



BELKNAP COUNTY COMMISSIONERS
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Peter Spanos
Chairman
Laconia

Glen Waring
Vice-Chairman
Gilmanton

Stephen Hodges
Clerk
Alton

Commission Meeting Minutes February 26, 2024 ~ 5:15pm

Commissioners Present: Chair Peter Spanos, Vice Chair Glen Waring, Commissioner Stephen Hodges. Also in attendance was Debra Shackett, County Administrator. The meeting was called to order by Chair Spanos at 5:15 pm.

Pledge of Allegiance: The Commission recited the Pledge of Allegiance.

Minutes: Motion by Vice Chair Waring to approve the meeting minutes from February 13, 2024 as written. Second by Commissioner Hodges 3 - 0. **Motion passed.**

Calendar: Commissioners reviewed upcoming dates. A reminder of the County Executive Committee & Delegation Meeting on Tuesday, 03/05/24 at 6:00pm and 6:30pm.

Previously Signed Documents: Motion by Commissioner Hodges to accept previously signed documents as presented. Second by Vice Chair Waring. 3 - 0. **Motion passed.**

<u>Document Date</u>	<u>Document</u>
2/21/2024	Payroll & Accounts Payable Manifest

Award bid for Nursing Home Control System and VAV Box replacement: Facilities Director Jon Bossey reviewed the two vendors bid results for the automation control system in the Nursing Home. Commissioners had questions regarding the difference in price. and Director Bossey answered their questions. Director Bossey reviewed the three vendors bid results to refurbish 33 VAV boxes at the Nursing Home and answered the Commissioners questions. Director Bossey also requested that a project contingency be added for the VAV box project for \$7,500 in the event unknown items are discovered as the project progresses for items like leaking pipes, duct work, insulation etc. to name a few. County Administrator Debra Shackett reviewed money budgeted for these projects; all concur that this project is necessary and that awarding the bid is contingent on the budget passage by the County Delegation. Director Bossey reviewed his three requests and is seeking approval from the Board. Vice Chair Waring made a motion to accept Director Bossey's recommendations as presented and 1) award the building automation system to Granite State Automation for \$150,000 2) award the VAV boxes to KPMB Enterprise for

\$34,198 and 3) allow a \$7,500 project contingency of the box refurbishment project as presented. Second by Commissioner Hodges. 3 - 0. **Motion passed.**

Roof Top Replacement (RTU) at the Courthouse: Facilities Director Jon Bossey is seeking approval to replace (2) cracked heat exchangers on RTU's 3 & 5 at the courthouse. These two units provide heat and air conditioning to the Grand Jury Room and Courtroom 2 (currently shut down). Director Bossey called three mechanical contracts and reviewed the bid results. He is requesting authorization to award the work to Eckhardt & Johnson for \$6,181 and to waive the purchasing policy due to lead time (3-5 weeks) to expedite the work. Discussion ensued and Director Bossey answered the Boards questions. Vice Chair Waring made a motion to award the bid to Eckhardt & Johnson for \$6,181 and waive the purchasing policy based as presented (paid for out of Maintenance and repairs budget). Second by Commissioner Hodges. 3 - 0. **Motion passed.**

Financial update: Finance Director Lori Sharp reviewed the fund balance number (\$5,516,216 for 2023) to include excess revenue, operational savings for 2023 (unaudited estimates) along with the revenue and expense reports as of 02/26/24. Director Sharp reviewed cash flow projection stating the County needs to borrow by the end of March. The tax anticipation note (TAN) has already gone to bid with a deadline of next week. The TAN closing is scheduled for 03/14/24. Commissioner Waring inquired why the ARPA funds were not included on the cash flow statement. Director Sharp pulled it from the cash flow statement. Discussion ensued. Director Sharp will add the ARPA back and provide an updated cash flow statement to the Commissioners at their 03/04/24 5:15pm meeting along with a cash flow for all ARPA projects. Discussion ensued and Director Sharp answered the Boards questions.

Director Sharp reviewed the recommendation for Nursing Home Account Receivable write-off for 2023. After being carefully reviewed, they are recommending a write off for 2023 in the amount of \$26,851.14. Discussion ensued. Vice Chair Waring made the motion to write off the Nursing Home Accounts receivable as presented for \$26,851.14. Second by Commissioners Hodges. 3 - 0. **Motion passed.**

Other business – Central Square Invoice – Sheriff's Department: Sheriff William Wright explained he budgeted \$45,000 in his budget for this project (IMC server migration project). The invoice is for services rendered (\$24,362.90) and the Sheriff is seeking authorization to pay this bill to move the project forward. County Administrator Debra Shackett said that the county normally pays this bill (\$24,000 every year) as it is an ongoing annual expense that Sheriff Wright budgets for. Discussion ensued. Chair Spanos made a motion to approve and pay the \$24,362.90 invoice to Central Square as presented. Second by Commissioner Hodges. 3 - 0. **Motion passed.**

Sheriff Wright explained RSA 104:31 relative to Sheriff's fees for Writs (a 3.5% increase in service fees). He asked the Commissioners if it appropriate to present this to the Delegation at their 03/05/24 6:30pm meeting. Commissioners concur.

County Administrator Debra Shackett gave the Commissioners the invite the Sequential Intercept Model Mapping Workshop for Belknap County. This is part of the NH Judicial branch initiative

to bring together key stakeholders (invite only).

Public Comment: There was none.

Semi-Annual tour: The Commissioners paused the meeting at 5:55 pm to conduct their semi-annual tour of the Department of Corrections.

Adjourn: The meeting adjourned at 6:25 pm

Respectfully submitted,

Angela Bovill

Executive Assistant