

Delegation Meeting – December 12, 2022

CALL TO ORDER - Presiding Officer Bean
6:30pm @ Belknap County Complex

QUORUM CALL - Harvey-Bolia

Roll Called - **Quorum Present**

<i>Representative</i>	<i>Present</i>	<i>Absent</i>
<i>Harry Bean</i>	X	
<i>Richard Beaudoin</i>	X	
<i>Steven Bogert</i>	X	
<i>Mike Bordes</i>	X	
<i>Matthew Coker</i>	X	
<i>Barbara Comtois</i>	X	
<i>Russell Dumais</i>	X	
<i>Juliet Harvey-Bolia</i>	X	
<i>David Huot</i>	X	
<i>Nikki McCarter</i>	X	
<i>David Nagel</i>	X	
<i>Travis O'Hara</i>	X	
<i>Thomas Ploszaj</i>	X	
<i>Lisa Smart</i>	X	
<i>Charlie St. Clair</i>		X
<i>Paul Terry</i>	X	
<i>Douglas Trottier</i>	X	
<i>Peter Varney</i>		X
Count	16	2

MOTION

Add 'other business' at the end of the agenda by O'Hara
Chair Ordered without Objection - **NO OBJECTION**

MOTION

Approval of prior minutes by Bordes
Objection to missing cost items - Admin to add cost items

TABLE MOTION

Approval of minutes till next meeting by Bogert
Voice vote - **TABLED TO NEXT MEETING**

NAGEL JOINED

ELECTION OF OFFICERS

Discussion on the ballot process and the legality of the process was clarified
Discussion on how a "present" vote would impact a majority
Chair ruled without objection that a majority of a quorum necessary; a quorum must vote
"yea" or "nay" for the vote to be an official count - **NO OBJECTION**

ELECTION OF CHAIRPERSON

Harvey-Bolia nominated Bean

MOTION

Close nominations by Terry

SECOND

Huot

Voice vote – **PASSED**

St. Claire joined via Zoom

CHAIR ORDER WITHOUT OBJECTION - **NO OBJECTION**

Allow St. Claire to participate remotely
All votes require roll call due to remote participation

Roll call vote - **Bean Elected to Chairperson** (15-2)

<i>Representative</i>	<i>Bean</i>	<i>Abstain</i>
Harry Bean	X	
Richard Beaudoin	X	
Steven Bogert	X	
Mike Bordes	X	

Matthew Coker	X	
Barbara Comtois		X
Russell Dumais	X	
Juliet Harvey-Bolia	X	
David Huot	X	
Nikki McCarter	X	
David Nagel	X	
Travis O'Hara	X	
Thomas Ploszaj	X	
Lisa Smart	X	
Charlie St. Clair	X	
Paul Terry		X
Douglas Trottier	X	
Count	15	2

ELECTION OF VICE-CHAIRPERSON

Bordes nominated by Trottier

Harvey-Bolia nominated by O'Hara

MOTION

Close nominations by Huot

Voice vote - **PASSED**

Roll call vote - **Bordes Elected to Vice-Chairperson (7-5-5)**

<i>Representative</i>	<i>Bordes</i>	<i>Harvey-Bolia</i>	<i>Abstain</i>
Harry Bean		X	
Richard Beaudoin	X		
Steven Bogert	X		
Mike Bordes	X		
Matthew Coker	X		
Barbara Comtois			X

Russell Dumais	X		
Juliet Harvey-Bolia		X	
David Huot	X		
Nikki McCarter		X	
David Nagel			X
Travis O'Hara			X
Thomas Ploszaj		X	
Lisa Smart		X	
Charlie St. Clair			X
Paul Terry			X
Douglas Trottier	X		
Count	7	5	5

ELECTION OF CLERK

O'Hara nominated by Trottier
Second by Bogert

MOTION

Close nominations by Bogert

SECOND

Trottier

Voice vote - **PASSED**

Roll call vote - **O'Hara Elected to Clerk (13-4)**

<i>Representative</i>	<i>O'Hara</i>	<i>Abstain</i>
Harry Bean	X	
Richard Beaudoin	X	
Steven Bogert	X	
Mike Bordes	X	
Matthew Coker	X	
Barbara Comtois		X

Russell Dumais	X	
Juliet Harvey-Bolia	X	
David Huot	X	
Nikki McCarter		X
David Nagel	X	
Travis O'Hara	X	
Thomas Ploszaj	X	
Lisa Smart		X
Charlie St. Clair	X	
Paul Terry		X
Douglas Trottier	X	
Count	13	4

ELECTION OF EXECUTIVE MEMBER (1)

St. Claire nominated by Comtois

Coker nominated by O'Hara

MOTION

Close nominations by O'Hara

Voice vote - **PASSED**

MOTION

Rescinded the motion to close nominations by Terry

Voice Vote - **PASSED**

St. Claire withdrew

Huot nominated by Coker

MOTION

Close nominations by Terry

Voice vote - **PASSED**

Roll call vote - **Huot Elected to Executive Committee (10-7)**

<i>Representative</i>	<i>Coker</i>	<i>Huot</i>
Harry Bean	X	
Richard Beaudoin	X	

Steven Bogert	X	
Mike Bordes	X	
Matthew Coker		X
Barbara Comtois		X
Russell Dumais		X
Juliet Harvey-Bolia	X	
David Huot		X
Nikki McCarter		X
David Nagel		X
Travis O'Hara	X	
Thomas Ploszaj		X
Lisa Smart		X
Charlie St. Clair		X
Paul Terry		X
Douglas Trottier	X	
Count	7	10

ELECTION OF EXECUTIVE MEMBER (2)

Coker nominated by Bordes

Terry nominated by Comtois - Terry declined

Bogert nominated by Harvey-Bolia

Harvey-Bolia nominated by O'Hara

MOTION

Close nominations by Terry

SECOND

Trottier

Voice vote - **PASSED**

Roll call vote - **Harvey-Bolia Elected to Executive Committee (9-4-1-3)**

<i>Representative</i>	<i>Coker</i>	<i>Bogert</i>	<i>Harvey-Bolia</i>	<i>Abstain</i>
Harry Bean			X	

Richard Beaudoin	X			
Steven Bogert		X		
Mike Bordes	X			
Matthew Coker	X			
Barbara Comtois				X
Russell Dumais			X	
Juliet Harvey-Bolia			X	
David Huot			X	
Nikki McCarter			X	
David Nagel				X
Travis O'Hara			X	
Thomas Ploszaj			X	
Lisa Smart			X	
Charlie St. Clair	X			
Paul Terry				X
Douglas Trottier			X	
Count	4	1	9	3

BUDGET PRESENTATION

Commission presented their proposed budget (see attachments)

Public comment

Dean Anderson, Laconia Board of Supervisors of Belknap County Conservation District (BCCD) - Requesting an increase of 8.7% for BCCD due to inflation rates

Lisa Moore, Laconia Executive Director of BCCD - Explained the leverage they can have with the money from the county; \$18 for every \$1 from grants

Deb Walker, Meredith, citizen - Expressed concern around mental health and the funding needed for it

Jada Lindblom, UNH Co-Op - Explained the different services provided by the Co-Op

BUDGET PROCESS

Chair proposed using 3 groups, encompassing the whole delegation in the budgeting process

MOTION

Table discussion on the budget process till the next meeting by St. Clair

Roll call - **PASSED** (17-0)

<i>Representative</i>	<i>Yea</i>	<i>Nay</i>
Harry Bean	X	
Richard Beaudoin	X	
Steven Bogert	X	
Mike Bordes	X	
Matthew Coker	X	
Barbara Comtois	X	
Russell Dumais	X	
Juliet Harvey-Bolia	X	
David Huot	X	
Nikki McCarter	X	
David Nagel	X	
Travis O'Hara	X	
Thomas Ploszaj	X	
Lisa Smart	X	
Charlie St. Clair	X	
Paul Terry	X	
Douglas Trottier	X	
Count	17	0

RULES OF THE DELEGATION

The Belknap County Delegation adopts Robert's Rules of Order ("the Rules") for the conduct of its, and each of the committees it may appoint, meetings; except, that it and any of its committees may waive its applicability by majority vote with respect to matter(s) specified by such vote(s). Recognizing the complexity of the Rules, the Delegation and its committees shall 1) make a good faith effort to abide by its provisions, and 2) not be in consequential error if due to lacking in awareness of a provision(s) of the Rules.

Chair explained that he has spoken with an attorney and got the clarification that the rules from the prior delegation remain in effect due to there being no "sunset" date set for the rules. - **NO OBJECTION**

GUNSTOCK AREA COMMISSION

It was noticed that the posting for the Gunstock Area Commission vacancies was improperly worded.

MOTION

Repost request for GAC applications until January 9 for citizens to continue and have interviews on Jan 18 @ 6:30 pm by Terry

Roll call vote - **PASSED** (16-1)

<i>Representative</i>	<i>Yea</i>	<i>Nay</i>
Harry Bean	X	
Richard Beaudoin	X	
Steven Bogert		X
Mike Bordes	X	
Matthew Coker	X	
Barbara Comtois	X	
Russell Dumais	X	
Juliet Harvey-Bolia	X	
David Huot	X	
Nikki McCarter	X	
David Nagel	X	
Travis O'Hara	X	
Thomas Ploszaj	X	

Lisa Smart	X	
Charlie St. Clair	X	
Paul Terry	X	
Douglas Trottier	X	
Count	16	1

OTHER BUSINESS

MOTION

Have Cleveland, Waters and Bass (CWB) prepare a package of all communications related to the case between Belknap County Delegation and Gunstock Area Commission by O'Hara

TABLE MOTION

O'Hara motion till next meeting by Terry

Roll call vote- **PASSED** (11-6)

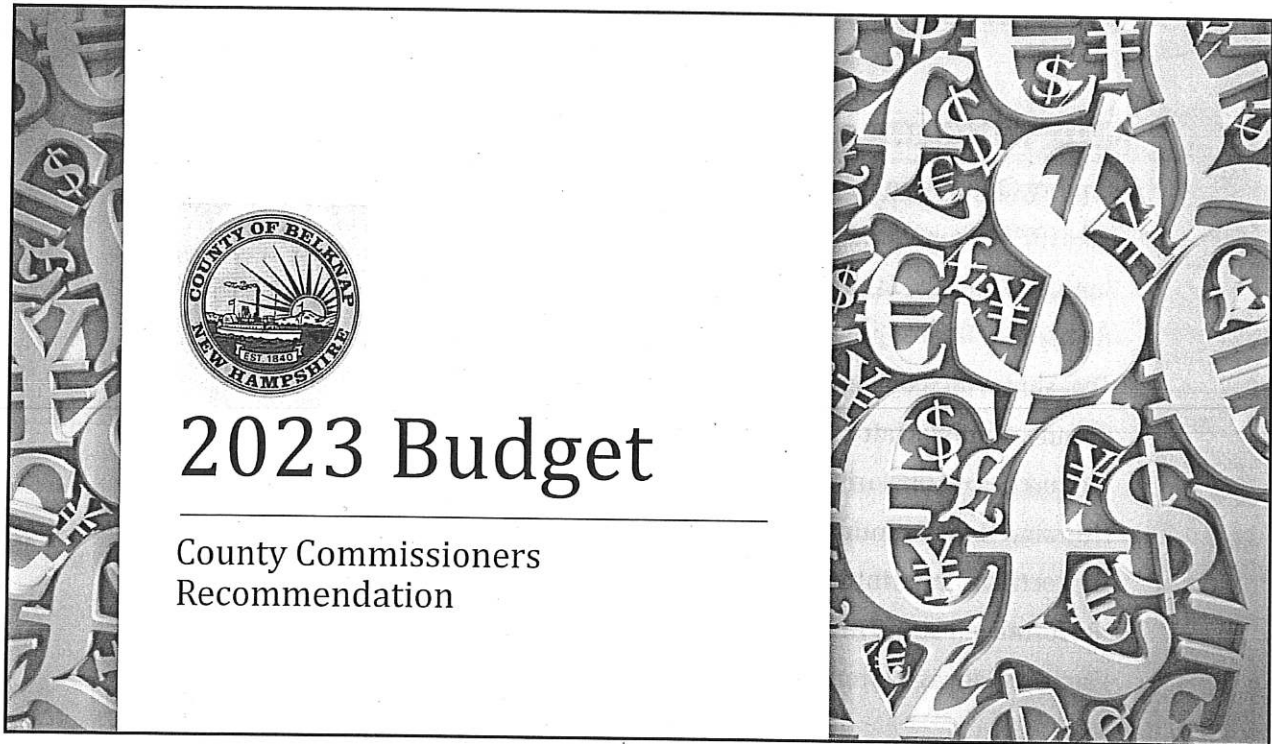
<i>Representative</i>	<i>Yea</i>	<i>Nay</i>
Harry Bean	X	
Richard Beaudoin	X	
Steven Bogert	X	
Mike Bordes		X
Matthew Coker		X
Barbara Comtois	X	
Russell Dumais		X
Juliet Harvey-Bolia		X
David Huot	X	
Nikki McCarter	X	
David Nagel	X	
Travis O'Hara		X
Thomas Ploszaj	X	

Lisa Smart	X	
Charlie St. Clair	X	
Paul Terry	X	
Douglas Trottier		X
Count	11	6

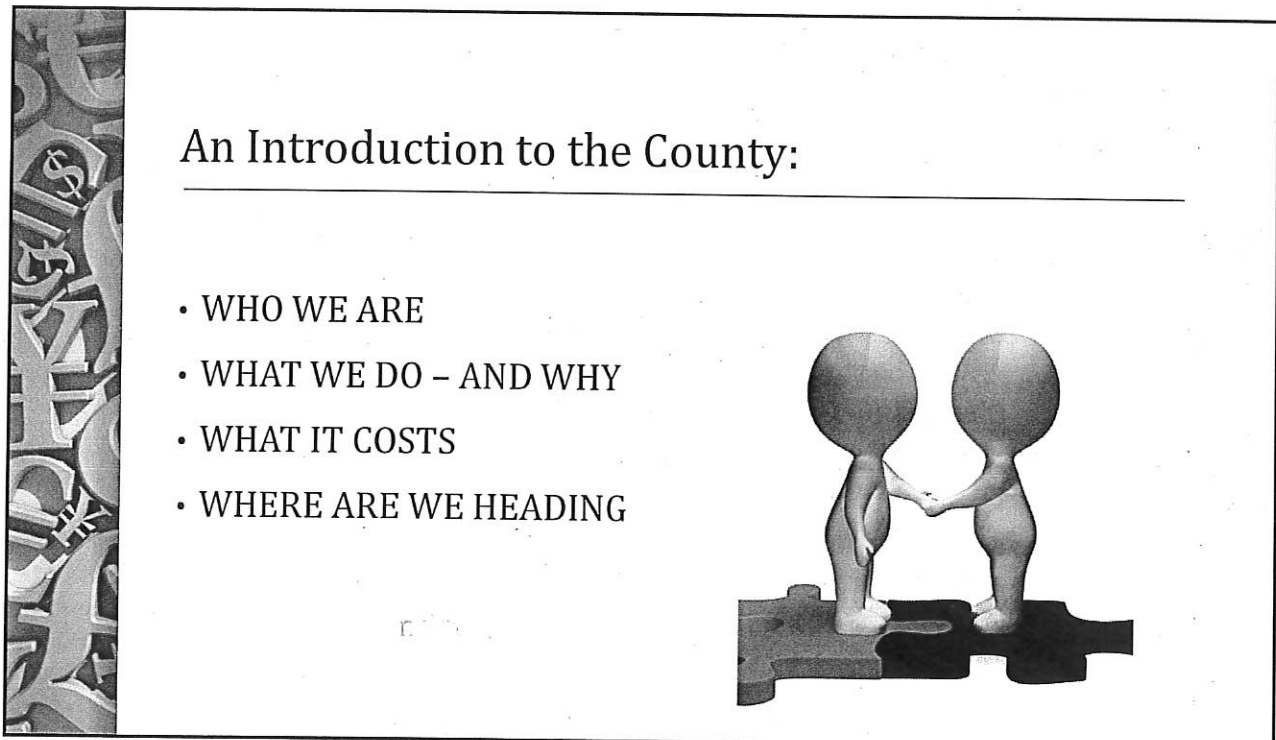
Adjourn 8:36pm

Respectfully Submitted,

Travis O'Hara, Clerk



1



2

Introductions:

County Commissioners (and Commissioner Elect)

Sheriff, William Wright

County Attorney, Andrew Livernois

Register of Deeds, Judy McGrath

Treasurer, Michael Muzzey

County Administrator & HR Director, Debra Shackett

Finance Director, Lori Sharp

Nursing Home Administrator, Shelley Richardson

Corrections Superintendent, Adam Cunningham

Restorative Justice Director, Mike MacFadzen

Facilities Manager, Jon Bossey

3

The Budget

	2022	2023	
	Budget	Budget	Change
Operating Expense	31,378,388	33,446,876	6.6%
ARPA Funding	5,277,782	793,920	
Operating Revenue	13,792,141	12,336,810	-10.6%
ARPA Funding	5,277,782	793,920	
Fund Balance Applied	2,000,000		-100.0%
Total Revenue	15,211,141	13,130,730	-13.7%
To be Raised by Taxes	15,586,247	21,110,066	35.4%

4

Overview Information...



- The Commissioners recommended budget will increase the county portion of property taxes by 35%. This increase is being driven by two factors; decreasing revenues and the lack of available fund balance.
- Total Expenses have increased by 6.5% or roughly \$2 million.
- Of that \$2 million:
 - Over \$1 million is contractual obligations previously approved.
 - Staffing increases represent \$172,788 (wages & benefits)
 - The IT budget is up significantly because all network projects were funded by ARPA funds last year and funding for computer replacements was cut and must be caught up.
 - In general, *all* costs have been impacted by the current inflationary economy.

5

What we hope to accomplish with this budget:

- Continue providing the level of services the community expects.
- Get back on track with computer replacement program.
- Provide a full-time IT Coordinator to assist all departments.
- Add a full-time Maintenance Worker to provide cleaning and light repairs.
- Reinstate Professional Development and Employee Recognition in all departments.
- Recruit and retain all employees with our newly adopted wage scale.

6

Nursing Home –

- The County Nursing Home was established to be a “safety net” for the indigent, frail & elderly in our community. We’ve maintained this philosophy since the 1800’s and have expanded into Acute and Palliative, as well as Rehabilitative services in order to meet the ever-changing needs of the community.
- We have 94 beds with approximately 60 currently filled. Although we have a long waiting list, a workforce shortage keeps us from accepting more.
- Our Nursing Home is truly *home* for the people who live there, and our staff does all they can, to make sure it feels that way.



7

Nursing Home costs...

- The Commissioners have recommended a budget of \$12,250,849.
- There are 99 full time employees and 14 part time. We also have 10 employees on our “registry”, they fill in shifts as necessary. Our employees provide nursing care, serve meals and provide laundry service for the nursing home and jail, take care of the building, process invoices & receipts, maintain medical records, and try to improve the quality of life for the Residents.
- The expenses are off set by estimated revenues of \$9,647,424. Our rate of reimbursement from Medicaid is set by the State and does not cover the actual cost of providing services.

8

Nursing Home costs...

- We're often asked how to bring the Nursing Home back to full capacity. The answer is that we need to hire 10 - 20 additional nursing employees.
- Our wages and benefits are minimally competitive, but not enough to entice employees away from other facilities.
- We are concentrating on paying for nursing education and recruiting young people to enter the field of nursing.
- The lack of affordable housing and transportation prevent us from attracting "travel" nurses or international recruitments.

9

Department of Corrections

- The DOC provides for the care, custody & control of all inmates who are court ordered for incarceration. This includes providing medical and mental health care, food, clothing, educational, vocational, religious and lifestyle improvement programs.
- Our average daily population is about 70 inmates. Additionally, we monitor inmates on electronic bracelets and those participating in work release programs.
- Our goal is to return offenders to our community with an opportunity to become healthy, productive, law-abiding citizens.



10

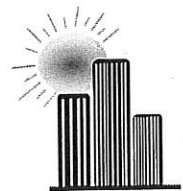
Jail budget:

- The recommended budget is \$5,638,288.
- This budget includes 37 full time employees and 2 regular scheduled part time employees. Additionally, there are several part time employees who are available to help cover shifts when needed.
- The Community Corrections Center is currently under-utilized, and the Board of Commissioners will be considering options to re-purpose sections of the space during 2023. We'll keep you informed as plans are developed.

11

Facilities Maintenance

- This department is responsible for the maintenance and operation of the County's buildings and infrastructure (grounds, roads, driveways, utilities).
- They work to ensure a safe, clean and comfortable work and living environment for the users of our buildings.
- Through proper and timely maintenance they strive to extend the longevity of our assets and plan for their replacement in the future when necessary.
- The Commissioner's recommended budget is \$879,821.
- There are 5 full-time employees in this budget.



12

Sheriff's Department

- The Sheriff and his Deputies have statewide jurisdiction for all criminal matters.
- In addition to the normal law enforcement functions associated with local and state police agencies, the Sheriff's Department serves all civil process. These process can range from notice of Court dates, evictions, divorce and serving judgements to the taking of real property, funds, and even children from unfit parents.
- The Sheriff's Department is also the primary transport, custody and control entity for the inmates of the various correctional facilities when they are delivered to court.
- When not fulfilling the primary duties of the Sheriff's Department the Deputies are assisting outside agencies with training, investigations, task force duties, or other specialized services.

13

Sheriff's Department Budget:

- The Commissioner's recommended budget is \$2,956,655.
- This is off set by estimated revenues of \$446,760.
- There are 20 full time employees and 3 part time employees. Additionally, there are employees who work as needed to fill vacant shifts.



14

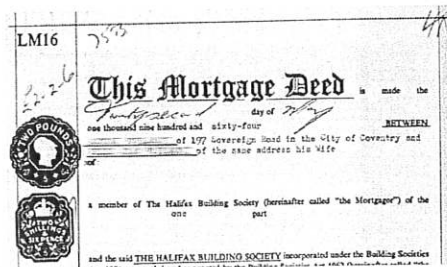
Registry of Deeds

- The Registry of Deeds records documents that become part of the permanent chain of title for each property in the County.
- The procedure is as follows: Documents are recorded, indexed, proofed, scanned & processed.
- Instruments include: Deeds, Mortgages, Discharges of Mortgage, Surveys, Permits, Amendments, Declarations, Current Use, Corrective, as well as Liens - IRS, City/Town Tax Liens, Writ of Attachments, State of NH etc.
- The bookkeeping function is done on a daily basis in relation to the fees collected for recording etc.
- Information is provided to the 10 towns & 1 city regarding the sale of property for tax purposes.
- They assist the public - in person and over the phone.

15

Deeds Budget:

- The Commissioners recommend a budget of \$448,988 for this department.
- The offsetting revenue is primarily comprised of the fees collected from real estate transfers. The total expected is \$1,133,066.
- This department has 3 full time employees and 1 part time.



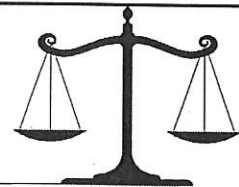
16

County Attorney's Office:

- The County Attorney's Office is responsible for prosecuting felony crimes which occur in the County.
- Cases are investigated by local police, the Sheriff's Department, and other State and Federal Law Enforcement agencies including: Attorney General's Drug Task Force, Fish & Game, State Police, Health and Human Services (welfare fraud), Fire Marshalls, Liquor Enforcement, Land and Forests, Marine Patrol, Social Security Administration, FBI and Homeland Security.
- They also provide advice and guidance to local law enforcement officers, oversee investigations, and receive immediate notification of any untimely death which occurs in the County.

17

County Attorney's budget:



- The Commissioners have recommended a budget of \$1,194,021 for the operation of this office.
- There is offsetting revenue projected of \$65,000.
- This budget includes funding for 11 full-time and 2 part-time positions.
- Each attorney carries an active caseload of between 70 and 100 cases.

18

Human Services:

- This is where we pay for all the citizens of our County who have been determined to be eligible for Nursing Home level of care, by the State.
- They may be at home receiving services or in any Nursing Home in New Hampshire. The goal is to keep people in their homes as long as possible.
- There is a cap set by the State Legislature on how much the Counties have to pay. It continues to increase.
- This is only one line in our budget, but it's a big one! \$7,707,120. There is a small revenue off set of \$280,000.



19

Restorative Justice

- This Department provides court diversion services for both youth & adults. The program holds defendants accountable while allowing them to avoid a criminal conviction.
- Allows victims to have a voice in determining how their harm can be repaired.
- They teach clients to make changes in their behavior, thinking, & decision making through mental health and substance abuse assessment and treatment programs.
- They are also an integral part of our Recovery Court, along with the County Attorney and Corrections staff.



20

Restorative Justice

- This Department is run with 4 part time employees, making it one of the least expensive services provided to the community!
- The Commissioner's recommended budget is \$182,512.
- Anticipated revenues are \$10,000.



21

Information Technology



- The County's computer infrastructure is maintained and managed by a managed service provider.
- We're lucky to have a local company, Mainstay Technologies, partner with the County to meet all of the various needs of our departments. Employees from Mainstay consult with our employees to determine the needs of the County.
- The IT budget is recommended at \$524,837. This includes adding a county employee for the first time.
- NOTE - 40% of most IT costs are in the NH budget.

22

General Administration

- The County operates with a centralized administration which includes risk management, finance, and human resources.
- Administration provides services & resources to all other departments of the organization.
- The budget for Finance & Administration is \$755,770.
- This budget covers 6 full time employees.



23

Outside Agencies

- The County provides funding to several non-profit agencies who provide services that provide direct services to citizens of the County.
- The agencies are:
 - UNH Cooperative Extension
 - Conservation District
 - Lakes Region Mental Health
 - Community Action Program (CAP)

24

Other...

- There are several additional areas of the budget which could be reviewed along with General Administration, these include:
 - Money to pay the County Convention & their meeting expenses
 - Debt Service
 - A line item for Contingency (unanticipated expenses)

25

Fund Balance Policy:

- The County policy sets a goal of keeping the balance between \$3.5 - \$5 million, which is enough to keep the tax rate stable, but may not be enough to keep us from having to borrow in anticipation of taxes. The policy also prevents using more than was added in the prior year.
- At this point we are considerably under the target level and hoping to be able to rebuild. At a time of such high inflation and cost increases, the balance has been depleted and left the taxpayers to pay hefty increases.



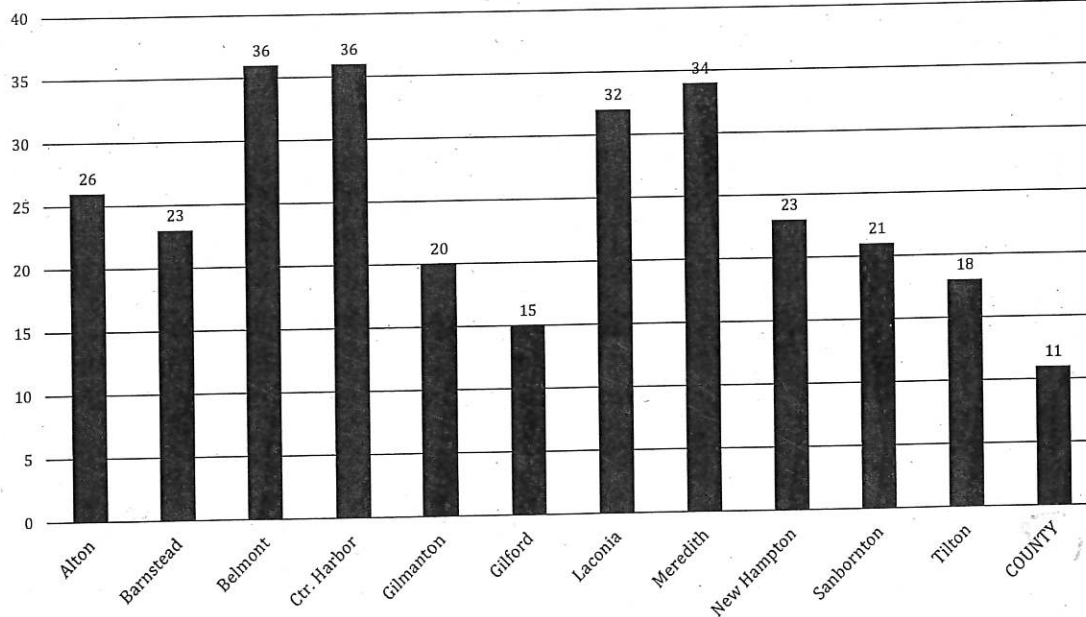
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Undesignated Fund Balance – projected...

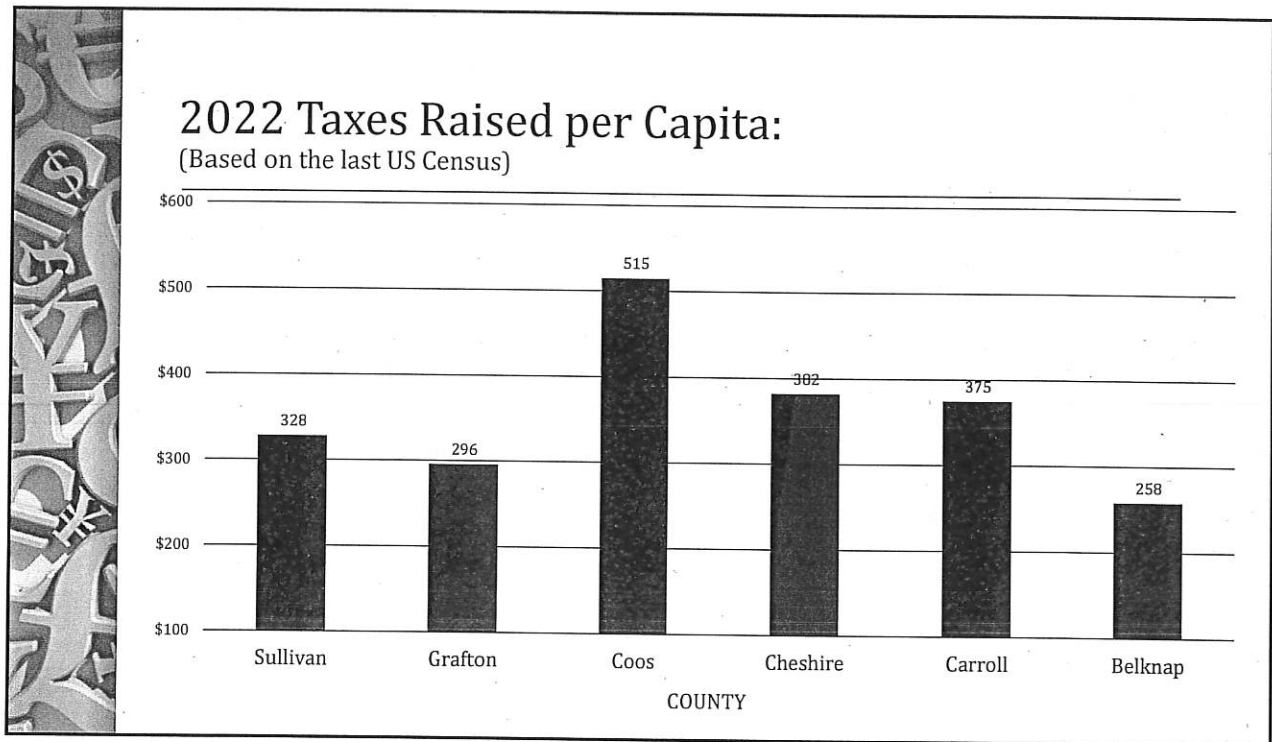
	1-Jan Balance	Excess Revenue	Operational Savings	Fund Bal Used	Assigned Fund Balance	Unassigned Fund Balance	12-Dec Total Fund Balance
2011	6,899,214	1,891,776	1,352,511	4,882,000	4,916,992	344,509	5,261,501
2012	5,261,501	1,462,196	932,646	3,750,000	2,184,120	1,722,223	3,906,343
2013	3,906,343	1,521,332	627,480	2,350,000	1,937,751	1,767,404	3,705,155
2014	3,705,155	1,442,829	418,049	1,775,000	1,948,166	1,842,867	3,791,033
2015	3,791,033	1,232,782	1,238,009	1,775,000	2,701,157	1,785,667	4,486,824
2016	4,486,824	(179,613)	1,241,870	2,380,000	1,895,262	1,273,819	3,169,081
2017	3,169,081	(383,889)	1,005,987	2,205,515	1,282,502	303,162	1,585,664
2018	1,585,664	1,741,682	1,781,555	1,000,000	2,053,676	2,055,225	4,108,901
2019	4,108,901	662,535	800,238	574,730	1,869,151	3,127,793	4,996,944
2020	4,996,944	(80,292)	1,599,975	891,080	3,218,091	2,407,456	5,625,547
2021	5,625,547	(676,012)	2,133,892	3,000,000	2,340,216	1,743,211	4,083,427
2022	4,083,427	(666,611)	1,058,278	2,000,000			2,475,094
Pre-audit Estimates							

27

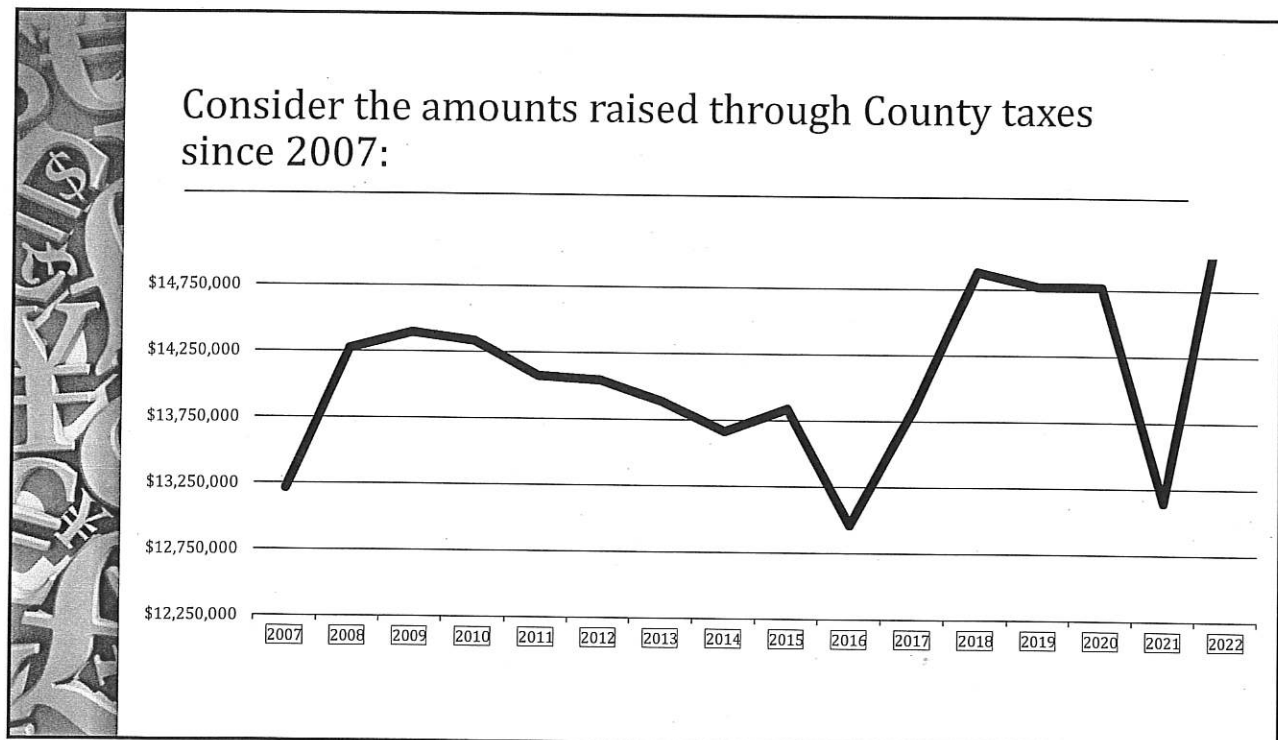
% of Tax Increase since 2012



28



29



30



In conclusion...

Please don't hesitate to call on any of the Commissioners or the County Administrator if you have questions.

We encourage you to attend our meetings anytime. We meet the first & third Mondays of each month at 5:15 pm.

We look forward to more detailed discussion about the County budget and the services provided.