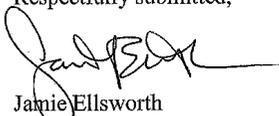
Rep. Huot stated we need to talk about having a nursing home and a jail with programs to reduce the number of returning inmates. He stated we need make sure people who buy and sell property have a proper place to record it and we need a Sheriff's department. Rep. Huot stated they should adjourn and think about things. Rep. Vadney stated they have to appropriate money for a detailed budget. Rep. Huot stated if you don't approve the budget as prepared you have to tell them where you don't approve. Rep. Vadney guaranteed there is some slop in the budget as presented. Commissioner DeVoy stated there is no slop. He stated they spent hours and went round and round with department heads about their requests.

Rep. Sylvia stated there is a lot of elderly people on fixed incomes and there is no good answer. He stated he has been unhappy with the Commissioners choice to join the LLC Health Income Network and it adds to an already overworked administration. Rep. Flanders stated he has been around since 2000. He stated he felt this budget is not too far off and we have been too frugal for too long. Rep. Lang asked if they are looking at the budget and saying they don't support certain items. Rep. Vadney stated we have to scrub the budget. Rep. Lang asked if they go home and cut specific line items. He stated he thinks the Commissioners have presented a budget and done a good job.

Rep. Sylvia stated he received an email asking for the Executive Committee to meet again to authorize the borrowing of the TAN. County Administrator Shackett stated bond council states the Executive Committee meetings follow the same meeting rules as the Delegation. She stated our attorney interprets the statue differently and states we only need to provide 24 hour notice.

Adjourn: M/Huot, S/Lang to adjourn at 8:49 pm.

Respectfully submitted,



Jamie Ellsworth  
Administrative Assistant



**Executive Committee Meeting Minutes**  
**February 17, 2017 at 9:00 am**

In Attendance: Representatives Abear, Howard, Huot, Sylvia, Spanos and Vadney;  
Commissioner DeVoy, County Administrator Shackett, Deputy Treasurer Gifford and Treasurer Muzzey (via telephone).

Absent: Rep. Aldrich and Varney (alternate).

**Minutes 1/23/17:** M/Abear, S/Spanos to approve the minutes of 1/23/17. Unanimous. **Motion passed.**

**Tax Anticipation Note:** M/Howard, S/Vadney to rescind the action to authorize the tax anticipation note. Unanimous. **Motion passed.** M/Huot, S/Abear to authorize the Treasurer to borrow up to \$10 million in anticipation of taxes. Roll call vote: Abear-Y, Howard-Y, Huot-Y, Spanos-Y, Sylvia-Y and Vadney-Y. Unanimous. **Motion passed.**

**Adjourn:** M/Abear, S/Spanos to adjourn at 9:10 am.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jamie Ellsworth".

Jamie Ellsworth

Administrative Assistant



**Delegation Meeting Minutes**  
**February 21, 2017 at 6:00 pm**

Chair Herb Vadney called the Belknap County Delegation meeting to order at 6:13 pm on the above date at 34 County Drive, Laconia, NH. Representative Comtois led the pledge of allegiance.

In Attendance: Representatives Abear, Aldrich, Comtois, Fields, Fisher, Flanders, Howard, Huot, Lang, Plumer, Silber, Spanos, Sylvia, Vadney and Varney.

Absent: Representative Fraser, Maloney and Tilton.

Rep Vadney asked if there were any comments or concerns about the budget.

Rep Abear stated his observations are that the revenues for the County are flat and the population is not growing. He stated a middle ground needs to be found.

Rep Sylvia stated that they cannot micromanage the County and have talked about trimming down the budget. He stated the tax payers are stretched tight and Belmont is not a wealthy town. Rep Sylvia stated he has spoken before about the heavy side in administration both in the County and Nursing Home.

Rep Silber stated he made a promise to the voters and a pledge to not raise taxes. He stated he didn't think it was his job to micromanage the County.

Rep. Vadney stated the County tax is the smallest on the tax bills.

Commissioner DeVoy stated this budget is bringing the taxes down to that of 2015. He stated someone needs to say that the tax break last year was a one-time deal. Commissioner DeVoy stated a few people have suggested there is a bloated management and he needs to the details. He stated it is not fair to make that statement. He stated we are the lowest taxed County in the State.

Rep Huot stated we need to find other sources of revenue or raise taxes. He stated the new community corrections facility that is being built is designed in the long run to save the money. Rep Huot stated when we, the Delegation, say the budget needs to be cut we need to say from where. He stated because of the use of the fund balance last year taxes didn't go up. Rep Huot stated there is no indication that money has been spent unwisely.

Rep Howard stated we are just decreasing the increase in the budget.

Rep Comtois stated one budget has an actual and one does not.

County Administrator Debra Shackett explained the different documents that were included in the packets.

### **2017 Budget-**

**County Convention-**Rep Vadney started with the County Convention budget. He asked if they thought \$12,900.00 was enough. Rep Abear stated he agreed with the increase in legal fees but wished to cut the following: \$500 from meeting fees, and make advertising \$1000.00 and travel \$2,200.00. He stated the bottom line number would be \$12,200.00. M/Abear, S/Lang to have the County Convention budget be \$12,200.00. 14-1 Rep Huot opposed. **Motion passed.**

**County Attorney-**M/Silber, S/Howard to have the bottom line number be \$758,566.00. Rep Lang stated he needed to know which lines the money was being taken from. Rep Silber stated most of the cuts came from full time wages and group insurance. He stated he had a whole list of deductions. County Attorney Melissa Guldbrandsen stated no one had asked her for any input and spoke of the significant effect this cut would have on her department. Rep Fields stated it will be hard for him to decide without hearing from the departments. He stated he wished they had done subcommittees. Rep Vadney stated he disagreed with subcommittees. Rep Howard stated over the last 3 meetings they listened to department heads present their budgets. Rep Abear called roll: Abear-N, Aldrich-N, Comtois-N, Fields-N, Fisher-N, Flanders-N, Howard-N, Huot-N, Lang-N, Plumer-N, Silber-Y, Spanos-N, Sylvia-Y, Vadney-Y and Varney-abstained. 3-11 **Motion failed.**

County Attorney Guldbrandsen stated the numbers being presented are her and County Administrator Shackett's realistic expenses. She stated there are some expenses that she has no control over. Rep Plumer asked about case load and how it has changed. County Attorney Guldbrandsen stated from 2015 to 2016 went up 95 cases. She stated the number of cases from Felonies First has tripled since July 2016. County Attorney Guldbrandsen stated she would get back to the Delegation with the exact numbers. Rep Howard asked for the percentage of minor drug related cases. County Attorney Guldbrandsen stated they do not prosecute minor drug cases.

M/Lang, S/Fisher to approve \$822,248.00 for the County Attorney budget. Rep Abear called roll: Abear-N, Aldrich-Y, Comtois-Y, Fields-N, Fisher-Y, Flanders-N, Howard-Y, Huot-N, Lang-Y, Plumer-N, Silber-N, Spanos-N, Sylvia-N, Vadney-Y, and Varney-abstained. 6-8 **Motion failed.**

M/Fields, S/Huot to approve the County Attorney budget as proposed. Rep Lang called roll: Abear-N, Aldrich-N, Comtois-N, Fields-Y, Fisher-N, Flanders-Y, Howard-N, Huot-Y, Lang-N, Plumer-N, Silber-N, Spanos-N, Sylvia-N, Vadney-N, and Varney-abstained. 3-11 **Motion failed.**

Rep Vadney stated they would move on and return to this department.

**County Administration**-M/Abear, S/Howard to approve \$381,452.00 for County Administration. Rep Abear called roll Abear-Y, Aldrich-Y, Comtois-Y, Fields-Y, Fisher-Y, Flanders-Y, Howard-Y, Huot-Y, Lang-Y, Plumer-Y, Silber-Y, Spanos-Y, Sylvia-N, Vadney-Y and Varney-Y. 14-1 **Motion passed.**

**Info. Tech**-Rep Comtois stated she had done some research and received quotes for automating the payroll for the County. She stated it would save money. Rep Huot asked if this would be different from the way payroll is processed currently. Rep Comtois stated yes. Rep Huot asked if it would be a good idea to speak with the employees involved. Commissioner DeVoy stated equipment was purchased last year to upgrade the entire County to the same payroll system. Commissioner Waring spoke of the complicated payroll the County has. Rep Howard asked why software doubled. County Administrator Shackett stated instead of replacing servers we are moving to cloud based for the accounting software. She stated it's a shift from network infrastructure to software maintenance. County Administrator Shackett spoke of the very complicated payroll the County has and the yearlong process to switch to Kronos.

M/Lang, S/Fields to approve \$166,145.00 for Information Technology. Rep Abear called roll: Abear-N, Aldrich-N, Comtois-N, Fields-Y, Fisher-N, Flanders-N, Howard-N, Huot-Y, Lang-Y, Plumer-N, Silber-stepped out of room, Spanos-N, Sylvia-N, Vadney-N and Varney-N. 3-11 **Motion failed.**

M/Lang, S/Comtois to approve \$164,345.00 for Information Technology. Rep Abear called roll: Abear-N, Aldrich-Y, Comtois-Y, Fields-Y, Fisher-Y, Flanders-Y, Howard-stepped out of room, Huot-Y, Lang-Y, Plumer-Y, Silber-N, Spanos-Y, Sylvia-N, Vadney-Y and Varney-Y. 11-3 **Motion passed.**

**Finance**-Rep Vadney asked why the department budget went up. Commissioner DeVoy stated it was due to the Teamsters contract approval. Rep Howard asked why the sick bonus tripled. County Administrator stated the employees receive a sick bonus as an incentive to not use sick pay. Rep Plumer asked about the \$5,500.00 for professional development. County Administrator Shackett stated it was for 3 days of onsite training on the Munis software and an investment assessment to show how to use the system more efficiently. Rep Varney asked how many employees will attend the training. County Administrator Shackett stated it depends on which modules apply to their jobs.

M/Lang, S/Fields to approve \$276,461.00 for Finance. Rep Abear called roll: Abear-N, Aldrich-Y, Comtois-N, Fields-Y, Fisher-Y, Flanders-Y, Howard-N, Huot-Y, Lang-Y, Plumer-Y, Silber-N, Spanos-Y, Sylvia-N, Vadney-Y and Varney-N. 9-6 **Motion passed.**

**Deeds**-Registry of Deeds Judy McGrath stated docket counts have increased in 2016 and the travel is to cover trainings that are free. Commissioner DeVoy stated they are asking for less money than 2015 and 2016. Rep Huot stated it sounds like we are cutting for the sake of cutting. Rep Spanos stated looking at the line items he didn't see how the department could operate with the cuts. Rep Plumer asked if this reduction went into effect how revenues would be affected. Registry of Deeds McGrath stated turnaround time would be slower. Rep Lang asked about the increase in equipment and maintenance. Registry of Deeds McGrath stated that is for

microfilming as the page count of documents is increasing. Rep Lang asked about electronic repairs and maintenance. Registry of Deeds McGrath stated that is for the new copier. Rep Plumer asked what the projected revenues are for 2018. Rep Huot stated \$859,500.00.

M/Silber, S/Fisher to approve \$357,636.00 for Registry of Deeds. Rep Abear called roll: Abear-N, Aldrich-N, Comtois-N, Fields-N, Fisher-N, Flanders-N, Howard-N, Huot-N, Lang-N, Plumer-N, Silber-Y, Spanos-N, Sylvia-Y, Vadney-Y and Varney-N. 3-12 **Motion failed.**

M/Lang, S/Howard to approve \$378,330.00 for Registry of Deeds. Rep Abear called roll: Abear-N, Aldrich-Y, Comtois-Y, Fields-Y, Fisher-N, Flanders-N, Howard-Y, Huot-Y, Lang-Y, Plumer-Y, Silber-N, Spanos-Y, Sylvia-N, Vadney-Y and Varney-Y. 10-5 **Motion passed.**

**Maintenance**-Rep Lang asked why the increase in cleaning. Commissioner DeVoy stated we were unable to keep the part-time position filled so we hired a cleaning company. County Administrator Shackett stated the remaining part-time wages were transferred to cleaning services. Rep Varney asked how the electric decreased. Commissioner DeVoy stated Facilities Manager Dustin Muzzey shopped for the best price. Rep Howard asked why maintenance involved with phones and internet. County Administrator Shackett stated the internet is for the Courthouse. She stated we know the cost and it doesn't fluctuate. Rep Plumer asked if the phone and internet services are being put out to bid. County Administrator Shackett stated we are hoping to switch to fiber for internet services. Rep Comtois asked what the increased cost for the county to switch to Fiber. County Administrator Shackett referred her to page 80 of their budget books. She stated part of the reason to switch is the residents in the nursing home want to stream videos and they were using all our bandwidth. Rep. Silber do we provide streaming services to the inmates. Superintendent Gray stated we do not.

M/Howard, S/Sylvia to approve \$593,143.00 for Maintenance. Rep Abear called roll: Abear-N, Aldrich-Y, Comtois-Y, Fields-Y, Fisher-Y, Flanders-Y, Howard-Y, Huot-N, Lang-Y, Plumer-stepped out of room, Silber-Y, Spanos-Y, Sylvia-Y, Vadney-Y and Varney-Y. 12-2 **Motion passed.**

**Contingency Fund**-M/Vadney, S/Lang to approve \$150,000.00 for Contingency Fund. Rep Abear called roll: Abear-N, Aldrich-Y, Comtois-Y, Fields-Y, Fisher-Y, Flanders-Y, Howard-Y, Huot-Y, Lang-Y, Plumer-Y, Silber-N, Spanos-Y, Sylvia-N, Vadney-Y and Varney-Y. 12-3 **Motion passed.**

**Sheriff**-Rep Lang asked why the increase in special ops. Commissioner DeVoy stated there are some vests that are past their lifetime and they need to be replaced. Sheriff Moyer stated that is actually for 2 radios for the special operations group. He stated the current radios were purchased in 2004. Rep Lang asked about the increase in vehicle maintenance. Commissioner DeVoy stated they had asked for new vehicles but the board denied the purchase and had to increase maintenance for current vehicles. Rep Howard asked how much wear and tear was being put on the vehicles for detail work. Sheriff Moyer stated not much. Rep Lang asked if this includes a new full-time dispatcher. Sheriff Moyer stated it does. Rep Abear stated we are adding one fulltime dispatcher why do we need \$42,000 in overtime. He asked could we drop it down to \$10,000.00. Sheriff Moyer stated that would not cover it. He stated we only have one

dispatcher from 2am-10am every day. Commissioner DeVoy stated this overtime is used to cover vacation or when people are out sick. Sheriff Moyer stated we cover every town except Laconia and Gilford overnight. He stated they cover Northfield and they pay a fee. Rep Silber asked how many dispatcher boards we have. Sheriff Moyer stated 2 ½ and the ½ is in the bathroom. Rep Lang stated his motion is to cut full-time dispatcher and add money to part-time.

M/Lang, S/Plumer to approve \$2,164,328.00 for Sheriff Department. Rep Abear called roll: Abear-N, Aldrich-Y, Comtois-N, Fields-N, Fisher-Y, Flanders-N, Howard-N, Huot-N, Lang-Y, Plumer-Y, Silber-N, Spanos-N, Sylvia-N, Vadney-Y and Varney-N. 5-10 Motion **failed**.

M/Spanos, S/Huot to approve \$2,199,973.00 for Sheriff Department. Rep Abear called roll: Abear-N, Aldrich-N, Comtois-N, Fields-Y, Fisher-N, Flanders-Y, Howard-N, Huot-Y, Lang-N, Plumer-N, Silber-N, Spanos-Y, Sylvia-N, Vadney-N and Varney-N. 4-11 Motion **failed**.

Rep Howard stated he would like to remove the outside detail. Commissioner DeVoy stated if you delete the outside detail than you need to delete the revenue associated with it. Rep Howard asked how many people the Sheriff Department brings to the jail which costs us money. Commissioner DeVoy stated if the Sheriff Department doesn't do it than another department will and still bring them to our jail. Rep Plumer asked when the department leases a vehicle does it include maintenance. Sheriff Moyer stated his best guess is yes. Rep Plumer asked if they lease the radios. Sheriff Moyer stated no but could look into it. Rep Silber asked if the deputies have Tasers or body cams. Sheriff Moyer stated yes to Tasers and no to body cams.

M/Spanos, S/Huot to approve \$2,129,328.00 for Sheriff Department. Rep Abear called roll: Abear-N, Aldrich-N, Comtois-Y, Fields-N, Fisher-N, Flanders-N, Howard-Y, Huot-N, Lang-N, Plumer-N, Silber-N, Spanos-N, Sylvia-N, Vadney-Y and Varney-N. 3-12 **Motion failed**.

M/Lang, S/Plumer to approve \$2,163,828.00 for the Sheriff Department. Rep Abear called roll: Abear-N, Aldrich-Y, Comtois-N, Fields-Y, Fisher-Y, Flanders-Y, Howard-N, Huot-Y, Lang-Y, Plumer-Y, Silber-N, Spanos-N, Sylvia-N, Vadney-Y and Varney-Y. 9-6 **Motion passed**.

**County Attorney**-County Attorney Guldbrandsen handed out case load statistics.

M/Lang, S/Field to approve \$824,269.00 for the County Attorney. Rep Abear called roll: Abear-N, Aldrich-N, Comtois-N, Fields-Y, Fisher-N, Flanders-N, Howard-Y, Huot-Y, Lang-Y, Plumer-Y, Silber-N, Spanos-N, Sylvia-N, Vadney-Y and Varney-abstained. 6-8 **Motion failed**.

M/Howard, S/Spanos to approve \$827,000.00 for the County Attorney. Rep Abear called roll: Abear-N, Aldrich-N, Comtois-N, Fields-Y, Fisher-N, Flanders-Y, Howard-Y, Huot-Y, Lang-Y, Plumer-Y, Silber-N, Spanos-Y, Sylvia-N, Vadney-Y and Varney-abstained. 8-6 **Motion passed**.

**Corrections**-Commissioner DeVoy stated they are asking for 4 full-time Corrections officers for the new community corrections facility. Rep Howard asked if they would start in September. Superintendent Gray stated they are planning to hire them June 1<sup>st</sup> to get training in. Superintendent Gray stated that there was a staffing survey done and we are 8 to 10 officers short. Rep Vadney asked if there would be any cost savings when the new building opens

between the jail and Restorative Justice. Superintendent Gray stated there would not be. Rep Silber asked what are CORE services and supplies were. Superintendent Gray stated it is the cost of the professionals providing services to the CORE program and the supplies for the CORE program. Rep Lang asked why inmate labor has an increase. Commissioner DeVoy stated the previous Board of Commissioners approved to pay inmates \$3/day to encourage them to work and earn money. Rep Lang asked if it was self-funding. Commissioner DeVoy stated it was. Rep Lang stated his goal is to encourage the Commissioners to get inmates out on the bracelet and get pretrial inmates out. Commissioner DeVoy stated he is really pushing the bracelet. Rep Silber asked if the County has insurance for inmate liabilities. Superintendent Gray stated we are responsible for the medical costs.

M/Lang, S/Spanos to approve \$3,911,269.00 for Department of Corrections. Rep Abear called roll: Abear-N, Aldrich-Y, Comtois-N, Fields-Y, Fisher-Y, Flanders-N, Howard-Y, Huot-N, Lang-Y, Plumer-N, Silber-N, Spanos-Y, Sylvia-N, Vadney-Y and Varney-Y. 8-7 **Motion passed.**

M/Huot, S/Fields to amend Rep Lang's motion to \$3,932,593.00. **Motion failed by hand vote.**

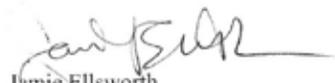
M/Lang, S/Flanders to do away with the line item transfer and the Commissioners be allowed to move money within the functional area how they see fit unless they create a new position. Rep Howard stated that he doesn't agree with this because what we have been doing has been good. Rep Huot wanted to point out that the statute authorizes the convention to review the budget and transfers quarterly. Rep Lang stated we need to not micromanage. Commissioner DeVoy stated prior to 2013 that was how it used to operate. He stated it costs roughly \$250 every time there is an Executive Committee meeting. Rep Vadney stated we could always put it back in place. Rep Howard asked if the motion is they can do transfers within a department. Rep Lang stated that was correct. Rep Abear called roll: Abear-N, Aldrich-Y, Comtois-N, Fields-Y, Fisher-N, Flanders-Y, Howard-N, Huot-Y, Lang-Y, Plumer-Y, Silber-N, Spanos-N, Sylvia-N, Vadney-Y and Varney-N. 7-8 **Motion failed.**

**Minutes:** M/Howard, S/Spanos to approve minutes of 1/31/17. Unanimous. **Motion passed.**

Rep Howard handed out a draft memorandum of agreement for Gunstock to be reviewed and discussed at the next meeting.

**Adjourn:** M/Huot, S/Lang to adjourn at 10:25pm

Respectfully submitted,



Jamie Ellsworth  
Administrative Assistant



**Delegation Meeting Minutes**  
**February 28, 2017 at 6:00 pm**

Chair Herb Vadney called the Belknap County Delegation meeting to order at 6:11 pm on the above date at 34 County Drive, Laconia, NH. Representative Howard led the pledge of allegiance.

In Attendance: Representatives Abear, Aldrich, Comtois, Fields, Fisher, Fraser, Howard, Huot, Lang, Spanos, Sylvia, Vadney and Varney.

Absent: Representative Flanders, Maloney, Plumer, Silber and Tilton.

**Minutes:** M/Lang, S/Aldrich to approve the minutes of 2/21/17. Unanimous. **Motion passed.**

Rep Vadney asked for input from public. He stated he would allow 10-15 minutes.

Paula Twombly, Meredith asked what the tax impact have been with no cuts to the budget. Ms. Twombly also asked how much the tax impact would be with the proposed cuts to date. Rep Abear stated it depends on how much money would be applied from fund balance. He stated it would have been 7.5% increase as proposed based on fund balance usage in Commissioners proposed budget.

Barbara Howard Alton asked the Delegation to consider the impact of what they are doing on top of all other increases the tax payers are facing.

Commissioner Taylor stated the average tax payer who has a \$200,000 home under the Commission proposed budget would have a County tax of \$276.41. He stated if you take \$200,000 from the budget than that would take \$12 off the bill.

Rep Comtois stated a few years ago the board of Commissioners at that time stated they would look at automating payroll. She stated if they had automated payroll it would have saved \$30,000-\$40,000 per year.

Commissioner DeVoy stated he would like to see Rep Comtois costs analysis. Commissioner Waring stated outsourcing payroll has advantages and disadvantages. He stated that a proposal from ADP had been received and they were not cost effective. Commissioner Waring asked where the cost savings would be. Rep Comtois stated it would eliminate a person. Commissioner Waring stated that the information received that there is one employee that only does payroll is not accurate. He stated there is a department that processes payroll and accounts payable. Commissioner DeVoy stated the Delegation had approved Kronos which has the ability

to move forward with mobile time entry. Rep Comtois stated part of the savings was the annual cost for Kronos and the fee for Munis payroll. County Administrator Shackett stated there are 42 different pay codes where most companies have 5 or 6. Rep Comtois asked if the new system had GPS tracking. Accounting Manager Lori Sharp stated she would need to look into it to get a definite answer but she thought it did. Rep Vadney suggested that we look into not having so many pay codes. County Administrator Shackett stated a lot of the pay codes are due to the union contracts. She stated they are trying to fix this through negotiations.

Rep Huot stated none of this is going to have an impact on the budget. He stated we should focus on getting through the budget tonight.

Rep Lang stated he was struggling with the last half to take money from. He stated there is not a lot of fat on the bone to scrape off.

Rep Vadney stated the County should not hire people for the new jail and look at contracting staff instead. He stated he was not sure he had been told what the staffing levels would be with the new building. Commissioner DeVoy stated there is a lot more ground to cover in the new building. He stated we are at the bottom 1% for staffing levels in the Country. Commissioner DeVoy stated the County has paid a lot in medical expenses for attempted suicides in the last year. Commissioner Taylor stated at the public hearing for the Bond there was a slide show that went over the number of staff needed for the new building.

Rep Comtois asked if the 2015 numbers had been audited. County Administrator Shackett stated they were finalized in May or June 2016. Commissioner DeVoy stated the auditors have been very impressed with our financial records.

#### **2017 Budget:**

M/Howard to approve the 2017 budget of \$27,681,889.00, inclusive of the schedule A adjustment. With estimated revenues of \$14,718,449.00 and the amount to be raised by taxes to be \$12,963,440.00 and it decreases the Commission budget by \$516,602.00.

Discussion on Rep Howard motion:

Rep Lang stated we already voted on  $\frac{3}{4}$  of budget and asked if this would be undoing all the votes already taken. Rep Howard stated it would not.

Rep Howard reviewed the Schedule A 2017 Belknap County Budget Adjustments that he prepared. He stated he was trying to level fund and not cut departments. S/Varney Rep Howards motion.

Rep Fisher asked if this was one motion. He stated it would make sense to break it up between expenses and revenues. Rep Howard stated this is how I'm making my motion. He stated if this motion passes I would reconsider Rep Lang motion to amend the transfer policy. Rep Abear asked what the current fund balance was. County Administrator Shackett stated the estimated unaudited is \$3.4million. Rep Abear stated the Board of Commissioners just passed a fund balance policy and asked what the high and low ends of the policy. Commissioner Waring

stated \$3.5-5 million. Commissioner Taylor stated not to use any more than the surplus from the previous year. Rep Spanos stated the Commissioners have submitted a budget of \$28million and would make a slight increase in property tax bill. Commissioner Taylor stated that was correct. The average increase would be \$18.

Rep Lang asked if this motion overrides the previous votes taken. He stated this motion would be out of order. Rep Vadney stated all previous votes were not final.

Rep Howard stated we have brought a lot of new technology into the nursing home to help with residents. He stated right now we have 5 staff in the activity department and no other nursing home in the state has this many staff in their activity department. Rep Huot stated the nursing home has not been discussed at all. He stated he would like to know what the nursing home thinks. Rep Howard stated we had three public hearings and each department presented. He stated we now assume what we don't know.

Rep Vadney stated we could do this 17 more weeks in a row and never come to a conclusion. He stated he would like the lady who runs the nursing home to speak to losing two staff. Nursing Home Administrator Shelley Richardson stated activities run 7/days per week from 8am-8pm. She stated when they take out residents 2 staff need to go so it would leave one staff member to cover the entire building. Nursing Home Administrator Richardson stated technology helps but we still need the staff to help the residents. Rep Comtois asked if there were volunteers. Nursing Home Administrator Richardson stated there are volunteers. Rep Lang stated he was pretty sure that if we left our kids in front of the TV all the time we would be considered bad parents.

Rep Vadney asked about the upgrades to the internet access in the nursing and if it was for staff or residents. Nursing Home Administrator Richardson stated the hotspots went to the residents. County Administrator Shackett stated the residents were using the employee bandwidth.

Rep Howard stated a lot of what is being described sounds more like therapy than activities. Commissioner DeVoy stated activities are therapy. Rep Fields stated to Rep Howard when you gave the figure for the final budget you took out Genesis but they help the nursing home. Nursing Home Administrator Richardson stated Genesis for the Nursing Home is Physical, Occupational and Speech therapy.

Rep Abear stated he is struggling with the fund balance and applying the fund balance policy. He asked if it was correct to say the current number that is in the existing proposed budget from Commissioners is about 12% increase and it would be a 19% increase in taxes. County Administrator Shackett stated in order to get to a zero tax increase and not use fund balance than \$2 ¼ million would need to be cut or add more revenue to the budget.

Donna Hepp, Belknap County Conservation District Chairman stated the agency is an IRS recognized governmental agency. She stated they are an all-volunteer board with one full-time staff member. Rep Howard stated there is nothing in the RSA's that state we have to have a Conservation District.

M/Abear, S/Spanos to adjourn at 7:45pm. Need to have a motion to table current motion before a motion to adjourn.

M/Abear, S/Lang to table current motion. 6-7 **motion failed** by hand vote.

Celia, Genesis stated the money Genesis asks from towns is for emergency services. She stated the money from the County is to help the under insured. Rep Vadney asked if they see people from Barnstead. Celia stated they see people from every town in Belknap County.

Rep Huot spoke about the cuts in Rep Howard proposed budget. He stated the outside agencies provide a tremendous service to Belknap County. Rep Huot stated we need to focus on the needs of the residents in Belknap County. He stated he didn't know how taxes could go down when everything else is going up. Rep Huot stated he remembered in 2013-2014 talking about the cost to run a new jail. He stated he thought if they tweaked the Commissioners budget a little they could meet the needs of the residents. Rep Huot stated he strongly objects to this budget.

Rep Fisher commended Rep Howard for his effort. He stated he would vote against the motion and review the expense items.

Rep Sylvia stated Rep Howard numbers is spending more than he is comfortable with. He stated he would support even though it spends more than he is comfortable with.

Rep Fields stated there are four members missing and that they should have the right to give their input. He stated he has faith in Administration and the Commissioners that they are doing a good job. Rep Fields stated he couldn't vote for a budget that is going to cut these services.

Rep Comtois asked Rep Sylvia and Fisher if they had other recommended cuts. Rep Sylvia and Fisher stated they do.

Rep Abear stated they still have a ways to go to balance this budget. He stated whether we adopt this budget as proposed we still have some significant work to do.

Commissioner Taylor stated the biggest line item in this budget is the HHS that originates from the Legislation. He stated that line item has gone up over 30% since 2010. Commissioner Taylor stated this is still the smallest budget in the state of NH. He stated that you talk about Conservation look at the MS-42 it has a line in it for Conservation and Coop Extension and Outside Agencies and to think about the overall impact you are making with these cuts.

Rep Fraser asked if this would not increase taxes. Rep Abear stated there is a gap of \$2.25 million that needs to be found to not increase taxes. He stated this helps to close the gap.

Commissioner DeVoy stated the more you put down income the more fund balance we use. He stated the problem is we are down 10% in taxes when the other counties are going up. Rep Vadney asked about the pay raises that were mentioned for contracts. Commissioner DeVoy stated that was to get employees off the Cadillac health plans not knowing what was going to happen with the Presidential Election.

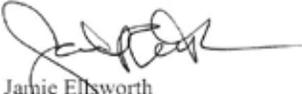
Commissioner Waring stated the way I understands Rep Howard motion if it passes it would be a zero tax increase and would use almost \$2.25 million in fund balance. Rep Howard stated that was correct. He reiterated that on the schedule A the only cut to County function is the nursing home activity aides and the other cuts are to outside agencies.

Rep Abear called roll: Abear-N, Aldrich-Y, Comtois-Y, Fields-N, Fisher-N, Fraser-N, Howard-Y, Huot-N, Lang-N, Spanos-N, Sylvia-Y, Vadney-Y and Varney-Y. 6-7 **Motion failed.**

The Delegation will meet on the following dates at 6:00 pm to continue the 2017 Budget Review: March 10<sup>th</sup>, March 13<sup>th</sup>, March 20<sup>th</sup>, March 24<sup>th</sup> and March 28<sup>th</sup>.

***Adjourn:*** M/Huot, S/Fields to adjourn at 8:40 pm.

Respectfully submitted,



Jamie Ellsworth  
Administrative Assistant



**Delegation Meeting Minutes**  
**March 10, 2017 at 6:00 pm**

Chair Herb Vadney called the Belknap County Delegation meeting to order at 6:15 pm on the above date at 34 County Drive, Laconia, NH. Representative Varney led the pledge of allegiance.

In Attendance: Representatives Abear, Aldrich (6:38 pm), Comtois, Fields, Fisher, Howard, Huot, Lang, Maloney, Plumer, Silber, Spanos, Sylvia, Vadney and Varney.

Absent: Representative Flanders, Fraser and Tilton.

Rep Vadney stated the Delegation is not required to appropriate money, if we don't appropriate then the Commission budget passes.

Rep Lang objected.

Rep Vadney stated he was out of order. He made the following statement. The Commissioners have nothing to lose. They know if they delay long enough than their budget passes. We have asked for information and are not receiving it.

Rep Fields stated the Commissioners do give what you ask for but you are never happy.

Rep Vadney made the following statement. We are asking for line item information. If the Commissioners don't give us the correct information in effect they are hiding a football. The apparent withholding of data is not allowing us to make informed decisions. Give credit to Rep Abear for doing analyzation. Request has been made of Commission Chair and County Administrator for history of line items and have not received accurate information. The Delegation frustration level has been amplified by the changing of information. Budget request is \$28 million. The only tools we have are to close the gap between spending and revenue are an increase in property tax and using the fund balance. Could inflate our revenue but we don't want to do that. Lastly we have spending reductions. How do we close the gap?

Rep Howard stated about half way through the budget process the Commissioners attempted to add \$135,000 to the budget that wasn't approved by DRA.

Rep Huot made the following statement. I don't share any of the thoughts you have provided. Don't know what information you don't have. The budget was set out in December with specific line items. I don't recall any of the analysis that you speak of or any of the discussions you talk about. If you continue this process with people submitting their numbers the clerk will not be

able to complete the MS42 in accordance with the law. We don't have to accept the Commissioner budget but it is not up to them to decide where to cut. It's our responsibility and we are in charge.

Rep Lang made the following statement. I don't agree with the representations of the Commission or Ms. Shackett. All my requests have been made and they have given me everything I have asked for. Department Heads have agreed to meet with me. Everyone has been very open and forthcoming. I think that we have made progress going through department by department. These global changes confuse people. We should continue reviewing by department.

Rep Howard stated briefly the departments were already covered and voted on. There is no indication in the minutes that the line items were cut. Rep Lang stated there was discussion and the video of the meeting is available to watch.

**Minutes:** M/Lang, S/Fields to approve the minutes of 2/28/17. 14-1 Rep Silber abstained.

**Motion passed.**

Rep Huot stated he didn't think the minutes are required to include the line item cuts. He reviewed the required items to be recorded on the MS42.

#### **2017 Budget:**

M/Abear to approve for 2017 budget \$27,487,463.00 inclusive of schedule A with revenues of \$12,886,170.00 and \$12,963,440.00 to be raised by taxes. S/Plumer.

Rep. Silber asked if it included a tax increase. Rep Abear stated it did not.

Rep Spanos asked how this would impact the fund balance. Rep Abear stated he tried to do this with all stakeholders in mind. He stated the motion respects the tax payers and the County; it holds the tax rate constant and we are recognizing the current economy of the County. Rep Abear reviewed his Schedule A and stated he would not go through the line item detail as time does not permit but would answer questions.

Rep Howard read the RSA for the Conservation District. He stated this was originally intended to help landowners work with government. Rep Howard stated it is all voluntary with no mandate for staff. Rep Abear stated the \$60,000 does cover the out of pocket expenses and they are largely funded by grants.

Rep Plumer asked if it is known what services would be lost in the conservation district. Rep Abear stated it is not known.

Rep Lang stated we cut \$65,540 for the HR Director Position and you think that number should be \$9200 higher. Rep Abear stated it is the cuts in addition to the \$65,540. Rep Lang stated he thought they already cut everything associated with the HR Director. He stated this is a budget we already voted for and this is a binding vote and asked how do we go back and undo a vote

already taken. Rep Vadney stated he disagreed and that those were works in progress votes. Rep Lang stated that was not how the motion was made. Rep Vadney stated the entire evening was a work in progress.

Rep Silber stated as a chair for the Gilford Budget Committee we go through a process and votes are not final until process is complete. He stated what he hears from constituents is the dissatisfaction with tax increase and government growth. Rep Silber stated tax payers don't show up to these meetings usually only the people sucking the money of the county. He stated very few say they want to see an increase in taxes.

Rep Plumer stated he comes from a very poor district and many of his constituents are fighting for survival. He stated his position is to try to keep the tax increase as minimal as possible. Rep Plumer stated he thought the departments are doing a good job but he is trying to represent his constituents.

Rep Sylvia stated he roughly figured we are spending 5% more than last year and that is more than inflation but somewhat understanding with the new jail.

Rep Lang stated the difference in the HR Director Position is in the Commissioner budget it starts 5/1. He asked if anyone has spoken to the Sheriff about the effects of the cuts. Rep Sylvia stated the opportunity for attrition came and went. He stated we don't get to choose attrition and that is something that the Commissioners decide. Rep Sylvia stated we need to slim the budget down somewhere and it is nothing personal he thinks new Sheriff will do a great job.

Rep Fisher requested to hear from the Sheriff. Rep Vadney stated he doesn't intend to open meeting to the public but would allow comment from the Sheriff.

Sheriff Moyer stated the last time a new deputy sheriff was hired was in 2005. He stated he has been going out and delivering papers to people because the department is short staffed. Rep Abear stated the last time you were here we had a conversation about the overtime budget. He stated you had \$40,000 in overtime for dispatch and add a full time dispatcher and didn't want to decrease overtime in order to get the new dispatch position. Rep Abear stated this is how I see the approach to do the budget. Sheriff Moyer asked how you cut a dispatcher, deputy and overtime.

Rep Spanos addressed Rep Lang and stated if we agree and vote on a budget than that would supersede any votes taken previously. He stated he is a tax payer in Gilford, Meredith and Tilton and is sensitive to the need of Genesis and the Nursing Home activity department. Rep Spanos stated he didn't know how deeply we can cut. He stated he would be willing to add some back and take more from fund balance and put this matter to end.

Commissioner DeVoy stated he thought that he had been very helpful. He stated we have not stonewalled and there are a lot of serious problems with this Rep Abears' budget. Commissioner DeVoy stated increasing revenues by \$850,000.00 is a serious concern. He stated to cut food by \$40,000.00 for inmates what do we do if we can't feed the inmates. Commissioner DeVoy stated we are the lowest staffed jail in the state and nursing home activity department in the state.

He stated if you want to cut taxes than you need to change policy. The war on drugs is costing money. We are responsible for county residents in other nursing homes. We are required to provide these services and the costs are going up. There will be a lot of consequences to the local people. The County Commissioners budget is a good one. Commissioner DeVoy asked that we continue the process of voting by department that was previously being done.

Rep Spanos stated at some point we are going to pass a budget and not everyone is going to walk away happy. He stated he is fully prepared to use fund balance.

Rep Abear stated the comment from Mission Creek came from how the conservation district was approaching fundraising. The RSA that governs the Conservation District specifies what they can do. Rep Abear stated their mission is overlapping with other agency groups and the \$60,000 is for personnel related issues. Jan Hooper spoke on behalf of the Conservation District stated there are requirements to have an employee and the cost is \$76,000.00.

Rep Vadney stated the entire Country has been overspending for a while and it's very hard to cut people and programs.

Rep Howard stated the audit for the Conservation District is required by the State conservation district not the County.

Rep Maloney stated he has a problem with the staffing cuts. He stated he is open to cuts of the outside agencies but can't see cutting a position.

Rep Varney stated we represent 60,000 constituents. He stated when he presents his budget for the fire department it never passes at 100%. Rep Varney stated we need to decide what is mission critical. He stated he is all for the Commissioners to be allowed to move money around in the departments.

Rep Howard asked to call roll.

Rep Fields asked to amend the motion.

Rep. Huot stated there would be no more amendments once motion passed.

Rep Lang stated if we vote than we can't hear from Rep Spanos.

Rep Abear called roll: Abear-Y, Aldrich-Y, Comtois-Y, Fields-N, Fisher-N, Howard-Y, Huot-N, Lang-N, Maloney-N, Plumer-Y, Silber-Y, Spanos-N, Sylvia-Y, Vadney-Y and Varney-Y. 9-6  
**Motion passed.**

M/Lang to allow the commissioners to do line item transfers within the same department. S/Aldrich. Rep Sylvia asked if this includes the \$1000 limit. Rep Lang stated it would do away with it. Rep Abear called roll: Abear-Y, Aldrich-Y, Comtois-Y, Fields-Y, Fisher-Y, Howard-Y, Huot-Y, Lang-Y, Maloney-Y, Plumer-Y, Silber-Y, Spanos-Y, Sylvia-Y, Vadney-Y and Varney-Y. Unanimous. **Motion passed.**

Commissioner DeVoy stated we can't fill out the MS-42 without where the increase in revenue will be coming from, it needs to be articulated. Commissioner Waring stated he had been asking since the start of the meeting where the revenue increase was coming from. He stated this information is needed for the DRA form. Rep Abear stated we will give you a list. Commissioner Waring stated you voted on something that you don't have all the information for. Rep Howard tore off a sheet of paper and passed it to Rep Abear to show his suggested revenues.

**Gunstock Memorandum of Agreement:**

Rep Huot asked about the Gunstock agreement. Rep Howard stated we haven't heard back from the Gunstock Commissioners. Rep Huot stated he didn't want to discuss until we have our questions answered. Rep Howard stated the Gunstock Commission is reading the statute different.

Rep Lang stated he is still trying to understand how we adopted a budget without knowing the revenue.

Rep Field asked if he could amend the vote.

Rep Vadney stated there is a meeting scheduled Monday.

Rep Lang suggested that the vote could be taken again on the budget at Monday's meeting. Rep Vadney said that would be unlikely.

**Adjourn:** Rep Vadney adjourned the meeting at 8:11 pm.

Respectfully submitted,



Jamie Ellsworth  
Administrative Assistant



**Delegation Meeting Minutes**  
**March 13, 2017 at 6:00 pm**

Chair Herb Vadney called the Belknap County Delegation meeting to order at 6:01 pm on the above date at 34 County Drive, Laconia, NH. Representative Aldrich led the pledge of allegiance.

In Attendance: Representatives Abear, Aldrich, Comtois, Fields, Flanders, Howard, Huot, Lang, Plumer, Silber, Vadney and Varney.

Absent: Representative Fisher, Fraser, Maloney, Spanos, Sylvia and Tilton.

**2017 Budget:**

Rep Abear reviewed the attached revenue sheet that he presented.

There was discussion on how the revenues can increase when positions have been cut in the Sheriff department.

M/Lang Add under functional area 14211, Sheriff's department, a total of \$126,736 representing 1 deputy, 1 dispatcher, overtime, and special ops fees. Add under functional area 14230, Corrections, \$95,942, Representing 2 correctional officers, and increases in dietary. Add under functional area 14660, Outside Agencies, \$96,900, representing a 5% reduction over 2016 budgeted, add under functional area 25193, NH – Activities, \$44,562 representing 1 full-time activities position. Add \$16,000 under functional area 16619 Belknap Conservation District - For a total add to the budget of \$380,140, over Friday's previously voted amount. Additionally I move we increase the use of fund balance by same amount, still maintaining the same tax status of the previously moved budget. S/Fields.

Rep Abear called roll: Abear-N, Aldrich-N, Comtois-N, Fields-Y, Flanders-Y, Howard-N, Huot-Y, Lang-Y, Plumer-Y, Silber-N, Vadney-N and Varney-N. 5-7. **Motion failed.**

M/Howard, S/Comtois to accept the breakdown of revenues.

The Commissioners questioned the added revenue from HB413 and whether it should be recorded as revenue or taken from the expense side.

The Commissioners questioned the amount of revenue to be collected from Gunstock as the draft MOU that was handed out for review includes only \$100,000, not \$175,000.

The chair asked for a roll call vote on the motion.

Rep Abear called roll: Abear-Y, Aldrich-Y, Comtois-Y, Fields-N, Flanders-N, Howard-Y, Huot-N, Lange-N, Plumer-Y, Silber-Y, Vadney-Y and Varney-Y. 8-4. **Motion passed.**

M/Plumer to reconsider appropriation and add \$100,000 to the Corrections and Sheriff Departments and take the money from the fund balance.

Rep Vadney stated we just voted on the final budget.

Rep Lang asked the Chairman why the votes taken previously were deemed to be provisional and this vote would not be the same. No response from the Chairman. Rep Plumer withdrew his motion.

**Adjourn:** The meeting adjourned at 7:08 pm.

Respectfully submitted,



Jamie Ellsworth  
Administrative Assistant



**Delegation Meeting Minutes**  
**March 28, 2017 at 6:00 pm**

Representative Fields led the pledge of allegiance.

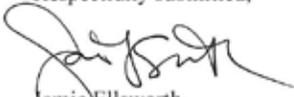
In Attendance: Representatives Fields, Flanders, Fraser, Huot, Lang and Spanos.

Absent: Representative Abear, Aldrich, Comtois, Fisher, Howard, Maloney, Plumer, Silber, Sylvia, Vadney and Varney.

The meeting of March 28<sup>th</sup> was a gathering due to a lack of quorum.

**Adjourn:** M/Fields, S/Huot to adjourn at 6:24pm.

Respectfully submitted,



Jamie Ellsworth  
Administrative Assistant



**Executive Committee Meeting Minutes**  
**April 10, 2017 at 9:00 am**

In Attendance: Representatives Abear, Aldrich, Howard, Huot, Sylvia, Spanos (via phone) and Vadney.

Absent: Representative Varney (alternate).

**Minutes 2/17/17/17:** M/Huot, S/Howard. Unanimous. **Motion passed.**

**Transfer Request 2017.01:** Commissioner DeVoy reviewed the information contained in the meeting packet regarding the request to transfer money from contingency to cover the cost of repairing the attic sprinkler system above the Nursing Home. There were questions regarding the urgency of the repair and if the money could come from another line in the budget. M/Vadney, S/Howard to table transfer 2017.01. Unanimous. **Motion passed.**

**Transfer Request 2017.02:** Commissioner DeVoy stated this transfer was to cover the cost of the tax anticipation note interest. M/Huot, S/Sylvia to approve transfer request 2017.02. 2-5 Rep Abear, Aldrich, Howard, Sylvia and Vadney opposed. **Motion failed.** Rep. Sylvia suggested that maybe a new request would be considered later in the year.

At 10:00 am Chairman Sylvia called for a 10 minute recess.

**Budget Review:** The Executive Committee reviewed the budget handouts and questioned most of the line items that were more than 25% expended. They reviewed the Community Corrections programming costs. They recommended that the Commissioners consider all options regarding replacement of the attic sprinkler system in the Nursing Home.

The Committee requested printouts for individual months during 2016.

Representative Sylvia reminded the Committee that there would be no meeting on Friday 4/14.

The meeting was adjourned at 12:15.

Respectfully submitted,

  
Jamie Ellsworth  
Administrative Assistant



**Delegation Meeting Minutes**  
**May 22, 2017 at 6:00 pm**

Chair Vadney called the Belknap County Delegation meeting to order at 6:04 pm on the above date at 34 County Drive, Laconia, NH. Representative Huot led the pledge of allegiance.

In Attendance: Representatives Abear, Aldrich (at 7 pm), Comtois, Fields, Flanders, Fraser, Howard, Huot, Lang, Plumer, Silber, Spanos, Sylvia (at 7:30 pm) and Vadney.

Absent: Representative Maloney and Varney.

Rep Silber read a resolution for Rep Huot for his 50 years of service in law. Unanimous.

**Gunstock RAN:** Sean Sullivan, Chair of the Gunstock Area Commission introduced the other members Ruth Larson, Robert Durfee, Stephan Nix, Russell Dumais and also present General Manager Greg Goddard. Mr. Sullivan proposed a 1 year extension to the current MOU with the County.

M/Howard, S/Lang to accept the offer from the Gunstock Area Commission. Discussion: Rep Silber reviewed the statue regarding Gunstock. He handed out copies of the Gunstock recreation data sheet and reviewed it. Rep Silber asked what the vote results were to not pay the County. Mr. Sullivan stated no vote had been taken. Mr. Sullivan stated the Delegation set the expiration date. There was discussion about the meeting that took place with the Gunstock Area Commission and some members of the Delegation. Mr. Sullivan stated the document Rep Silber handed out was the same one addressed at the meeting with incorrect figures. M/Huot, S/Fraser to move previous question. Rep Abear called roll: Abear-Y, Comtois-Y, Fields-Y, Flanders-Y, Fraser-Y, Howard-Y, Huot-Y, Lang-Y, Plumer-Y, Silber-N, Spanos-Y and Vadney-Y. 11-1 Silber opposed. **Motion passed.**

M/Silber to direct the County Commissioners to remove the Gunstock Commissioner for failure to follow statue. Motion failed due to lack of second.

Rep Vadney asked if there was any public comment.

Joe Hass, Gilmanton stated on page 2 bottom paragraph states you will negotiate a line of credit with a local bank. He asked to see the list of banks? Steve Blakney listed the banks they work with. Mr. Goddard explained what bond counsel does.

David Stamps, Laconia stated he supports Greg and all the staff at Gunstock. He stated they have done a very good job at making Belknap County a four season county.

Dianna Lacey, Belmont thanked the Gunstock Area Commissioners for the great work they do at Gunstock and would like to see positive support from the Delegation.

Rep Huot stated in 2013-2014 he was on the Gunstock subcommittee and found everything to be done responsible and great care for their customers.

Rep Vadney stated he is an avid skier and Gunstock is kept in good shape and employees are very friendly.

M/Lang S/Fields. See attached Resolution.

**Minutes:** M/Lang, S/Howard to approve the minutes of 3/10/17. Unanimous. **Motion passed.**  
M/Lang, S/Howard to approve the minutes of 3/13/17. Unanimous. **Motion passed.**  
M/Huot, S/Fields to approve the minutes of 3/28/17. Rep Comtois point of order there was not a quorum. Rep Vadney stated the minutes need to be adjusted to state: The meeting of March 28<sup>th</sup> was a gathering due to lack of quorum and was adjourned. Unanimous. **Motion passed.**

**Supplemental Appropriation:** Rep Vadney stated his main concern with the request is not the annual payment it is that we do things that will have legs in the future.

Rep Howard stated the meeting was noticed under RSA 24:14. He stated he believed it was not noticed legally and they should only hold the public hearing but not vote. There was discussion about the meeting notice.

Commissioner DeVoy stated there was a slideshow for the supplemental appropriation request.

Sheriff Mike Moyer reviewed his portion of the slideshow. He stated the cuts to his department were devastating. There was a discussion about the statistics presented. Rep Howard asked if the Sheriff had thought about dispatch going black during the day. Sheriff Moyer stated he had not and there would be a lot involved. He stated we would still need dispatch for our deputies.

Superintendent Keith Gray reviewed his portion of the slideshow. There was a discussion about staffing levels.

Dr. David Armstrong stated he is very frugal and supportive of the new community corrections with its programs. He suggested members of the Delegation walk through the current jail to see the deplorable condition the inmates are living in. Dr. Armstrong stated the staff are doing the best they can with what they have.

Rep Vadney asked if there was any public input.

David Stamps, Laconia stated they are being penny wise and pound foolish. He stated the Commissioners are not asking for excessive funds and are trying to make our County safer. Mr. Stamps stated they are trying to turn inmates into tax paying citizens and we all will win in the long run. He stated he had been in the current jail as a volunteer and it is deplorable.

Phil Spagnola stated he is a person in recovery. He stated not once had the human been discussed. Mr. Spagnola stated they need to think about the legs can go the other way too.

George Feeney, Alton stated he does bible studies in the jail as a volunteer. He stated there are people that cut in and out of the room so not much can be accomplished.

Brian Gallagher, Sanbornton stated he had an opportunity to become familiar with budget in last few years. He asked the Delegation to share for current 2017 budget compared last year how much more does the Commission have to manage compared to 2016? Rep Abear stated \$1.4 million. Mr. Gallagher asked how much money from the 2016 budget was left unspent. Commissioner DeVoy stated somewhere around \$2.1 million. Mr. Gallagher stated the Sheriff and Superintendent have provided a good overview of particular needs. He stated he learned a lot more about the Sheriff and Jail departments. Mr. Gallagher reviewed the different revenue options for the supplemental appropriation.

Jacqui Abikoff, Gilford state the program will reduce cost to the County in general. She stated 28 people have graduated from CORE in a year and there is a 70% recidivism rate. Ms. Abikoff stated of 28 people only 5 have returned. She stated a grant proposal has gone to the federal government for 3 year funding. Ms. Abikoff urged the Delegation to understand the human impact to continue the program.

Dianna Lacey, Belmont stated she is fully supportive of the budget request. She stated all her family and friends are supportive.

David, prior inmate stated he is thankful for the turnaround in his life due to the CORE program. He stated he would pay the extra money to have someone walk around changed like him.

Dean LaPlante, BC Recovery Court participant for 17 months and a contributing member of society. He stated the program turned his life around for the better.

Amy Beaudoin, Laconia thanked the Delegation. She stated she is Vice Chair of Stand up Laconia and a person in long term recovery. Ms. Beaudoin read what is faith, love and hope. She stated we all have choices and can make a difference.

Dick Smith, Laconia stated he fully supports the additional money needed for the new Community Corrections facility. He is actively involved with navigating recovery and stand up Laconia.

Terry Donovan, Gilmanton stated she watched the Delegation meetings and is ashamed to say she has never come to speak out. She stated she supports the funding of the jail and Sheriff. Ms. Donovan stated she is proud of County services. She spoke of the previous budget meetings.

Ian Raymond, Sanbornton spoke of the expense of substance abuse to the County and stated the human element is not being considered.

Clare Persson, Laconia and Stand up Laconia chairperson stated 85% of inmates have substance misuse problem. She stated 27% of children in Laconia have parents that are incarcerated. Ms. Persson urged the Delegation to fund the four people and get more involved.

Tim Sullivan, Gilford stated what he is seeing tonight is a huge demonstration of the growing monster of public employees telling us we have to pay up. He stated seniors are not seeing increases and everything is going up.

Eileen Morrison Smith, Laconia stated she has raised 5 children and proud of the community. She stated the human part of the discussion is more important than money. Ms. Smith stated we have a great jail with programs that help people.

Heather Carter, Barnstead stated she would happily give money every year if it meant supporting the Sheriff and Jail.

Valerie Johnston, Laconia stated she has two kids that are drug addicts and currently in jail, 1 other disabled child. She stated everyone knows someone who is an addict and if you love them it doesn't matter who they are when they are using their lives matter. Ms. Johnston stated the corrections officers bust their butts and we have the best Sheriff.

Kevin Warwick, consultant spoke about the model he has used in every state in the Country and understands no one wants to spend money. He stated he hopes they can make the difficult decision.

Commissioner DeVoy stated the jail staffing will still be the lowest staffed out of the Counties. He stated he lost his youngest brother to drugs and it happens all families. Commissioner DeVoy stated this is common sense to make communities better and stronger.

Rep Vadney stated they should gather more data.

Rep Spanos stated all the facts have been represented and should not delay the vote.

Rep Howard brought up voting against HB413. He stated if they are going do this than they need to add the \$280,000 back into the budget.

Rep Abear stated they should make one vote to cover revenue and expense. He stated they should hold off vote until later and would like to have time to think about it.

Rep Vadney closed public hearing at 9:54 pm.

M/Huot, S/Lang to approve the supplemental appropriation for \$229,500 which would consist of \$93,000 for Sheriff and \$136,500 for jail and the source of funds be undesignated fund balance.

Discussion: Rep Spanos stated it had been discussed that if this passes then there would be no effect to the tax payers. Rep Comtois stated she thought they need to designate an amount to each department line. Rep Huot stated an appropriation does not require line item amounts. Rep

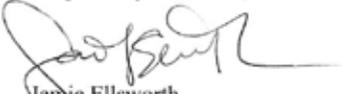
Abear stated if they address the \$200,000 from HB413 it would come from the fund balance and asked if the Commissioners would be ok with that. Commissioner DeVoy stated they would be but need to understand at some point there will have to be a tax increase. Rep Plumer asked including this new amount of spending what the increase would be over last years spending. Rep Abear stated it would be a 0.08% increase. Rep Sylvia stated he heard discussion that taxes are not being increased this year but next year the new positions will need to be funded for a full year. Rep Lang stated they need to protect the \$8million investment. He stated they have an obligation to employees to provide a safe working environment. Rep Fields stated not one constituent has contacted him.

Rep Abear called roll: Abear-N, Aldrich-N, Comtois-N, Fields-Y, Flanders-Y, Fraser-Y, Howard-N, Huot-Y, Lang-Y, Plumer-Y, Silber-N, Spanos-Y, Sylvia-N and Vadney-N. 7-7. Motion failed due to a tie.

Rep Huot requested the chair to call a meeting in the next two weeks to reconsider the vote.

Adjourn: Rep Vadney adjourned the meeting at 10:15 pm.

Respectfully submitted,



Jamie Ellsworth  
Administrative Assistant

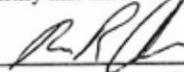
**Certificate of Vote**  
**Resolution for Gunstock Notes or Bonds (RAN)**

The following motion was made at the meeting of the Belknap County Convention (Legislative Delegation) on May 22, 2017. Notice of said meeting was posted as required by law.

Resolved: "Pursuant to the authority of Chapter 399:15, 1959 NH Laws as amended, to authorize the Belknap County Treasurer to issue notes, on the concurrence of not less than four members of the Gunstock Area Commission, in 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 notes are issued in anticipation of revenues at Gunstock Ski Area and shall have a maturity date of not later than April 1, 2018. All notes issued pursuant to this authority shall contain an express provision that all fees, fares, and tolls, as authorized by statute, shall continue to be collected until such notes have matured. The Gunstock Area Commission shall pay the principal and interest on said notes out of revenues collected by Gunstock Area."

Representative:	YES	NO
Marc Abear	✓	
Glen Aldrich ✓		
Barbara Comtois	✓	
Dennis Fields	✓	
Don Flanders	✓	
Valerie Fraser	✓	
Raymond Howard	✓	
David Huot	✓	
Timothy Lang	✓	
Michael Maloney ✓		
John Plumer	✓	
Norman Silber		✓
Peter Spanos	✓	
Michael Sylvia ✓		
Herb Vadney	✓	
Peter Varney ✓		
<b>Total:</b>		

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

  
 \_\_\_\_\_  
 Marc Abear, Clerk  
 Belknap County Delegation

\_\_\_\_\_  
 5/22/17  
 Date



## Delegation Meeting Minutes June 27, 2017 at 7:00 pm

Chair Vadney called the Belknap County Delegation meeting to order at 7:06 pm on the above date at 34 County Drive, Laconia, NH. Representative Vadney led the pledge of allegiance.

In Attendance: Representatives Abear, Aldrich, Comtois, Fields, Flanders, Howard, Huot, Lang, Plumer, Silber, Spanos, Sylvia, Vadney and Varney.

Absent: Representative Fraser and Maloney.

**Minutes:** Rep Silber pointed out two spelling mistakes and asked that in the second paragraph under Gunstock RAN after the third sentence the following be added: Mr. Sullivan stated no vote had been taken. M/Huot, S/Fields to approve the minutes of 5/22/17 with the suggested changes from Rep Silber. Unanimous. **Motion passed.**

**Consider process for County Attorney position:** There was a lengthy discussion about the advertisement process and whether it should be advertised in the NH Bar Journal.

M/Huot to schedule a further meeting to consider applications that we provide advertising in the local newspaper, the NH Bar Association and a statewide newspaper with an end date to be 7/15/17. Rep Howard stated they needed to consider if they should notify current applicants that they do not have to move to the County. Rep Comtois stated they need to notify the applicants that they will be conducting interviews. Rep Huot stated he would like it advertised widely throughout the state. Rep Silber stated he didn't understand why it should be prolonged any longer.

M/Plumer to go forth with a committee and have a second meeting to vote. Rep Vadney stated he would be uncomfortable voting tonight and it would be unfair. County Administrator Debra Shackett stated the other candidate called her and asked if he needed to attend the meeting. She stated she read him the exact words the Chairman had said to use for the meeting notice and that is why he is not here.

M/Huot to set a date of 7/15/17 to accept further applications authorize additional advertisements in the Laconia Daily Sun, Suncook Valley Sun, a state wide paper and NH Bar. To hold a meeting on July 25<sup>th</sup> to interview applicants and make a selection. S/Lang. M/ Huot, S/Fields to accept tinkering with original meeting. 10-4 Rep Aldrich, Sylvia, Comtois and Varney-opposed. **Motion passed.**

Rep Silber asked that the advertisement be sent to all members for review before it is sent to the newspaper. County Administrator Shackett stated the previous advertisement would be used unless there are changes.

There was discussion about the costs associated for the advertisement.

M/Spanos to reconsideration and hold a meeting to interview both candidates that have already been received. S/Silber to vote on reconsideration. Rep Howard stated in a 1 ½ years there will be an election for this position. He stated there are two very well put together applicants.

Rep Huot stated there are no rules and some are needed. He stated if you are having a motion to reconsider a vote and then vote on it again and then have a new motion to vote on it.

M/Spanos S/Howard to reconsider. Rep Abear called roll: Abear-Y, Aldrich-Y, Comtois-Y, Fields-Y, Flanders-Y, Howard-Y, Huot-N, Lang-N, Plumer-N, Silber-Y, Spanos-Y, Sylvia-Y, Vandey-N and Varney-Y. 10-4 **Motion passed.**

M/Lang, S/Huot to set July 15<sup>th</sup> applicant deadline and advertise in the Daily Sun, Suncook Valley Sun and NH Bar Association. With a meeting to be scheduled July 25<sup>th</sup> for interviews and selection.

M/Lang, S/Huot to amend previous motion and strike out statewide advertising and leave everything else the same. Rep Abear called roll: Abear-N, Aldrich-N, Comtois-N, Fields-Y, Flanders-Y, Howard-N, Huot-Y, Lang-Y, Plumer-Y, Silber-Y, Spanos-N, Sylvia-N, Vadney-Y and Varney-N. 7-7 **Motion failed.**

M/Sylvia, S/Spanos to make a final selection on July 25<sup>th</sup> and not advertise again. Rep Silber stated if they were not going to advertise then they could conduct the meeting on the 18<sup>th</sup>. Rep Vadney stated they should cover all basis as far as the proper advertisement. Rep Abear stated the motion on the table is to eliminate the advertisement and make a final selection and interviews on the 25<sup>th</sup>. Rep Vadney asked why this helps us. Rep Spanos stated it gives us someone in place in an already over worked department. County Administrator Shackett stated she didn't believe there was any requirement to advertisement for employment and didn't think anyone could successfully challenge that the position wasn't advertised in good faith. Rep Howard stated he didn't know why they couldn't meet on the 14<sup>th</sup> or 18<sup>th</sup>. Rep Sylvia stated to make the meeting the 11<sup>th</sup>.

M/Sylvia, S/Spanos to amend existing motion to eliminate advertising and notice the interview and selection on July 11 at 7 pm. Rep Abear called roll: Abear-Y, Aldrich-Y, Comtois-Y, Fields-Y, Flanders-Y, Howard-Y, Huot-N, Lang-N, Plumer-Y, Silber-Y, Spanos-Y, Sylvia-Y, Vadney-Y and Varney-Y. 12-2 **Motion passed.**

**Other:** There was some discussion on adopting official rules for the Delegation. No actions were taken.

Adjourn: M/Huot, S/Silber to adjourn at 8:22 pm.

Respectfully submitted,



Jamie Ellsworth  
Administrative Assistant



**Executive Committee Meeting Minutes**  
**July 10, 2017 at 9:30 am**

In Attendance: Representatives Abear, Howard, Huot (@ 10:44 am), Spanos, Sylvia and Vadney

Absent: Representative Aldrich and Varney (alternate)

**Minutes 04/10/17:** M/Abear, S/Howard to approve the minutes. Unanimous. **Motion passed.**

**Budget Review:** Rep Sylvia request the budget numbers be emailed to the members prior to the October meeting. He stated the next Executive Committee meeting will be held October 10<sup>th</sup> at 9 am.

The Executive Committee reviewed the budget handouts and questioned line items that were more than 50% expended.

**Transfer Request 2017.02:** This transfer request was tabled from the April 10<sup>th</sup> meeting and will continue to be tabled as the bill is not due until December.

**Transfer Request 2017.04:** M/Howard, S/Spanos to table item until we find out what is going on. Unanimous. **Motion passed.**

There was a discussion about how to move forward with charging meeting fees to the Delegation budget as it was already overspent without the transfer approval.

M/Vadney, S/Huot to take transfer 2017.04 off the table. 4-2 Rep Abear and Sylvia opposed. **Motion passed.**

M/Huot, S/Vadney to approve transfer request 2017.04. Rep Abear called roll: Abear-N, Howard-Y, Huot-y, Spanos-Y, Vadney-Y and Sylvia-N. **Motion passed.**

Adjourn at 12:44pm

A handwritten signature in black ink, appearing to read "Jamie Ellsworth".

Jamie Ellsworth  
Administrative Assistant



## **Delegation Meeting Minutes** **July 11, 2017 at 7:00 pm**

Chair Vadney called the Belknap County Delegation meeting to order at 7:07 pm on the above date at 34 County Drive, Laconia, NH. Representative Spanos led the pledge of allegiance.

In Attendance: Representatives Abear, Aldrich (@ 7:30 pm), Comtois, Fields, Flanders, Fraser, Howard, Huot, Lang, Plumer, Silber, Spanos, Sylvia, Vadney and Varney.

Absent: Representative Maloney.

**Interviews for County Attorney:** There was discussion about whether the interim County Attorney needed to be a resident of Belknap County and if the advertisement was properly worded.

M/Silber, S/Plumer to defer the applicants, re-advertise and set another deadline to receive applications by; to schedule another meeting Tuesday August 1<sup>st</sup>.

DISCUSSION: Rep Silber stated he wanted it advertised properly to avoid being sued. Rep Vadney stated it seems that advertising in the paper is not the best way to go. Rep Sylvia stated he researched the vacancy of the County Attorney and recalled three sections that dealt with it.

The applicants for the vacant position all agreed that the person appointed needs to be a resident of Belknap County upon appointment.

Rep Silber withdrew his motion.

M/Silber, S/Aldrich Delegation shall not accept late applications for County Attorney. 7-yes 7-no **Motion failed.** Rep Howard did not vote. Rep Howard stated to add his vote to the yes. Rep Vadney stated they could vote to reconsider.

M/Vadney, S/Spanos to reconsider. Unanimous. **Motion passed.**

Motion to reconsider is Delegation should not consider late applicants. Rep Abear called roll: Abear-Y Aldrich-Y Comtois-N Fields-N Flanders-N Fraser-Y Howard-Y Huot-N Lang-Y Plumer-N Silber-Y Spanos-N Sylvia-Y Varney-N Vadney-N. 7-8 **Motion failed.**

Rep Comtois stated this means we are hearing the late applicants. Rep Vadney stated that was correct.

The Delegation heard from Roni Kamis, Andrew Livernois and RJ Meurin. After each candidate spoke the Delegation was given the opportunity to ask questions.

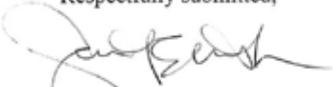
**Appointment of Interim County Attorney:** There was a discussion about how to proceed with voting to appoint the interim county attorney. Each Representative wrote down on a piece of paper their choice for the appointment. Rep Abear collected the ballots and read the following results:

Representative	Vote
Abear	Livernois
Aldrich	Karnis
Comtois	Karnis
Fields	Livernois
Flanders	Livernois
Fraser	Livernois
Howard	Karnis
Huot	Livernois
Lang	Livernois
Silber	Livernois
Spanos	Karnis
Sylvia	Livernois
Vadney	Karnis
Varney	Meurin

M/Silber, S/Lang to offer Attorney Livernois the position of Interim County Attorney to start August 1<sup>st</sup>. Unanimous. **Motion passed.**

**Adjourn:** The meeting adjourned at 9:41pm.

Respectfully submitted,



Jamie Ellsworth  
Administrative Assistant



**Delegation Meeting Minutes**  
**August 8, 2017 at 7:00 pm**

Chair Vadney called the Belknap County Delegation meeting to order at 7:03 pm on the above date at 34 County Drive, Laconia, NH. Representative Aldrich led the pledge of allegiance.

In Attendance: Representatives Abear, Aldrich, Comtois, Fields, Flanders, Howard, Huot, Lang (via phone), Plumer, Silber, Spanos, Sylvia, Vadney and Varney.

Absent: Representative Fraser and Maloney.

**Minutes:** M/Silber, S/Huot to approve the minutes of 7/11/17. Unanimous. **Motion passed.**  
M/Silber, S/Huot to approve the minutes of 6/27/17. Unanimous. **Motion passed.**

**Supplemental Appropriation:** Commissioner DeVoy reviewed the original and revised supplemental request. He stated the Sheriff had cut his request and the Corrections Department hired staff later than anticipated.

Sheriff Mike Moyer stated his request changed a lot. He stated he cut two permanent part-time Deputies. Sheriff Moyer stated he also has an open dispatcher position that he is not filling.

Rep Sylvia asked if they are considering proposals one at a time. Rep Vadney stated they would have three separate votes at the end.

Rep Vadney stated they would review the eldercare request next. Commissioner DeVoy stated this is a requirement from the state that the County pay this bill. He stated the bill had increased. Commissioner Waring explained the process for recording the expense and credit in the budget. Rep Sylvia stated for the first six months of this year we have been paying last year's rates. Commissioner Waring stated that was correct. He stated the State of NH sets the bills based on their fiscal year which begins in July.

Commissioner DeVoy stated the process for the Community Corrections facility is two months behind schedule. He stated they will be shipping out some inmates to move forward. Superintendent Keith Gray reviewed his original request and the revised request. He stated change is due to hiring later than anticipated and different health plans chosen by the new employees.

Superintendent Gray stated he would be moving eight inmates later in the week to Carroll County. Rep Spanos asked if the cost was known for the actual move to Carroll County. Superintendent Gray stated Carroll County has agreed to come down and pick up the inmates.

He stated transportation of the inmates after that will be the responsibility of the Sheriff's Department. Rep Sylvia asked about the new video visitation contract that was signed. Superintendent Gray stated that was part of the project and would help eliminate contraband problems. Rep Sylvia asked if the inmates are charged for the visitation. Commissioner DeVoy stated the person initiating the visitation would pay the fee.

Rep Silber asked if there were expected to be some unspent funds from the project to use for the roof. Commissioner DeVoy stated they were two months behind schedule and will know in early fall if the project will be under budget.

Rep Howard asked if the video visitation would be monitored. Superintendent Gray stated it would be recorded. He stated they could refer back to the recordings for investigative purposes. Rep Vadney asked if the system had word recognition. Superintendent Gray stated he was not sure.

Rep Vadney asked if there was any public comment.

Joe Haas, Gilmanton stated his concern is that the Delegation was not complete. The RSA says the Delegation makes the vote not a partial Delegation. Rep Vadney stated they have a quorum present. Mr. Haas asked how the meeting was noticed. Commissioner Waring stated it was sent out to all boards of selectmen. Selectman Grenier from Gilford stated they had received the notice.

County Attorney Andrew Livernois stated he is very supportive of the supplemental appropriation. He stated it is important to open new facility.

Rep Silber stated the Sheriff should be commended for taking a sharp pencil to his department budget.

Rep Sylvia reviewed the spending amounts since 2011 and stated he would vote against all requests. He spoke of the legal lines in the budget being over spent. Rep Huot asked for point of order.

Rep Silber asked if we could legally get out of paying the DHHS bill \$135,000. Rep Vadney stated they could not.

Rep Fields commended everyone for doing good job. Rep Sylvia renewed his stand that they have appropriated ample funds to run the County and will vote no. Rep Spanos stated he would be supporting the appropriation. He stated a few years ago there were a lot of numbers thrown around to build the new jail and the one built is state of the art and done for the sum of approximately \$8million. Rep Silber spoke about legal bills he received per a 91-a request. He stated he thought the spending was out of control and will be voting no. Rep Huot spoke about the meetings in 2013 & 2104 that started the process for the new jail. Rep Varney asked if the \$95,000 was just payroll. Commissioner DeVoy stated it was payroll and health insurance. Rep Vadney asked how many more will need to be hired. Commissioner DeVoy stated this was it.

M/Silber, S/Fields to approve the Sheriff request of \$26,000 and to take it from the fund balance.

Discussion: Rep Abear stated before we allocate money from the unused fund balance, if we are to take the monies for the supplemental request from the fund balance will it create a cash problem. Commissioner Waring stated it will create a \$2.2 million problem. Rep Vadney asked how it will affect the set aside money for the roof. Commissioner DeVoy stated it will not affect that money. Commissioner Waring stated that money had not been borrowed. Rep Abear called roll: Abear-Y, Aldrich-Y, Comtois-Y, Fields-Y, Flanders-Y, Howard-Y, Huot-Y, Lang (via phone)-Y, Plumer-Y, Silber-Y, Spanos-Y, Sylvia-N, Vadney-Y and Varney-Y. 13-1 **Motion passed.**

M/Fields, S/Huot to approve the Elder-Care State Pass through request of \$135,852 and to take the money from the fund balance. Rep Abear called roll: Abear-Y, Aldrich-Y, Comtois-Y, Fields-Y, Flanders-Y, Howard-N, Huot-Y, Lang (via phone)-Y, Plumer-Y, Silber-N, Spanos-Y, Sylvia-N, Vadney-Y and Varney-Y. 11-3 **Motion passed.**

M/Fields, S/Huot to approve the Department of Corrections request of \$95,000 and to take the monies from the fund balance. Rep Abear called roll: Abear-Y, Aldrich-N, Comtois-N, Fields-Y, Flanders-Y, Howard-N, Huot-Y, Lang (via phone)-Y, Plumer-Y, Silber-N, Spanos-Y, Sylvia-N, Vadney-Y and Varney-Y. 9-5 **Motion passed.**

Adjourn: M/Huot, S/Plummer to adjourn at 8:31 pm.

Respectfully submitted,



Jamie Ellsworth  
Administrative Assistant



**Executive Committee Meeting Minutes**  
**October 11, 2017 at 9:00 am**

In Attendance: Representatives Abear, Aldrich, Howard, Huot (at 9:16 am) Spanos, Sylvia and Vadney

Absent: Representative Varney (alternate)

**Minutes:** M/Howard, S/Spanos to approve the minutes. Unanimous. **Motion passed.**

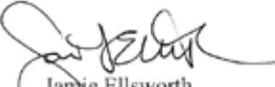
**Budget Review:** The Executive Committee reviewed the expense and revenue reports

**Transfer Request 2017.02:** Transfer request 2017.02 to cover the interest for the TAN was reviewed. M/Spanos, S/Aldrich to approve the transfer request 2017.02. Unanimous. **Motion passed.**

**Transfer Request 2017.05:** Transfer request 2017.05 to cover meeting fees was reviewed. M/Vadney, S/Howard to approve the transfer request. 5-1 Abear opposed. **Motion passed.**

M/Sylvia, S/Aldrich to adjourn at 10:45 am.

Respectfully submitted,

  
Jamie Ellsworth  
Administrative Assistant



**Delegation Meeting Minutes**  
**October 11, 2017 at 10:30 am**

Chair Vadney called the Belknap County Delegation meeting to order at 10:55 am on the above date at 34 County Drive, Laconia, NH. Representative Spanos led the pledge of allegiance.

In Attendance: Representatives Abear, Aldrich, Fields, Fraser, Howard, Huot, Lang, Plumer, Silber, Spanos, St. Clair, Sylvia, and Vadney.

Absent: Representative Comtois, Maloney and Varney.

Rep Vadney welcomed back Rep Tilton and welcomed newly elected Rep St. Clair.

Moment of silence was held for Rep Flanders.

**Minutes:** M/Silber S/Aldrich to approve the minutes. Unanimous. **Motion passed.**

**Certify Funding recommendations to DRA:** M/Abear, S/Huot Resolved: That the amount certified by the Belknap County Convention for Other State Grants and Reimbursements set forth on line 3359 of the MS-42 submitted by the Chairman and Clerk to the NH Department of Revenue Administration for 2017 be amended, as follows:

3359 Other State Grants and Reimbursements      \$85,170

And be it further

Resolved: That the amount set forth on page 6 of the said form MS-42 as "Fund Balance to Reduce Tax Rate be amended to \$2,205,515.

And be it further

Resolved: That the clerk certify the appropriations and revenue estimates resulting from the adoption of the Resolution as well as the minutes of this meeting with the Department of Revenue Administration in the same manner as required for report amended hereby.

Rep Abear stated he received a phone call from DRA and asked that they affirm their actions. Rep Spanos asked if the fund balance had been calculated. County Administrator Debra Shackett stated the estimated net affect would be \$950,000 and the year started with \$3.1million. Rep Sylvia asked why they are going through this process with a revision to our budget on the command of DRA. Rep Abear stated the reason it is appropriate has nothing to do with DRA. He stated they need to say where the money is going to come from since we budgeted for it and it will not come in. Rep Huot stated the County Convention include revenue for HB413 and it

did not pass. He stated if a resolution is not passed than the County tax rate will be set with the tax increase to cover the \$290,000. Rep Silber stated the Delegation passed a budget based on information at that time. He asked why we don't change the revenues for the Nursing Home since we know there will be a shortfall. Rep Huot stated this isn't a case of an amount we estimated incorrectly, it's an amount that doesn't exist because the bill didn't pass. He stated he remembered pointing this out during the budget meeting that the funds will not coming through. Rep Lang stated we included revenue in our MS-42 that doesn't exist and we need to put it on the fund balance or raise taxes. Rep Sylvia inquired about how the fund balance is broken out. Commissioner Waring reviewed how it is broken out.

Rep Abear called roll-Abear-Y, Aldrich-Y, Fields-Y, Fraser-Y, Howard-Y, Huot-Y, Lang-Y, Plumer-Y, Silber-Y, Spanos-Y, St. Clair-Y, Sylvia-N, Tilton-Y and Vadney-Y. 13-1 **Motion passed.**

**Repurpose the Bond Funds:** Commissioner DeVoy stated there is \$605,000 left from the Community Corrections Center bond. He requested to have the amount repurposed for the roof at the complex and windows for the courthouse. Rep Vadney stated he wants to be certain that the paperwork has been done properly. Commissioner DeVoy stated bond council is aware of the request.

Adam Downs, Bauen Corporation stated the existing roof has failed partly due to lack of venting and the existing shingles have a known issue. He stated that he and the architect came to the same conclusion for the type of shingles to use. Rep Sylvia asked what the new roof's life expectancy is. Mr. Downs stated it is called lifetime which is probably 35 years.

Rep Vadney stated they need to focus on making sure everything has been done properly. Commissioner DeVoy stated the architect, Bond Council and attorney have been involved with the process. Michael Muzzey, Treasurer stated he spoke with County Administrator Shackett and she had already done the research and contacted Bond council.

M/Fields S/Huot

WHEREAS, Belknap County, New Hampshire (the "County") issued its \$8,000,000 Bond Anticipation Notes, dated March 31, 2017 (the "BANs") for the purposes of (i) current refunding the County's \$4,000,000 General Obligation Bond Anticipation Notes, dated April 29, 2016 which were issued to finance the costs of the construction of a new correctional facility (the "Project") and (ii) financing new money costs of the Project; and

WHEREAS, the Project has been substantially completed as evidenced by the Certificate of Substantial Completion, attached hereto as Exhibit A and the County expects to receive and to pay the final invoice for the Project within 30 days of the date hereof; and

WHEREAS, the County has unused proceeds of the BANs and as such, it seeks to repurpose those funds pursuant to NH RSA 33:3-a(II) by a two-thirds vote of the County Delegation members.

NOW THEREFORE, IT IS HEREBY:

RESOLVED: That the County Delegation hereby approves the use of up to \$605,000 in unused proceeds of the BANs for the purposes of financing (i) the costs of the replacement of the roof on the County Complex (approximately \$540,000) and (ii) the costs of the replacement of the glass window walls at the County court house (approximately \$65,000), which improvements each have a useful life at least equal to the useful life of the Project.

RESOLVED: that all actions heretofore taken in a manner consistent with the foregoing are hereby ratified and confirmed.

Rep Abear called roll- Abear-Y, Aldrich-Y, Fields-Y, Fraser-Y, Howard-Y, Huot-Y, Lang-Y, Plumer-Y, Silber-Y, Spanos-Y, St. Clair-Y, Sylvia-Y, Tilton-Y and Vadney-Y. Unanimous. **Motion passed.**

Adjourn: M/Huot, S/Aldrich to adjourn at 11:43 am.

Respectfully submitted,



Jamie Ellsworth  
Administrative Assistant



**Delegation Meeting Minutes**  
**November 9, 2017 at 7:00 pm**

Chair Vadney called the Belknap County Delegation meeting to order at 7:00 pm on the above date at 34 County Drive, Laconia, NH.

In Attendance: Representatives Abear, Aldrich, Comtois, Fields, Fraser, Howard, Huot, Lang, Plumer, Silber, Spanos, St. Clair, Sylvia, Vadney and Varney.

The Delegation interviewed the two Gunstock Area Commissioner applicants, Sean Sullivan and Brian Gallagher.

M/Spanos, S/Fields to perform a roll call vote to vote on the Gunstock Area Commission appointment. Rep Abear called roll: Abear-Gallagher, Aldrich-Gallagher, Comtois-Gallagher, Fields-Sullivan, Fraser-Gallagher, Howard-Gallagher, Huot-Sullivan, Lang-Sullivan, Plumer-Gallagher, Silber-Gallagher, Spanos-Gallagher, St. Clair-Sullivan, Sylvia-Gallagher, Tilton-Sullivan, Vadney-Gallagher and Varney-Gallagher. Gallagher-11 and Sullivan-5.

The Delegation had a discussion about how they would proceed with the 2018 budget process.

**Adjourn:** M/Howard, S/Spanos to adjourn at 8:25 pm.

Respectfully submitted,

Jamie Ellsworth  
Administrative Assistant



## **Delegation Meeting Minutes** **December 8, 2017 at 6:00 pm**

Chair Vadney called the Belknap County Delegation meeting to order at 6:00 pm on the above date at 34 County Drive, Laconia, NH. Representative Howard led the pledge of allegiance.

In Attendance: Representatives Abear, Aldrich, Comtois (@ 6:22 pm), Fields, Fraser, Howard, Huot, Silber, Spanos, St. Clair, Sylvia (@ 7:25 pm), Vadney and Varney.

Absent: Representative Lang and Plumer.

Commissioner DeVoy reviewed the first few budget presentation slides. Commissioner Waring reviewed the fund balance slides. Rep. Abear stated revenues cannot be projected dead-on. Commissioner Waring stated that was correct. He stated revenues need to be budgeted close to expenses.

Nursing Home Administrator Shelley Richardson reviewed the nursing home slide. She stated currently there are 19 open positions. Nursing Home Administrator Richardson stated in a US News World report for New Hampshire nursing homes ours ranked #5. Rep St. Clair asked if they use staffing agencies. Nursing Home Administrator Richardson stated they have not since March.

Superintendent Keith Gray reviewed the department of corrections slide. He stated with the pilot CORE program only 8 out of 49 participants have returned.

Facilities Manager Dustin Muzzey reviewed facilities maintenance slide. He stated internet services are now being charged to his budget except the nursing home portion. Rep Howard inquired about the ADA request for an audio system. Facilities Manager Muzzey stated there was a request from a hearing impaired citizen that attended some of the 2017 budget meetings and was not able to hear what was being said.

Sheriff Mike Moyer reviewed the sheriff department slide. He stated the dispatch position is very important. Rep Vadney asked what start date was used for the new position. Sheriff Moyer stated May 2018 with all benefits included in the budget. Rep Comtois asked what the cost per year per vehicle is to lease them. Sheriff Moyer stated approximately \$10,000 per vehicle. Rep

Howard asked where the revenues come from in the department. Sheriff Moyer stated they are Sheriff Fees, dispatch, bailiffs, court security and the Town of Northfield.

Register of Deeds Judy McGrath reviewed the registry of deeds slide. Rep Silber asked if the department was still microfilming and digitizing documents. Register of Deeds McGrath stated they were.

County Attorney Andrew Livernois reviewed the county attorney department slide. Rep Silber asked for a schedule of each attorney and their caseload. County Attorney Livernois reviewed his caseload chart. Rep Abear asked how many of the disposed cases plead out verse went to trial. County Attorney Livernois stated about 90% plead out.

Restorative Justice Director Mike MacFadzen reviewed the restorative justice slide. Rep Vadney asked for examples of the typical customer. Restorative Justice Director MacFadzen stated the three types of clients are juvenile, adult and bail monitoring.

County Administrator Debra Shackett reviewed the general admin, IT, human services and outside agencies slides. Rep Vadney asked what we have been doing without the HR Director. County Administrator Shackett stated herself and HR Generalist Deb Laflamme have been doing the work. Rep Comtois asked if the IT services went out to bid. County Administrator Shackett stated they did and two bids were received. There was a discussion on the receivables at the nursing home.

At 7:30pm Rep Vadney asked if there was any public comment.

Lisa Morin, BC Conservation District, provided information packets. She stated they are looking to receive money for the one fulltime staff and NH Gleans. Ms. Morin stated the money they are asking for allows them to leverage grants. Jamie Davis, BC Conservation District, stated he wanted to stress the importance of conservation district. Rep Howard asked who estimates the value. Ms. Morin stated she took the value of volunteer hours, NH Gleans program, Grants, other projects and services. Rep Howard asked if the grants were Federal grants. Ms. Morin stated they were not. Rep Sylvia asked if they receive financial donations. Ms. Morin stated some small ones. Richard Demark, Meredith stated he has been an advisor for 36 years. He stated he has read the papers and appreciate the challenges being faced. Mr. Demark asked that the Delegation think of these supportive agencies as County services. Rep Comtois stated the NH Glean program is a good program and spoke a little bit about FSMA.

Ann Nichols, Genesis, stated they are the mental health agency that has been designated by the State of NH to serve Belknap County and southern Grafton County. She stated they ask for funding for the adult outpatient program for ages 18-59. Rep Spanos asked if they provide

hospice care. Ms. Nichols stated they never have that they are different from Genesis Healthcare.

Kelly McAdam, UNH stated they are asking for \$155,270, due to change in consumer price index. She reviewed the 4 program areas they cover. Ms. McAdam stated food safety modernization act (FSMA) is a major area of work this year. Rep Howard asked if they were getting an increase in financial support from the state. Ms. McAdam stated they have a 2/3rds match from UNH.

Ruth Larson, Alton stated looking at this list of funding request for support agencies is minuscule to the budget. She stated she is on support of all the support agencies.

Commissioner Waring asked if there was a schedule of what will be discussed at the next meeting.

Rep Abear suggested they take the ones with less than 3% increase first. He stated they are: Finance, IT, Registry of Deeds, UNH and Nursing Home. Rep Vadney stated they will be discussed in detail on Monday, but will not vote until all departments have been reviewed.

Rep Abear stated they could review Corrections, Sheriff, Restorative Justice and County Attorney on Wednesday.

Rep Sylvia stated the Commissioners must approve a transfer request and bring to the Executive Committee for meeting fees.

M/Taylor, S/Waring to transfer \$5,000 from contingency to cover meeting fees. Unanimous.  
**Motion passed.**

Adjourn: M/Huot S/Comtois to adjourn at 8:15pm.

Respectfully submitted,



Jamie Ellsworth  
Administrative Assistant

Delegation Budget Work Session  
Belknap County Complex  
12/11/17, 7:00 pm

Members present: Chairman Vadney, Representatives Abear, Aldrich, Comtois, Fields, Howard, Lang, Plumer, Silber, Spanos and Tilton.

Members absent: Representatives Fraser, Huot, St. Clair, Sylvia and Varney.

The meeting began with the Pledge of Allegiance.

The IT budget request was reviewed. Ryan Robinson, Mainstay Technologies was present to answer any technical questions about the county's systems. The Delegation requested signed copies of the contract with Mainstay and a signed contract of the copy with Munis.

The Nursing Home Administrator was present to answer questions relating to the Nursing Home budget. Most of the conversation was related to the accounts receivable and billing process. Information was requested showing the amounts of union vs. non-union contractual obligations.

Judy McGrath presented the Deeds budget and answered questions regarding the operation of her department.

Kelley McAdam was present to explain the budget request from the UNH Cooperative Extension.

Debra Shackett reviewed the Administration & Finance sections of the budget. A link to the New Hampshire Association of Counties By Laws was requested.

The meeting was adjourned at 9:17 pm.

An Executive Committee meeting was convened to consider transfer request # 2017.06. Representative Aldrich made a motion to approve the transfer and Representative Vadney seconded the motion. The 5 members of the Executive Committee present all voted in the affirmative. The motion to approve the transfer passed. The meeting was adjourned at 9:20 pm.

Respectfully submitted,



Debra A. Shackett, County Administrator

Delegation Budget Work Session  
Belknap County Complex  
12/13/17, 7:00 pm

Members present: Chairman Vadney, Representatives Abear, Comtois, Fields, Fraser, Howard, Huot, Lang, Plumer, Silber, Spanos, St. Clair (@ 7:20pm), Sylvia (@ 7:20pm), Tilton, and Varney.

Members absent: Representatives Aldrich.

The meeting began with the Pledge of Allegiance.

M/Lang, S/Fields to approve the minutes of 10/11/17. Unanimous. **Motion passed.**

The Corrections Superintendent was present to answer questions relating to the Corrections budget. Rep Howard asked for copies of the CORE contract and the cost to house inmates per year as compared to the rest of the state.

The Director of Restorative Justice was present to answer questions relating to the Restorative Justice budget.

The Sheriff was present to answer questions relating to the Sheriff budget.

The County Attorney was present to answer questions relating to the County Attorney budget.

The Facilities Manager was present to answer questions relating to the Maintenance budget.

M/Howard, S/Lang to adjourn at 10:56 pm.

Respectfully submitted,



Lori Sharp, Accounting Manager



**Delegation Meeting Minutes**  
**December 18, 2017 at 7:00 pm**

Chair Vadney called the Belknap County Delegation meeting to order at 7:00 pm on the above date at 34 County Drive, Laconia, NH. Representative Fields led the pledge of allegiance.

In Attendance: Representatives Abear, Comtois (@ 7:30pm), Fields, Fraser, Howard, Huot, Lang, Plumer, Spanos, St. Clair, Sylvia (@ 7:50pm) and Vadney.

Absent: Representative Aldrich, Silber, Tilton and Varney.

The Delegation reviewed the Contingency line request.

Debt services-Commissioner DeVoy stated one Bond was paid off. He stated there is an increase cost in interest due to needing to borrow a Tax Anticipation Note earlier than normal.

Health and Human Services-Commissioner DeVoy stated this is the required payment to the State of NH. Rep Abear stated the amount requested should be higher as it is under estimated.

UNH Coop. Extension-Kelly McAdam was present to answer questions from the Delegation members.

BC Conservation District-Lisa Morin was present to answer questions from the Delegation members.

BC Economic Development-Commissioner DeVoy answered questions from the Delegation members for Economic Development.

Genesis-Maggie Pritchard was present to answer questions from the Delegation members.

C.A.P.-Pam Jolvett was present to answer questions from the Delegation members about the Elder Services provided by C.A.P. Susan Wanook was present to answer questions about family planning.

Child Advocacy-There was no one present to answer questions. Rep Comtois spoke about the services that Child Advocacy provides.

Capital Projects-Commissioner DeVoy stated the projects include paving the back loading dock area and road that it leads to and boiler replacement.

Rep Vadney suggested adopting a continuing resolution to continue spending in the New Year until a budget is finalized. Commissioner DeVoy stated we have always operated under the understanding that usual and customary expenses can continue in the New Year until a budget is passed.

Adjourn: M/Huot S/Lang to adjourn at 9:00 pm.

Respectfully submitted,



Jamie Ellsworth  
Administrative Assistant



**Executive Committee Meeting Minutes**  
**December 20, 2017 at 8:30 am**

In Attendance: Representatives Abear, Aldrich, Howard, Huot, Spanos, Sylvia and Vadney

Absent: Representative Varney (alternate)

Rep Howard recited the pledge.

**Minutes:** M/Howard, S/Huot to approve the minutes of 10/11/17. Unanimous. **Motion passed.**

**TAN:** Treasurer Michael Muzzey requested authorization to borrow up to \$12million in anticipation of taxes. He reviewed the cash flow projection included in the packet.

Rep Abear asked if was correct that only the amount that was appropriated last year could be borrowed. Mr. Muzzey stated he didn't know that to be the case. He stated historically the budget has been in place before borrowing is needed. Rep Abear stated if the \$12million is borrowed it still might not be enough to get through the year without another borrowing. County Administrator Debra Shackett stated the Commissioners and Treasurer had a discussion about the amount and it is entirely possible that we will need to ask for another borrowing.

Rep Howard asked if we know what the interest rate would be. Mr. Muzzey stated we did not.

Rep Sylvia read RSA 29:8 and stated the Delegation might put forward a resolution to continue expenditures the same as 2017 for 2018 until a budget is passed.

M/Huot to authorize the Treasurer to borrow up to \$15million in anticipation of taxes.

Tom Tardif, Laconia, stated you are not appropriating money you are borrowing money to supplement the lack of funds in the fund balance. Rep Sylvia stated we need to authorize due to it taking up to 6 weeks to finalize.

S/Sylvia. There was discussion as to whether the Executive Committee could authorize more than the Commissioners authorized. Rep Abear called roll: Abear-Y, Aldrich-N, Howard-N, Huot-Y, Spanos-Y, Sylvia-Y and Vadney-N. 4-3 Motion passed.

Rep Sylvia asked if there was a list of requirements for the annual report of the County. County Administrator Shackett stated all the minutes will be in the report.

**Adjourn**-M/Huot, S/Vadney to adjourn at 9:24 am.

Respectfully submitted,



Jamie Elsworth  
Administrative Assistant