

*2011 Annual Report of the
County of Belknap, New Hampshire*



For the Year Ending December 31, 2011

Board of Commissioners



Edward D. Philpot, Jr., Chairman
Laconia, NH
District #1 Commissioner
Laconia



John H. Thomas, Vice Chairman
Belmont, NH
District #2 Commissioner
Barnstead, Belmont, Gilmanston, Sanbornton, Tilton



Stephen H. Nedeau, Clerk
Meredith, NH
District #3 Commissioner
Alton, Center Harbor, Gilford, Meredith, New Hampton



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: Citizens Council on Children and Families, Corrections Facility, County Attorney, Finance, Human Services, Registry of Deeds, Juvenile Restorative Justice, 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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2011 Belknap County Officers

COMMISSIONERS

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

COUNTY ADMINISTRATOR

Debra A. Shackett

COUNTY TREASURER

Michael G. Muzzey

COUNTY ATTORNEY

Melissa Countway Guldbrandsen

SHERIFF

Craig Wiggin

REGISTER OF DEEDS

Barbara R. Luther

SUPERINTENDENT OF THE DEPARTMENT OF CORRECTIONS

Daniel P. Ward, Sr.

YOUTH SERVICES PROGRAM DIRECTOR

Brian J. Loanes

NURSING HOME ADMINISTRATOR

Courtney Marshall

FINANCE DIRECTOR

Glen A. Waring

HUMAN RESOURCE DIRECTOR

Norman C. O'Neil

DIRECTOR OF MAINTENANCE

Dustin Muzzey

Belknap County Delegation

District No. 1

Center Harbor, New Hampton (1)

Tyler Simpson (R)

District No. 2

Sanbornton, Tilton (2)

Dennis Fields (R)

William B. Tobin (R)

District No. 3

Meredith (2)

Robert Greemore (R)

Colette Worsman (R)

District No. 4

Laconia (5)

Harry Accornero (R)

Donald H. Flanders (R)

Robert Kingsbury (R)

Robert Luther (R)

Franklin T. Tilton (R)

District No. 5

Alton, Barnstead, Belmont, Gilford (7)

Elaine B. Swinford (R)

Robert J. Malone (R)

Peter S. Bolster (R)

Alida I. Millham (R)

James P. Pilliod (R)

Guy Comtois (R)

Jeffrey St. Cyr (R)

District No. 6

Gilmanton (1)

David H. Russell (R)

Executive Committee

Alida Millham – Jeffrey St. Cyr

David Russell – Donald Flanders

James Pilliod – Dennis Fields – Franklin Tilton

Belknap County Directory

Board of Commissioners 527-5400

Chairman: Edward D. Philpot, Jr., 34 County Drive, Laconia, NH 03246 **Fax:** 527-5409

Vice Chairman: John H. Thomas, Jr., 34 County Drive, Laconia, NH 03246

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

County Treasurer 527-5400

Michael G. Muzzey, 34 County Drive, Laconia, NH 03246 **Fax:** 527-5409

County Administrator 527-5400

Debra A. Shackett, 34 County Drive, Laconia, NH 03246 **Fax:** 527-5409

County Attorney 527-5440

Melissa Countway Guldbrandsen, 64 Court Street, Laconia, NH 03246 **Fax:** 527-5449

Register of Deeds 527-5420

Barbara Luther, 64 Court Street, Laconia, NH 03246 **Fax:** 527-5429

Sheriff 527-5454

Craig Wiggin, 42 County Drive, Laconia, NH 03246 **Fax:** 527-5469

Corrections Superintendent 527-5480

Daniel P. Ward Sr., 76 County Drive, Laconia, NH 03246 **Fax:** 527-5489

Youth Services Director 527-5493

Brian J. Loanes, 64 Court Street, Laconia, NH 03246 **Fax:** 527-5498

Finance Director 527-5400

Glen A. Waring, 34 County Drive, Laconia, NH 03246 **Fax:** 527-5409

Maintenance Director 527-5490

Dustin Muzzey, 34 County Drive, Laconia, NH 03246 **Fax:** 527-5449

Nursing Home Administrator 527-5410

Courtney Marshall, 30 County Drive, Laconia, NH 03246 **Fax:** 527-5419

Human Resources Director 527-5400

Norman C. O'Neil, 34 County Drive, Laconia, NH 03246 **Fax:** 527-5409

Belknap County Commissioners Report for 2011

Belknap County has seen many changes this year, in both our facilities and the way we do the people's business. The County continues to provide quality services to our constituent towns and taxpayers. Our budget has remained constant over several years, while the costs of our daily operations continue to increase. We are spending less money, have increased the fund balance, have an excellent credit rating, and a nearly perfect financial audit. All of this with fewer employees and substantial infrastructure improvements!

With the receipt of a significant amount of federal stimulus funding we have been able to plan for and complete many capital projects that might otherwise have cost the taxpayers directly. We're very proud of the strategic planning process that defined our needs, pointed us in the right direction, and allowed us to take advantage of grant opportunities to fund several energy efficiency improvements. Many of the projects listed below were accomplished without raising local property taxes.

The County's Technology Committee, with members from every department, has been instrumental in planning county-wide systems and overseeing the implementation of technology projects. In order to advance the efficiency and security of our computer systems, we moved to a virtual network server structure. This allows for a faster system, more space, provides redundancies and moves us forward in our continued effort to stay current.

In that same forward thinking, Belknap County also launched our first "intranet site". This internal form of communication with our employees has been working great. All county employees have access to the intranet. This is where announcements, policies, and forms are posted and allows for efficient communication with employees. It also saves money now that we can effectively communicate in a paperless environment. We continue to gravitate our internal functions and communications to the intranet site and build upon this useful tool throughout the county.

We are pleased to report that after careful research and a competitive bidding process, we purchased a new telephone system and implemented this countywide. This replaces several independent systems, some of which were well beyond their useful life. This has been a great improvement for all departments.

In February of 2011, we hired Mr. Glen A. Waring as the County's Finance Director. Upon recommendations by the auditors and restructuring of various posi-

tions, the county is happy to have Mr. Waring as its Chief Financial Officer. Mr. Waring brings a wealth of knowledge and expertise to the county. His attention to detail, friendly demeanor, and commitment to public service have made him a respected leader in this role. He is an invaluable part of the county's management team and we are happy to have him on board!

We are proud to announce that at this year's New Hampshire Association of Counties Annual Conference, our Human Resources Director, Mr. Norman O'Neil, received the prestigious honor of Human Resources Director of the Year. This honor is well deserved for Mr. O'Neil who has worked diligently to be sure that we are properly managing our employees, while making the County a great place to work.

County Attorney James Carroll was appointed Judge of the District Court this year. He served Belknap County residents in a professional, dedicated manor for many years as the County Attorney before this honor was bestowed upon him. Upon his promotion, a new county attorney was appointed by the County Delegation. We were pleased to welcome Belknap County Attorney, Melissa Countway Guldbrandsen in April 2011. She has hit the ground running, made numerous changes and realized efficiencies in the county attorney's office. Atty. Guldbrandsen has a very busy workload and handles it diligently and skillfully.

Mr. Dustin Muzzey was hired as the County's Facilities Manager in September of 2011. With a background in local government purchasing and public works he has already proven to be an asset to the County. He had his work cut out for him as the county was in the midst of several significant infrastructure improvements. We are pleased to have Mr. Muzzey as part of our management team and he is off to a great start!

For the third year, we continued the "County Conversations" process in the summer of 2011, visiting the City Council and each Board of Selectmen within Belknap County. We hope to continue these discussions in an effort to reach out, obtain feedback about the future role of county government and to explore what the county can do to assist communities. We consider these "County Conversations" to be a great networking tool and value the opportunity for direct, open interaction.

In recognition of the need for a new jail facility, we have undergone a complete study of our criminal justice system. We hired a national consultant who spent 6 months developing recommendations to assist us in transforming the way we manage our inmate population. Because the most expensive cost to the county is the "housing" costs for inmates; food, laundry, and medical care, we're focusing

on reducing recidivism rates and creating a facility that will allow for more instructional/programming space. We are considering existing community services to see where we might work together, rather than duplicating efforts. This is a philosophy we believe in and continue to explore.

It has been very important to this Commission that we improve the transparency and efficiency of county government. We have asked our management team to do more with less, to seek out opportunities to partner with non-profit agencies, the business community, and other local governments all with the goal of saving taxpayer dollars in providing public services. They have responded by consolidating, conserving, converting full time positions to part time positions and saving hundreds of thousands of taxpayer dollars!

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

Sincerely,
2011 Belknap County Commission:

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

NH Department of Revenue Administration
Municipal Services Division
P. O. Box 487, Concord, NH 03302-0487
(603) 271-3397

STATEMENT OF COUNTY APPROPRIATIONS AND REVENUE AS VOTED

For County of :Belknap

DATE OF CONVENTION: 3/14/2011 & 3/31/2011 Fiscal Year Ending: 2011

Mailing Address: 34 County Dr, Laconia NH 03246

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

Prepared by: Glen Waring, Finance Director

This form is used to report the voted appropriations, as required under RSA 24:24, to the Secretary of State and to the Commissioner of the Dept. of Revenue Admin. It is due by September 1 per RSA 21-J:34.

CERTIFICATE OF VOTE

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

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.


Chairperson


Clerk of County Convention

FOR DRA USE ONLY

MS-42
Rev. 10/10

4/1/11 - MOVED TO DRA

1	2	3	4
Acct.#	APPROPRIATIONS	Appropriations as Voted	DRA USE
GENERAL GOVERNMENT			
4110	County Convention Costs	6,500	
4120	Judicial		
4122	Jury Costs		
4123	County Attorney's Office	620,617	
4124	Victim Witness Advocacy Program	60,180	
4130	Executive	476,087	
4150	Financial Administration	284,000	
4151	Treasurer	4,081	
4153	Other Legal Costs	25,000	
4155	Personnel Administration		
4181	Planning and Zoning for Uninc.Places		
4192	Medical Examiner	10,000	
4193	Register of Deeds	515,651	
4194	Maintenance of Government Bldg.	2,552,196	
4196	Insurance, Not Otherwise Allocated		
4198	Contingency	100,000	
4199	Other (IT-Info Tech & Youth Services)	286,049	
PUBLIC SAFETY			
4211	Sheriff's Department	2,110,295	
4212	Custody of Prisoners		
4214	Sheriff's Support Services		
4219	Other Public Safety		
CORRECTIONS			
4230	Corrections	2,939,907	
4235	Adult Probation and Parole		
COUNTY FARM			
4301	Administration		
4302	Operating Expenditures	4,500	
4309	Other County Farm Expenditures		
COUNTY NURSING HOME			
4411	Administration	11,222,325	
4412	Operating Expense		
4439	Other Health		
HUMAN SERVICES			
4441	Administration	5,809,500	
4442	Direct Assistance		

27,026,868

MS-42
Rev. 10/10

1	2	3	4
Acct.#	APPROPRIATIONS	Appropriations as Voted	DRA USE
HUMAN SERVICES (continued)			
4443	Board and Care of Children		
4446	Diversion Program		
4447	Special Outside Services		
	Other (Specify)	781,183	
COOPERATIVE/EXTENSION			
4611	Administration	169,029	
4619	Other Conservation		
ECONOMIC DEVELOPMENT			
4651	Administration	75,000	
4652	Economic Development		
4659	Other Economic Development		
DEBT SERVICE			
4711	Principal Long-Term Bonds/Notes		
4721	Interest Long-Term Bonds/Notes		
	Other (Specify)	288,010	
INTERGOVERNMENTAL TRANSFERS			
4800	Intergovernmental Transfers	3,818,678	
CAPITAL OUTLAY			
4901	Land and Improvements		
4902	Machinery		
4903	Buildings		
4904	Improvements Other than Bldg.		
INTERFUND OPERATING TRANSFERS			
4912	To Special Revenue Fund		
4913	To Capital Projects Fund		
4914	To Proprietary Funds		
4915	To Capital Reserve Funds		
4916	To Trust and Fiduciary Funds		
TOTAL APPROPRIATIONS		32,158,768	

1	2	3
Acct.#	SOURCES OF REVENUES	Estimated Revenue Ensuing Fiscal Year
ASSESSMENTS/TAXES		
3110	Property Taxes Levied for Unincorporated Places	
3120	Land Use Change Taxes for Unincorporated Places	
3180	Resident Taxes for Unincorporated Places	
3185	Yield Taxes for Unincorporated Places	
3186	Payments in Lieu of Taxes for Unincorporated Places	
3187	Payments in Lieu of Taxes	
3189	Other Taxes	
3191	Penalties on Delinquent Municipal Assessments	
3200	Licenses, Permits, and Fees - Gunstock Agreement	175,000
3319	REVENUE FROM THE FEDERAL GOVERNMENT	
REVENUE FROM THE STATE OF NH		
3351	Shared Revenue for Unincorporated Places	
3352	Incentive Funds	43,000
3354	Water Pollution Grants	
3355	Housing and Community Development	
3356	State & Fed. Forest Land Reim. in Unincorporated Places	
3359	Other (Human Services - Recoveries)	60,000
3379	INTERGOVERNMENTAL REVENUES	
REVENUES FROM CHARGES FOR SERVICES		
3401	Sheriff's Department	331,500
3402	Register of Deeds	732,400
3403	County Corrections	168,675
3404	County Nursing Homes	11,277,125
3405	County Farm	
3408	Cooperative Extension Service	
3407	Maintenance Department	
3409	Other (County Attorney's Grants & misc)	56,850
REVENUE FROM MISCELLANEOUS SOURCES		
3501	Sale of County Property	
3502	Interest on Investments	5,000
3503	Rents of Property	225,000
3508	Contributions and Donations	
350	Other (Youth Services)	6,800
350	Other (Admin - misc)	123,235

1	2	3
Acct.#	SOURCES OF REVENUES	Estimated Revenue Ensuing Fiscal Year
OTHER FINANCIAL SOURCES		
3912	Transfer from Special Revenue Funds	
3913	Transfer from Capital Projects Funds	
3914	Transfer from Proprietary Funds	
3915	Transfer from Capital Reserve Funds	
3916	Transfer from Trust and Agency Funds	
3934	Proceeds from Long-Term Notes/Bonds	
ESTIMATED REVENUE SUBTOTAL		13,204,585
FUND BALANCE TO REDUCE TAX RATE		4,882,000
TOTAL ESTIMATED REVENUES		18,086,585

BUDGET SUMMARY

Total Voted Appropriations	32,158,768
Total Revenues	18,086,585
Amount Certified to be Raised by Taxes	14,072,183



MELANSON HEATH & COMPANY, PC

CERTIFIED PUBLIC ACCOUNTANTS
MANAGEMENT ADVISORS

102 Perimeter Road
Nashua, NH 03063-1301
Tel (603) 882-1111 • Fax (603) 882-9456
www.melansonheath.com

INDEPENDENT AUDITORS' REPORT

To the Board of Commissioners
County of Belknap, New Hampshire

We have audited the accompanying financial statements of the governmental activities, the business-type activities, 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, 2010, which collectively comprise the County's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the County's management. Our responsibility is to express an opinion on these financial statements based on our audit. We did not audit the financial statements of the Gunstock Area Commission, as of April 30, 2010 and for the year then ended, which is a discretely presented component unit. Those financial statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for the Gunstock Area Commission, is based 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 of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, based on our audit and the report of other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the County of Belknap, New Hampshire, as of December 31, 2010, and the respective changes in financial position and cash flows, where applicable, thereof and the respective budgetary comparison for all funds for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Additional Offices:

Andover, MA • Greenfield, MA • Ellsworth, ME • Manchester, NH

COUNTY OF BELKNAP, NEW HAMPSHIRE

GOVERNMENTAL FUNDS

BALANCE SHEET

DECEMBER 31, 2010

	<u>General</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
ASSETS			
Cash and short-term investments	\$ 5,430,144	\$ 28,573	\$ 5,458,717
Restricted cash	50,658	-	50,658
Accounts receivable	36,256	-	36,256
Intergovernmental receivables	79,504	-	79,504
Due from other funds	20,841	-	20,841
Advance to Nursing Home	3,328,008	-	3,328,008
Other assets	<u>8,692</u>	<u>-</u>	<u>8,692</u>
TOTAL ASSETS	\$ <u>8,954,103</u>	\$ <u>28,573</u>	\$ <u>8,982,676</u>
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable	\$ 126,718	\$ -	\$ 126,718
Accrued expenses	92,623	-	92,623
Due to other governments	449,669	-	449,669
Due to other funds	-	21,641	21,641
Restricted cash liability	<u>50,658</u>	<u>-</u>	<u>50,658</u>
TOTAL LIABILITIES	719,668	21,641	741,309
Fund Balances:			
Reserved for:			
Special purposes	4,882,000	-	4,882,000
Advances	3,328,008	-	3,328,008
Unreserved:			
Undesignated, reported in:			
General fund	24,427	-	24,427
Special revenue funds	<u>-</u>	<u>6,932</u>	<u>6,932</u>
TOTAL FUND BALANCES	<u>8,234,435</u>	<u>6,932</u>	<u>8,241,367</u>
TOTAL LIABILITIES AND FUND BALANCES	\$ <u>8,954,103</u>	\$ <u>28,573</u>	\$ <u>8,982,676</u>

See notes to the financial statements.

COUNTY OF BELKNAP, NEW HAMPSHIRE
RECONCILIATION OF TOTAL GOVERNMENTAL FUND
BALANCES TO NET ASSETS OF GOVERNMENTAL
ACTIVITIES IN THE STATEMENT OF NET ASSETS
DECEMBER 31, 2010

TOTAL GOVERNMENTAL FUND BALANCES	\$ 8,241,367
<ul style="list-style-type: none">• Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	4,143,921
<ul style="list-style-type: none">• Deferred debt financing expense is not recognized in the current period and, therefore, is not reported in the governmental funds.	5,158
<ul style="list-style-type: none">• In the Statement of Activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.	(13,230)
<ul style="list-style-type: none">• Long-term liabilities, including bonds payable, capital lease payable, compensated absences, and net OPEB obligation are not due and payable in the current period and, therefore, are not reported in the governmental funds.	<u>(1,500,758)</u>
NET ASSETS OF GOVERNMENTAL ACTIVITIES	\$ <u>10,876,458</u>

See notes to the financial statements.

COUNTY OF BELKNAP, NEW HAMPSHIRE

ALL BUDGETED FUNDS

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

FOR THE YEAR ENDED DECEMBER 31, 2010

	Original <u>Budget</u>	Final <u>Budget</u>	Actual Amounts (Budgetary <u>Basis</u>)	Variance with Final Budget Positive (Negative)
Revenues:				
General Fund:				
County taxes	\$ 14,333,387	\$ 14,333,387	\$ 14,333,387	\$ -
Charges for services	1,200,900	1,200,900	1,215,496	14,596
Intergovernmental	515,875	515,875	1,196,197	680,322
Investment income	5,000	5,000	6,411	1,411
Miscellaneous	480,829	480,829	739,250	258,421
Other Funds:				
Nursing Home	7,809,852	7,809,852	7,972,329	162,477
Grants and other	-	-	35,816	35,816
Total Revenues	<u>24,345,843</u>	<u>24,345,843</u>	<u>25,498,886</u>	<u>1,153,043</u>
Expenditures:				
General Fund:				
Administration	488,361	488,361	416,295	72,066
Finance office	282,922	282,922	231,444	51,478
Preventive services	-	-	3,387	(3,387)
County attorney	632,025	632,025	571,424	60,601
Registry of deeds	502,427	502,427	486,030	16,397
Sheriff	1,995,305	1,995,305	1,902,862	92,443
Youth services	193,274	193,274	168,240	25,034
Maintenance	1,913,062	1,913,062	1,035,646	877,416
Human services	5,035,000	5,035,000	4,559,024	475,976
Corrections	2,991,508	2,991,508	2,793,712	197,796
Economic Development Council	75,000	75,000	75,000	-
Gunstock Area Commission	117,420	117,420	113,475	3,945
Cooperative extension	155,396	155,396	155,396	-
Outside agencies	756,587	756,587	756,587	-
Contingency	75,000	75,000	-	75,000
Debt service - principal	123,014	123,014	126,046	(3,032)
Debt service - interest	161,283	161,283	99,144	62,139
Other Funds:				
Nursing Home	11,281,724	11,281,724	10,542,271	739,453
Grants and other	-	-	35,806	(35,806)
Total Expenditures	<u>26,779,308</u>	<u>26,779,308</u>	<u>24,071,789</u>	<u>2,707,519</u>
Excess (deficiency) of revenues over expenditures	(2,433,465)	(2,433,465)	1,427,097	3,860,562
Other Financing Sources:				
Use of fund balance	<u>2,433,465</u>	<u>2,433,465</u>	<u>-</u>	<u>(2,433,465)</u>
Excess of revenues over expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,427,097</u>	<u>\$ 1,427,097</u>

See notes to the financial statements.

Report of the Belknap County Attorney - 2011

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

The mission of the Belknap County Attorney's Office is to **Protect Public Safety and Promote Justice**. It is with honor and pride that I serve the County as County Attorney. I was appointed by the delegation to complete the term vacated by Judge James Carroll, and I was sworn into office on April 1, 2011. In my time with the Office, I have made numerous positive changes, building on the foundation laid by prior administrations. The core and foundation of this office is the team of people who serve the County in a variety of capacities in the office. The prosecution team is comprised of: three full-time prosecutors (including myself), a victim-witness advocate (who just celebrated her 20th anniversary with the county); an office administrator; legal assistant and legal secretary/receptionist. This year we also added a part-time Juvenile Prosecutor and a part-time legal secretary.

It is a challenge as County Attorney to handle a full trial docket and administer the office simultaneously; however it is extraordinarily satisfying to serve the County in both capacities as I work to fulfill the mission of this office. At the core of the mission is the law enforcement officers working in each of the eleven (11) communities in Belknap County, the Sheriff's Department and State Law Enforcement Agencies including the New Hampshire State Police, Marine Patrol, Fish and Game, Bureau of Liquor Enforcement, Fire Marshalls Office, Bureau of Land and Forests and New Hampshire Attorney General's Drug Task Force. The citizens of the County are fortunate to have a team of professional law enforcement officers dedicated to protecting our communities.

The collaboration of these departments and agencies is integral to maintaining public safety. To facilitate this collaboration, I have established regular detectives meetings for the purpose of bringing together representatives from various law enforcement agencies to share information leading to the arrest and conviction of criminals. Criminals do not adhere to boundaries and with the increase in property and drug-related crimes, we see the same criminals committing similar crimes in different towns. We are very fortunate to be able to share resources and information to accomplish the collective missions of our agencies.

As the State of New Hampshire works toward unifying computer databases for judicial and law enforcement purposes, the County Attorneys in the ten (10) counties in the State are working on a joint effort to use the same computer database for prosecution data. With the use of federal funds, the Belknap County Attorney's Office will be the second office in the state to implement this new program in late winter 2012.

The Belknap County Attorney's Office offers twenty-four (24) hours per day and seven (7) day per week response to the needs of area law enforcement agencies, meaning that the County cell phone is always on, as we pride ourselves on immediately responding to legal questions and reports of extenuating crime scenes and untimely deaths. The Office also provides support in prosecuting not only cases that will be in the County Attorney's Office, but also to support those agencies at the Circuit Court level. The Office provided two-hour training for local law enforcement officers and will continue providing such opportunities in the future.

According to state-wide statistics, portions of the County have seen an increase in property crime rates with an overall rate higher than the national average. In addition to burglaries and other property crimes, assaults and drug related offenses represent a large proportion of the criminal cases in this office. Despite serious efforts to eradicate and punish the possession, sale and manufacture of drugs, this continues to be a serious criminal concern for the County. We have also experienced an increase in the number of cases involving the manufacture of methamphetamine, which is a highly hazardous and volatile chemical process endangering not only the criminal involved with the manufacture, but that individual's family and neighbors.

During the year 2011, the Office obtained 733 Indictments from Grand Juries sitting every six weeks. The following table summarizes the number of indictments for each of the previous 10 years:

YEAR	INDICTMENTS		YEAR	INDICTMENTS
2001	362		2006	482
2002	386		2007	589
2003	485		2008	508
2004	396		2009	575
2005	528		2010	704
			---	---

The Grand Jury process is used primarily for the review of indictments by a group of peers, citizens of the County, to insure that there is probable cause to begin a prosecution of a defendant in the Superior Court. Although the Grand Jury process is primarily utilized for the purposes of initiating criminal charges against a defendant, the process is also utilized to review and to assist in on-going investigations. The County Attorney's Office utilized the Grand Jury Investigation authority during the year 2011. During the course of the year over fifty (50) citizens from Belknap County served as Grand Jurors. Each Grand Juror devoted four (4) or five (5) days to this civic duty. I truly appreciate the commitment and time that citizens devote to this process. It is an integral component of the criminal justice system.

Over the course of the year, approximately 250 citizens served as Petit Jurors. These citizens comprise the twelve (12) individuals (plus two (2) alternates) who hear the evidence in each jury trial. This Office recognizes the importance of citizens' participation in the criminal justice system and the significant time that these citizens devote to this civic duty.

The Office is responsible for overseeing the response to untimely deaths in the county. That means that every time an untimely death occurs, a call is placed to the office by the responding law enforcement agency. In 2011, the Office was consulted on 62 untimely deaths. The primary inquiry is whether or not there is suspicion surrounding the death of an individual.

The Office handled 71 Probation Violations in 2011. This Office prosecutes these violations to hold defendants accountable when they fail to abide by a term or condition of their release on Probation. Probation is a privilege and an opportunity for criminals to learn to be law abiding citizens under the supervision of a Probation Officer. Violations of Probation are serious offenses which result in serious consequences.

The Belknap County Attorney's Victim/Witness Coordinator continues to work with victims and witnesses from pre-indictment stages of a case, through trial and beyond for each of our cases. The Coordinator works directly with the prosecution team as the trial proceeds and maintains the highest level of communication with victims and witnesses. Long after the trials have ended, the Coordinator continues to monitor the probation and parole processes of defendants and provides notifications to the victims of developments. The Coordinator also maintains accurate restitution figures and communicates with the Department of Corrections to insure the repayment of restitution.

The Office has recently added a part-time Juvenile Prosecutor to our team. This individual is responsible for representing the State in the felony-level juvenile offenses in the Circuit Court – Family Division. Rather than indictment, juvenile cases are filed as Petitions in the Family Court. The Petitions are generally filed as Juvenile Delinquency Petitions. The Juvenile Prosecutor works with the parents, the Belknap County Restorative Justice Program, the Juvenile Probation and Parole Officers, defense attorneys, and the Court officials to provide for punishment and rehabilitation for juvenile offenders, with an eye toward preventing recidivism for the offender.

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, Judicial Branch employees and defense attorneys. We take our jobs in the Belknap County Attorney's Office very seriously and every

member of the department is devoted to performing our mission with the highest level of professionalism.

Respectfully Submitted,

Melissa Countway Guldbrandsen, Belknap County Attorney

MISSION: To Protect Public Safety and Promote Justice

Belknap County Department of Corrections 2011 County Report



Daniel P. Ward Sr., MBA/PA, CJM – Superintendent
Capt. David A. Berry Jr. – Deputy Supt. – Operations

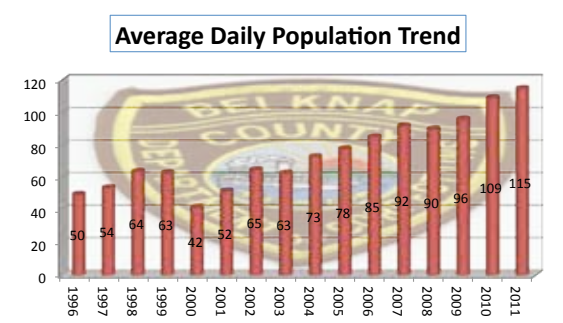
“Protecting You and Those You Love”

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

Serving the residents of the communities of Belknap County as the appointed Superintendent of the Department of Corrections continues to be my honor. The field of Corrections is a dynamic profession. It demands an ever-changing management approach to identifying issues and finding creative and innovative solutions using the best-practices model in the industry. Our role in the law enforcement community extends beyond the traditions of the catch phrase, “To Serve and Protect.” We are charged with protecting society from those who are held awaiting intervention by the courts; as well as, providing the care, custody and control of those incarcerated individuals; who will one day return to our very same communities. Maintaining the fine balance between punishment, restorative justice, rehabilitation and re-entry is the work-product of a collaborative team of highly trained, certified, and professional staff at the Belknap County Department of Corrections.

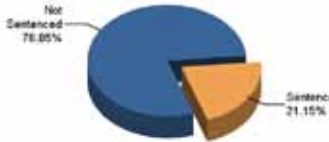
Summative Incarceration Statistics for 2011

Continuing the steady trend of incarceration in 2011, the population within the Department of Corrections has remained well above the original design capacity of 87 beds; as well as the increased functional capacity of 109 beds made through the previous adaptation of an industry space, a classroom, and the gym to dorm-style housing areas. Booking of new inmates in 2011 fell overall from 1,792 in 2010 to 1,552 however. This is a direct result of longer periods of time held in custody, showing the average daily population continuing to hover near 115.



New monthly commitments ranged from a low of 104 in February to a high of 158 in May. The female population represented 21.33% of the total number of bookings and currently accounts for 22 occupied beds. While a full 53% of the population falls between 18 and 34 years old, a particularly growing population of those whose ages are 45 and older accounts for more than 25% of the population.

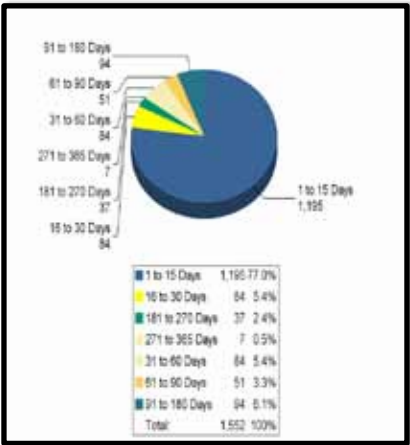
Detention Profile



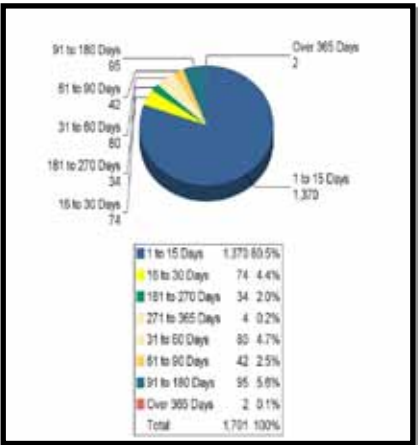
The number of Pretrial Offenders constituted a 1% overall reduction from 2010. This category includes those held on felony, misdemeanor and civil cases; probation and parole violations; “overnight holds”; and, protective custody (PC).

Length of Stay Analysis

2011



2010



Trending Data	2009	2010	2011
	<i>In days</i>	<i>In days</i>	<i>In days</i>
Average Length of Stay (female offender)	10.54	13	16.62
Average Length of Stay (male offender)	15.32	22.4	24.10

Community Corrections

Community Corrections is an “umbrella term” used to categorize the programs and supervision of inmates who participate in various supervised work release;

community service; and, most notably, Administrative Home Confinement for community-based, low-risk offenders who are under the surveillance and monitoring of a bracelet-worn, Cell and GPS-enabled, tracking device. The growing role of this program as a tool for the most cost-effective management of the inmate population continues to provide promise for the future. During 2011, 51 inmates were placed on electronic monitoring allowing for 3,291 days of supervision outside of the jail. This represents a **fifty percent (50%) increase** from 34 participants in 2010. Revenue generated from the program this year similarly spiked 33.6% to Six Thousand Four Hundred Eighty Four Dollars and Seventy-five Cents (**\$6,484.75**) from the Four Thousand Eight Hundred Fifty Three Dollars and Eighty-nine Cents (**\$4,853.89**) returned to the General Fund in 2010.

Another valuable component of the community corrections program is the opportunity for inmates to leave the jail to attend work in the community while having to return directly back to the facility each night. Inmates continue to engage in programs and rehabilitation efforts as ordered by the treatment staff. Establishing collaborative relationships with local community-based employers, shared supervision, monitoring and reporting from job sites, scheduled and unannounced visits by the Community Corrections officers, drug and alcohol screening and close daily contact with Department of Corrections staff allows many of these offenders to acquire new skills, enter a new career field, and most importantly, establish employment relationships that can continue upon release. Efforts to begin repayment for restitution, child support, attorney fees and to help re-establish means for successful re-entry have made this a successful option for many people held in 2011. Helping to offset the cost of incarceration for those participants, the County was able to collect and return more than Twenty Nine Thousand Dollars (\$29,000.00) to the General Fund.

Community Service

Community Service has remained a core focus for me since its inception in 2010. Recognizing the knowledge and talents of several of the inmate workers together with mentoring and training from community partners, this service continues to assist struggling towns, cities and non-profit organizations throughout the County. Several major projects in 2010 included removing and replacing metal roofing and repairing many of the buildings at the Belknap County Fair Grounds in Belmont, scraping and repainting a late 1800's church in Barnstead, countless work projects in the Town of Sanbornton, a summertime work placement at the Union Cemetery in Laconia and a full daily work assignment with the City of Laconia Parks and Recreation Department (**reportedly saving more than \$17,000 in labor costs this year alone**) highlight just a few of the thousands of "person-hours" provided by the inmate of the County. These labor intensive projects have saved the taxpayers tens of thousands of dollars in associated labor costs to the residents of each community served.

While not "community-based service," it is important to also identify the 18 daily work assignments of inmates to specific details in support of the County complex.

Inmates provide services to many of the departments within the County to include various Maintenance assignments, the Nursing Home laundry, activities, kitchen and housekeeping, jail garden program and the Facility Grounds. These positions account for a combined estimated labor cost, tax and benefit savings of nearly a **half-million dollars a year** in necessary County services. Job training combined with “hard labor” and helping to establish a healthy work ethic helps to create successful re-entry efforts and job placement in the hopes of reducing recidivism at the most basic level.

Programs and Industries

The number of successful programs and services offered in 2011 continued to grow under the direction of Programs and Industry Director Tamara McGonagle. An investment in, and commitment to, basic adult education has continued to result in dramatic tangible results. 2011 boasts 33 successful graduates of the GED program (up from 20 in 2010, and just 9 in the year prior). Early identification of those inmates in need, pre-testing to assess competencies, the use of dedicated GED instructors and a supportive and encouraging environment where inmates feel they have a reasonable potential for success has proven this program works. While clearly not a scientific study, of those 62 inmates who have completed their GED since 2009 while incarcerated, only 3 have returned to the criminal justice system.

A number of other programs offered during 2011 were developed through new outreach efforts to community-based providers. These partnerships allow the County to receive no-cost instruction while working to address many of the social needs of the inmate population. Introducing topics such as successful parenting, money management, conflict resolution and other cognitive-behavioral approaches improve the likelihood of a successful transition back to society. In addition to these incredible programs, several new grant funded opportunities have arisen that will allow the County to structure regular long term partnerships with agencies such as the NH Department of Education and the Lakes Regional Community College System for classes and instruction in 2012.

PROGRAM	AGENCY
ON-GOING CLASSES / GROUPS	
Alcoholics Anonymous	Individuals
Narcotics Anonymous	Individuals
Bible Study	Various outreach program Volunteers
Parenting Class	UNH Cooperative Extension Service
Literacy Group	Debbie Graham
Job Search Skills	NH Department of Employment Security
Serve Safe	MacCarter Associates
Yoga	Manna Stark
Alternatives to Violence	AVP Volunteers (National program)
New Beginnings	Educational outreach coordinators
Money Management Class	UNH Cooperative Extension program
Communication and Conflict Resolution Class	UNH Cooperative Extension program
Writing Class	Dorothy Piquado
NEWLY ADDED IN 2011	
Re-Entry Group	Salvation Army, Health Link, DHHS, BM CAP, UNH Co-Op Ext Service, NH Employment Sec.
STD & STI Education	Belknap-Merrimack CAP – Melissa Walsh

Career Education Program	NH Department of Education
Seeking Safety	Keystone Hall of Nashua (Female Offenders)
Knitting	Maryly Matthewman
Art Class	Mary Ellen Boudman
Writing From Within	Kristin Pelletier (Female Offenders)

The Farm Program

The Garden Program at the Department of Corrections completed another record breaking season. We catalogued all of the produce produced and provided to the Nursing Home, St. Vincent DePaul and to the County-operated Farm Stand. Below is an itemized summary of items, poundage and price according to the low end price as set by the NH Farm Bureau Weekly Bulletin.

Cabbage	136 Lbs	\$1.00 / Lb	\$136.00
Broccoli	89 Lbs	\$2.00 / Lb	\$178.00
Zucchini	835 Lbs	\$2.00 / Lb	\$1670.00
Summer Squash	82 Lbs	\$2.00 / Lb	\$164.00
Green & Yellow Beans	180 Lbs	\$3.00 / Lb	\$540.00
Cucumbers	791 Lbs	\$1.00 / Lb	\$791.00
Pickling Cucumbers	52 Lbs	\$2.00 / Lb	\$104.00
Cauliflower	65 Lbs	\$2.00 / Lb	\$130.00
Egg Plant	237 Lbs	\$2.00 / Lb	\$474.00
Green Peppers	82 Lbs	\$2.00 / Lb	\$164.00
Jalapeño Peppers	89 Lbs	\$3.00 / Lb	\$267.00
Tomatoes	25 Lbs	\$3.00 / Lb	\$75.00
Brussel Sprouts	37 Lbs	\$4.00 / Lb	\$148.00
Pumpkins	26 ea	\$3-\$4 ea	\$130.00
Butternut Squash	600 Lbs	\$.80 / Lb	\$480.00
Red Peppers	90 Lbs	\$3.00 Lb	\$270.00
	3494 Lbs		\$5721.00

In addition, 21 flats of flowers were grown for the Nursing Home in the spring at an estimated cost of \$320.00, **making the combined savings value over Six Thousand Dollars (\$6,000.00)!** (In comparison, the Nursing Home accepted 809 pounds of produce in 2010 at a saving of \$1709.00). This was a tripling of both poundage and savings over last year!!!

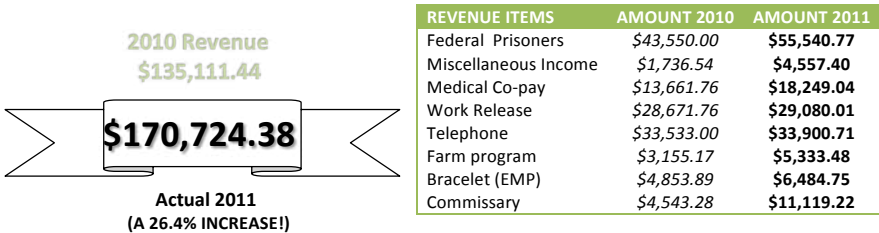
The Farm Stand was successful in boosting sales this year from Three Thousand One Hundred Fifty Five Dollars and Seventeen Cents (\$3,155.17) in 2010 to a new record of **Five Thousand Three Hundred Thirty Three Dollars and Forty-eight Cents (\$5,333.48) -- a 40.3% increase!!!**

Charitable giving to St. Vincent DePaul this year included \$1,658.00 of items as well. In total, donations to St. Vincent DePaul and produce provided to the Nursing Home account for \$7,699.00 worth of value. With the actual revenue returned

to the General Fund of \$5,333.48, the program generated combined revenue and savings of \$13,032.48. A line item of \$4500.00 is established to operate the farm yearly and maintenance of the garden program is achieved through a part-time corrections officer (Officer Robert Levasseur) and a team of four inmate workers.

The success of this year's program and tripling of output is due in large part to the replacement of the 1969 Garden Tractor and equipment necessary to effectively and efficiently use the tract of land on the County complex. This program, managed by Officer Levasseur, serves as a key program activity for the inmate population and benefits the Nursing Home as well as the Jail in providing locally grown fresh produce at virtually no cost to the taxpayers. We continue to look forward to developing new ideas, strategies for new growth and increased crop yield; and, strive for even greater savings in the years to come!

General Fund Revenue



Top 50 Charges in 2011

SIMPLE ASSAULT 631:2-A	27	HABITUAL OFFENDER 259:39	3
VIOLATION OF PROTECTIVE ORDER 173-B:9	26	ROBBERY 636:1	3
BURGLARY 635:1	21	DISOBEYING POLICE OFC 265:4 II	2
VIOLATION OF TERMS OF PROBATION OR PAROLE 504-A:4	19	SEE LIST	2
RECEIVING STOLEN PROPERTY 637:7	15	FAILURE TO APPEAR 594:14	2
BREACH OF BAIL COND 597:7-A	14	AGGRAVATED DRIVING WHILE INTOXICATED 265:82-A	2
DRIVING UNDER INFLUENCE OF DRUGS OR LIQUOR 265:82	12	BAIL JUMPING 642:8	2
POSSESSION N/DRUG 318-B:2	9	1ST DEGREE ASSAULT 631:1	2
POSSESSION C/DRUG 318-B:2	9	798 DRIVING OR OPERATING UNDER THE INFLUENCE OF DRUGS OR LIQUOR 265-A:2	2
SALE C/DRUG 318-B:2	9	SALE N/DRUG 318-B:2	2
2ND DEGREE ASSAULT 631:2	9	HABITUAL OFFENDERS PENALTY 262:23	2
DRIVING AFTER REVOCATION OR SUSPENSION 263:64	8	MANSLAUGHTER 630:2	1
FELON IN POSS DANG WEAPON 159:3	8	CONDUCT AFTER ACCIDENT 264:25	1
NON-SUPPORT 639:4	7	FALSE IMPRISONMENT 633:3	1
RESIST ARREST OR DETENTION 642:2	6	OBSTRUCTING REPORT OF CRIME OR INJURY 642:10	1
PAROLE VIOLATION	5	POSSESSION C/DRUG INTENT TO SELL 318-B:2	1
CRIMINAL THREATENING 631:4	5	POSSESSION N/DRUG INTENT TO SELL 318-B:2	1
WILLFULL CONCEALMENT 644:17 I	5	MANUFACTURE CONTROLLED DRUG 318-B:2	1
ARMED ROBBERY 636:1 III	5	FRAUD USE OF CREDIT CARD 638:5	1
CRIMINAL LIABILITY FOR CONDUCT OF ANOTHER 626:8	5	ESCAPE 642:6	1
THEFT BY UNAUTHORIZED TAKING 637:3	5	STALKING 633:3-A	1
CONTROL DRUG ACT 318-B:2	4	AGG. FEL. SEX. ASSAULT 632-A:2	1
CRIMINAL MISCHIEF 634:2	4	RECKLESS CONDUCT 631:3	1
WITNESS TAMPERING 641:5	4	VIOL OF PROTECT ORDER (CHILD PROTECTACT)169-C:21-A	1
OBSTRUCT GOVT ADMIN. 642:1	3	ACTS PROHIBITED 318-B:2	1

2011 Summation and New Vision for 2012

2011 marked a challenging year as we juggled a shrinking economy and an expanding inmate population. Collectively, we worked to develop new tools in our “tool box of options” to help classify, treat, monitor and respond to a plethora of unique needs to satisfy the demands of all the stakeholders in the criminal justice system. An aging detention facility, increasing jail sentences, demands for greater programming, more streamlined and constricting budgets and ever-increasing costs required to appropriately and safely manage these needs weigh heavily on these available options. Working with a criminal justice consultant to examine the state of the criminal justice system in Belknap County and identify options to respond proactively to the future needs sets the foundation for 2012.

Our collective commitment to address the best-practices standards for Adult Local Detention Facilities, the National Commission on Correctional Health Care, to revise or replace outdated policies, to codify new policies and procedures has fostered fewer inmate grievances and reduced the legal liability to the County. The timeliness in responding to issues and taking corrective action with a clear plan and vision truly makes this institution a model for transformational leadership and change management.

The dedicated, committed and uniquely qualified experts who comprise the Department of Corrections team and carry out their mission on a daily basis to ensure the mission of the County and of the Department of Corrections, for which it is charged, should be recognized and applauded. They truly are “public servants” and I am proud to be part of the team continuing to serve you!

Respectfully submitted,

Daniel P. Ward Sr.

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

Report of the Nursing Home

To the Honorable Commissioners of Belknap County:

Belknap County Nursing Home continued to strengthen and improve the delivery of quality long term health care to its residents in 2011 by building upon programs initiated and gains realized in 2010.

Belknap County Nursing Home achieved excellent results in the Annual State Survey conducted in March 2011. During the three day inspection the State found no health care deficiencies and only two minor life safety tags. These high marks are rarely (less than 7% of all nursing homes) attained in this unannounced, thorough inspection process. State surveyors commented on the cleanliness of the facility, the excellent resident activities program, friendly staff, and the warm bond observed between residents and staff. A significant component of the Survey process is the resident, family and staff interviews which are designed to probe for quality care and resident satisfaction problems.

Resident census remained high at 98.4% occupancy throughout 2011, while a waiting list of potential residents continued to grow. The positive reputation of the nursing home continues in the community. Revenue improved in 2011 with an increase in Medicare and Private Pay census.

With the rehabilitation services contract expiring in May 2011, Belknap County offered a Request for Proposals bid process to interested vendors. Genesis Rehab Services was the successful bidder and agreed to reduce net cost for Physical, Occupational, and Speech therapies for our residents by 15% under the previous provider. Genesis's performance and service coverage has been excellent since taking over on May 1st.

Despite built in price increases in the cost of goods and services and labor, through good management practices and close examination of every cost item in the budget, Belknap County Nursing Home returned close to \$300,000 in unexpended budgeted funds to the County's General Fund in 2011. Several more Licensed Nursing Assistant positions were converted from full time to part time. Three full time positions in Dietary, Laundry and the Beauty Shop were also transitioned to part time as employees vacated those positions. Demand by job applicants for all open positions remained strong and turnover relatively low at BCNH in comparison with other nursing facilities. Teresa Wright, Nursing Administrative Assistant, and Dianne Roberts, Director of Nursing, through the prudent use of staffing and good scheduling, managed to reduce nursing overtime expenditures by over \$60,000 in fiscal 2011. Examples of smaller savings include (\$3000) re-

taining, rather than replacing, the facility's copier, eliminating unnecessary (\$850) aquarium and (\$1500) dish washer contracts, and not authorizing overnight conference expenses.

Dianne Roberts, Deb Laflamme, Assistant Director Human Resources, and I were very active in the Primex sponsored and facilitated Nursing Home Roundtable Workgroup in 2011. We met quarterly with other County nursing home professionals to share best practices in employee safety, hiring, and LNA training management areas. We also attended the annual Primex conference where the County and the nursing home received awards for risk management practices and health and wellness initiatives.

Three very important projects completed in 2011 were installing a drop ceiling in the facility's kitchen, inspecting and repairing all of the facility's smoke dampers, and providing air conditioning to the laundry department. Reconfiguring the laundry to conform to infection control requirements was also included in the 2011 capital budget. Energy saving improvements such as weather stripping, new lighting fixtures and low flush toilets were installed and are beginning to produce lower utilities costs.

Priscilla Corliss, a 27 year Belknap County employee in the Laundry Department, retired in October 2011. Many colleagues attended a ceremony where Priscilla received a gift from the Commissioners for her years of service and dedication to Belknap County.

The continued success achieved at the nursing home over the last few years would not be possible without the hard work and dedication of the many Belknap County Nursing Home employees, the support of the County Administrator and her team, and the oversight of the Commissioners. We expect continued success in providing quality nursing home care to our residents in 2012.

Thank you and respectfully submitted,

Courtney A. Marshall
Nursing Home Administrator

Report of the Registry of Deeds

TO THE HONORABLE COMMISSIONERS:

I begin my report this year with an item of historic interest. I decided to investigate the very first document recorded in Belknap County. That document was an order by the Court “to constitute the counties of Belknap and Carroll.” Said court order was approved on December 23, 1840. This order also decreed Nathaniel Edgerly, Esquire of Gilmanton to be appointed to perform the duties of Register of Deeds for Belknap County. Register Edgerly took his oath of office on January 27, 1841. The second document is a deed recorded March 10, 1841 regarding a transfer of property in Meredith from Richard Neal to Peter Jenness. One hundred seventy-one years later the Registry continues it’s all important tasks of recording and forever preserving the land records for the citizens of our county. Each Registry of Deeds is the most vital depository of information for our country’s economic stability - the place where capital is born. No other country in the world has such a valuable asset as a Registry of Deeds.

A review of the year 2011 revealed an interesting statistic – the Registry recorded (within 100 documents) the same number of documents recorded in 1995. A total of 14,037 documents of varying description such as: deeds, mortgages, discharges, liens were recorded. The total amount of revenue collected by the Registry for the year 2011 was \$5,624,151.00. Of that amount \$4,901,719.00 was paid to the State of New Hampshire for revenue taxes collected and LCHIP fees. (LCHIP = Land and Community Heritage Investment Program) The Registry receives a 4% commission on the funds we collect on behalf of the State. The 4% commission and other fees collected by the Registry provided a total payment to the County of \$722,432.00. The total expenditure to operate the Registry, including salaries, was approximately \$500,000.00 therefore; the Registry provided approximately \$222,500.00 to the county’s general fund.

I remind the property owners of Belknap County that property and mortgage fraud continues to be a growing white-collar crime. The Registry continues to offer Property Fraud Alert protection through our office. There is no charge to avail yourself of this protection. Please visit our website: www.nhdeeds.com to locate the information and use the quick application process to sign up for this free service through our vendor - Fidlar Technologies.

Once again, I thank my staff: Judy McGrath, June Martel, Carol Morin, Sue Gagne and Saralee Wheeler for a year of dedicated, professional service to the citizens of our county. The Belknap County Registry of Deeds continues to enjoy the reputation as the best Registry of Deeds in the state.

The end of 2011 brought with it the retirement of Saralee after 27 years of service and the retirement of June after 24 ½ years of service. My remaining staff of 3 and I are saddened by their departure. We wish both of them many years of happy retirement.

Respectfully submitted,

Barbara R. Luther
Register

Belknap County Sheriff's Department 2010 County Report

Craig Wiggin – Sheriff
Lieutenant David Perkins – Operations Commander
Sergeant Michael McCarn – Civil Division Supervisor
Detective Sergeant William Robarge – Criminal Division Supervisor
Sergeant Donald Belyea – Court Security Supervisor
Mrs. Suzanne Hankard – Communications Director



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

To the Honorable Belknap County Commissioners:

Pursuant to New Hampshire law, the Sheriff's Department is a full-service law enforcement agency like any other in New Hampshire. However, the Office of the Sheriff is responsible for additional duties that are unique to the Sheriff. The members of the Belknap County Sheriff's Department carry out these duties in a highly professional and efficient manner. I am pleased to present this summary of the department's work during the past year.

CIVIL PROCESS

Pursuant to New Hampshire RSA 104, the Sheriff is responsible for the service and execution of all writs and precepts within the County. This includes documents such as subpoenas, numerous types of landlord-tenant documents, various civil orders, and writs attaching physical property and real estate. Standard fees for service and related mileage are also prescribed by statute and are charged to the requestor.

CIVIL DOCUMENTS SERVED:	3,881
FEES COLLECTED/RETURNED TO THE COUNTY:	\$149,467.21

PRISONER TRANSPORTS

The department is responsible for the transportation of persons incarcerated anywhere in the state and beyond, who are ordered to appear in a court of jurisdiction within the county. The Sheriff is also required to transport persons to NH Hospital or other appropriate facility pursuant to any Involuntary Emergency Admission

proceedings. We also transport defendants to courts at the request of local police agencies and to various medical and other appointments. 3,279 transports were conducted in 2011.

CRIMINAL AND CIVIL ARRESTS

As prescribed by RSA 104, the Sheriff is required to execute orders of the Courts, which include civil, criminal, and contempt orders of arrest. The Sheriff is required to take such persons into custody and bring them before the Court. Deputies are tasked with finding and arresting individuals wanted on contempt orders, criminal arrest warrants, bench warrants issued by the Circuit and Superior Courts, as well as civil arrest warrants. A Deputy Sheriff serves as a member of the U.S. Marshal's Joint Fugitive Task Force, whose mission is to find some of the most dangerous fugitives in our state and beyond. During 2011, deputies made 355 custodial arrests. This included coordinating the extradition of 15 defendants from other states and returning them to Belknap County to face justice.

CRIMINAL INVESTIGATIONS

The Criminal Division conducts investigations throughout the County and beyond, often providing technical or specialized assistance to smaller departments. Detectives regularly work in conjunction with other county, state, local, and federal law enforcement agencies on cases that involve multiple jurisdictions. The Criminal Division provides Forensic Polygraph services as well as referrals from across the County involving bad checks. Several thousand dollars in restitution was returned to individuals and businesses victimized by bad checks.

COMMUNICATIONS

The communications center provides 24-hour services for nine police departments in Belknap County and to the Northfield Police Department on a contractual basis. In addition to the local towns, the communications center receives telephone calls and provides dispatch services for the local Fish and Game Officers, Liquor Investigators, Medical Examiners, and the County Attorney's Office. The communications center is a central hub for the dissemination of vital information to the various public safety agencies throughout the County and beyond.

CALLS FOR SERVICE PROCESSED - 2011

SHERIFF'S DEPARTMENT:	7,683
OTHER AGENCIES	<u>30,997</u>
TOTAL	38,680

TELEPHONE/RADIO TRANSMISSIONS PROCESSED:	50,517
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Sheriff Wiggin accepts an award from the Employee Support of the Guard and Reserve at a ceremony at NH Motor Speedway. The department was nominated for the award by Spec. Stephen Burrows, who served a deployment with the U.S. Army Reserve in Afghanistan and is also a Special Deputy Sheriff.

2011 saw the retirement of two long-time members of the Sheriff's Department. Sergeant Thomas Alden retired in June and Lieutenant Christopher Cost in September. Collectively, they served over 60 years in law enforcement and we wish them both well in their future endeavors.

In conclusion, on behalf of the dedicated men and women of the Belknap County Sheriff's Department, I would like to extend my thanks to the Belknap County Commissioners, the County Delegation, and the citizens of Belknap County for their support. We are committed to continuing to serve you with professionalism and integrity.

Respectfully submitted,

Craig H. Wiggin

Sheriff Craig H. Wiggin

2011 Belknap County Youth Services Annual Report

2011 was another year of growth for our Department. The Adult Diversion Program we implemented in 2010 as a pilot program took off in 2011. The Adult Diversion Program was implemented in an effort to save taxpayer money, assist prosecutors, free up court and police time, and not to exclude adult offenders from re-acclimating into the community as positive members. In 2011 we worked with 56 adults in our diversion program. This is a positive move towards the future. In 2011 we also worked with David Bennett consulting on the Belknap County Criminal Justice Master Plan. We are looking forward to exciting changes in 2012 and beyond as we work towards the recommendations put forth by Bennett and the BCCJ Master Plan.

The Court Diversion programs allow victims and the community to speak freely about how crime affects them. It aims to strengthen the offender's relationship with the community through meaningful community service opportunities. We use community service as a way of holding the offender accountable for what they have done and as a way of repairing the harm caused by their crime. In 2011 we worked with 58 juveniles and their parents through the Youth Diversion Program.

Youth Services is now holding regular Challenge Course sessions throughout the year. The Challenge Course is a drug and alcohol education workshop for teens. In late 2010 two out of the four case managers at Youth Services began their training to become co-facilitators of The Challenge Course. They had to co-facilitate three separate Challenge workshops with an accredited facilitator before running the program on their own. Tori and Katie completed their co-facilitating in mid 2011 and are now accredited Challenge Course facilitators and run the program together several times a year. The Challenge Course needs at least six students per session and the referrals can come from parents or any agency. The Challenge course is typically five sessions totaling 12.5 hours. There is a cost associated with the workshop.

Our volunteers continue to be a tremendous asset to the program and we thank them for all their efforts. We would also like to thank the County Commissioners, and the County Delegation for their support.

Brian Loanes, Director
John Egan, Case Manager
Katie Laux, Case Manager
Tori O'Hara Case Manager

Belknap County Economic Development Council

The Belknap County Economic Development Council (BCEDC) is one of ten non-profit regional development corporations in the state of NH. BCEDC was founded in 1992. Its service area includes all eleven municipalities in Belknap County. BCEDC's primary mission is to promote economic vitality in Belknap County. In pursuit of this mission, BCEDC acts as a catalyst for projects that enhance our region's quality of life and make us a more attractive place for young, talented workers, a cohort that will be critical to the County's economic sustainability over the long run. We offer technical assistance, grant writing and administration, and project management services to municipalities and non-profit organizations in Belknap County working on such projects. We also provide leadership in workforce development programming to support our local business community, facilitate the provision of business counseling services, and operate a revolving loan fund that makes gap financing available to local businesses and start-ups.

Community Outreach

During the course of 2011, BCEDC Directors continued their tradition of reaching out to all 11 communities in the County with in-person meetings and regular e-mail and phone communications. As a result of this outreach, BCEDC's Executive Director became involved in the following projects:

- **Laconia:** Facilitated the City's first-ever strategic planning process.
- **Tilton:** Assisted CHAT, the Town's local group providing senior services, to explore submission of a CDBG grant to renovate the Grange into a senior center.
- **Belmont:** Participated in the Town's Revitalization Committee to help them select an engineering team for their Village Revitalization project.
- **Barnstead:** Worked with the Barnstead Development Group (BDG) to assist them in researching incentive programs to spur investment in their village center.

New Strategic Plan

Carmen Lorentz came on board as BCEDC's new Executive Director in March 2011. The Board of Directors embraced her first nine months on the job as an opportunity to take a fresh look at our local economy and identify specific ways that BCEDC can address some difficult challenges we face as a community. As part of our public education efforts, we published two articles summarizing much of what we learned in the August and November editions of our newsletter, Belknap Matters. Those newsletters are on our website at www.bcedc.org. Some of our key findings include:

- The median age in the Lakes Region is 45.2 (vs. 41.1 for the state). By 2030, 36% of Belknap County residents will be over the age of 65. Belknap

County also has the highest proportion of seniors living in poverty in the state.

- One-third of all jobs in Belknap County fall into the retail and accommodation and food service categories. Average weekly wages in those sectors are only \$510 and \$350, respectively, and these jobs tend to have relatively few benefits. This contributes to the fact that only 77% of adults in the Lakes Region have health insurance coverage vs. 89% statewide.
- If we can't address the two issues above, our local health care providers will continue to shoulder the burden of low reimbursement rates for Medicaid patients, which puts the long-term viability of our local health care industry at risk. The health care sector provides 13% of employment in Belknap County and these are some of the best-paying jobs in our region.
- Advanced manufacturing is another critical segment of our local economy that is at risk. Although one might argue that we've been losing manufacturing for decades, the fact is that the manufacturers that still operate here use high technology to produce precision-machined components that cannot be outsourced to Asia. These companies are strong and growing, but they struggle to fill open positions. Entry level positions in advanced manufacturing require strong math, computer, and blueprint comprehension skills, but our region does not produce enough young workers with these skills to meet employer demand. With each passing year, it becomes more and more difficult for our advanced manufacturing sector to remain competitive, putting 2,300 good jobs in Belknap County at risk.

While these statistics paint a grim picture for Belknap County's future, it is important to acknowledge that we can change these trends. In order to do this, we as a community must focus on addressing critical issues with targeted investments. One of the issues that BCEDC will focus on over the next four years is balancing Belknap County's demographics to create a more sustainable economic and social environment. For the most part, this will involve trying to attract young, talented workers to our region. BCEDC's new Strategic Plan for 2012-2015 has been under development since the fall. The final plan will be unveiled at our Annual Meeting on March 29, 2012.

Improving Quality of Place

In 2011, BCEDC spent a great deal of time supporting local projects that contribute to our region's ability to attract and retain young, talented workers. Highlights include providing grant-writing and project management services to the Colonial Theatre committee in Laconia, which resulted in a comprehensive architectural study being completed on the building and awards of \$775,000 in tax credits and

grants. Although the project ultimately did not move forward, BCEDC's involvement made it possible for the committee to fully explore the feasibility of the project and put the group in a position to make several concrete offers to purchase the property based on funds raised. This all occurred within a span of only eight months.

BCEDC also worked closely with the WOW Trail Board of Directors to bring key local stakeholders and state decision makers together to brainstorm fundraising and advocacy strategies to move the project forward more quickly. BCEDC completed an economic impact study on the WOW Trail, which demonstrated that it could generate nearly \$1.8 million in new visitor spending each year. This spending would result in the creation of 31 new jobs, paying about \$788,000 in annual wages to local workers. The WOW Trail Board will use this study in their fundraising and advocacy efforts going forward.

Workforce Development

In 2011, BCEDC played a leadership role in the 200x2020 Initiative, which is a workforce development partnership comprised of BCEDC, the Lakes Region Chamber of Commerce, Lakes Region United Way, Huot Technical Center, Lakes Region Community College, NHWorks and several of our local schools. The goal of 200x2020 is to get a minimum of 200 Lakes Region businesses signed on by 2020 to provide local students access to a full range of vocational, technical and occupational experiences throughout the school years to support our region's long-term workforce development needs.

200x2020's first project was to organize four career cluster exploration panels for 10th graders in the Lakes Region during the 2011-12 school year. The first panel was held in November and focused on health sciences. The second panel was held in early January 2012 and focused on business management and marketing. Two other panels, one on science & technology and the other on hospitality & tourism are scheduled for March and May 2012, respectively. As the grant-writer for 200x2020, BCEDC submitted one grant application to support the career cluster panels project. Unfortunately, it was not funded. BCEDC submitted three other funding applications and has one more in the works to support the development of an on-line, searchable database of internship and job shadow opportunities for Lakes Region high school students, which is 200x2020's second project.

BCEDC's other workforce development efforts in 2011 centered on Lakes Region Community College. BCEDC laid the groundwork for a Community Development Block Grant application to assist the College in purchasing new training equipment for the nursing program. BCEDC is now actively working on preparing the grant. BCEDC is also participating in the advisory committee that will guide the development of the College's new advanced manufacturing programs.

Business Assistance Services

In 2011, BCEDC continued to provide free office space and administrative support to the Lakes Region chapter of SCORE (Service Corps of Retired Executives). This long-standing partnership makes it possible for Belknap County businesses and residents to access free business counseling services provided by a number of experts from all over the country that have chosen to retire here. SCORE provides an invaluable resource to our community and BCEDC is proud to support their work.

In September, BCEDC and the Lakes Region Chamber of Commerce partnered on a new event, the first annual Lakes Region Business Resource Fair. This half-day conference brought resources such as alternative financing programs, business counseling programs, marketing experts and successful entrepreneurs together with people seeking to learn how to start or grow their own business. Approximately 70 people took advantage of this opportunity and we plan to offer this event every year.

BCEDC also began to offer local business resource forums, which provide an intimate setting for existing business owners to discuss specific challenges with experts from the Small Business Development Center, SCORE, NH Community Loan Fund, Small Business Administration, and other organizations that support small businesses. The first forum was held in October in Belmont.

Collaboration & Partnerships

Collaboration is essential to BCEDC's work, particularly in the current resource-constrained environment. As such, BCEDC spent a great deal of time on relationship building in 2011 and is proud to highlight the following:

- **Lakes Region Comprehensive Economic Development Strategy (CEDS):** BCEDC played a leadership role in the original CEDS which was finalized in 2009. In 2011, Lakes Region Planning Commission was awarded a grant from the US Economic Development Administration to update the CEDS. BCEDC is bringing people to the table for this effort and is lending its expertise in data analysis and economic development planning to the update process.
- **Financial Stability Steering Committee:** The United Way launched the Financial Stability Partnership (FSP) in 2010. FSP is aimed at streamlining provision of services to families in poverty and takes a holistic, community-based approach to poverty remediation. BCEDC serves on the Financial Stability Steering Committee, which identifies goals, needs and projects for the initiative to undertake.
- **Local Economic Development Groups:** BCEDC actively participates in the Laconia Business Roundtable, the Belmont Village Revitalization

Committee and the Barnstead Development Group and participated in two Alton Business Association events in 2011.

- **Lakes Region Listens:** BCEDC's Executive Director and four Board Members took an active role in establishing the Lakes Region Listens Steering Committee, which seeks to facilitate thoughtful and inclusive community discourse on a wide range of issues impacting the region. Members facilitated dialogues on outdoor recreation, transportation issues and health & wellness. The group continues to train facilitators and seek opportunities for dialogue on critical issues.
- **BCEDC moved in with the Lakes Region Chamber of Commerce** at 383 South Main Street in Laconia. This provides a one-stop shop for local businesses seeking support and will create even stronger connections between the two organizations going forward.

Revolving Loan Fund Challenges

While NH's economic outlook is slightly rosier than national projections, the pipeline for commercial financing in Belknap County remained very shallow throughout 2011, as many businesses continued to wait and see if economic conditions improved before investing. As a result, BCEDC only processed five loan applications in 2011, and only one of them was eligible and ultimately approved.

In addition, our portfolio of existing loans has dwindled during the recession for two reasons. The first is that some of our loan clients faced serious challenges during the recession - one significant loan client defaulted and others have required us to defer or restructure payments. The second reason is that several clients exceeded their growth projections and have been able to refinance their BCEDC debt with less expensive conventional financing. This reduction in our portfolio creates a significant challenge for BCEDC because we rely on interest income from our revolving loan fund for operating revenues. In 2007, BCEDC generated over \$120,000 in annual operating income from its revolving loan fund. In 2011, BCEDC's loan portfolio effectively generated less than \$40,000 in operating revenues.

In the face of these challenges, BCEDC has done everything possible to reduce overhead while maintaining quality programming. We have reduced staff to 1.5 full-time equivalents, secured lower cost office space, and transitioned all of our marketing to e-mail and web-based formats to save on printing and postage. BCEDC has also started charging fees for some of its services and is beginning to explore completely new fundraising avenues. Despite these improvements, BCEDC is challenged to fund operations at a sustainable level for the long-term. Belknap County's support for BCEDC at this juncture is critical to our ability to design and implement programs that address major issues impacting our region's economic health for decades to come.

Belknap County-UNH Cooperative Extension Annual Report 2011

Mission:

UNH Cooperative Extension provides a direct link between UNH and people throughout the state. In partnership with local residents and volunteers, Cooperative extension plans and conducts educational programs responsive to New Hampshire's people and the issues they identify that are important to them. UNH Cooperative Extensions mission is to provide New Hampshire citizens with research-based education and information, enhancing their ability to make informed decisions that strengthen youth, families and communities, sustain natural resources, and improve the economy.

Funding and Structure:

Cooperative Extension derives its name from the partnership structure which combines federal, state and county funding. This "cooperative" effort ensures all people have local access to their state university and the knowledge and resources available to address their needs and problems. The principal partner is the University of New Hampshire. As a state land-grant university it is charged by Congress to conduct resident instruction, research, and outreach to people beyond the classroom.

A memorandum of understanding between the U.S. Dept. of Agriculture and UNH defines the University's responsibilities for program leadership and management. Memoranda of understanding between the University System of New Hampshire and County Commissioners carry out the provisions of state law as reflected in RSAs 24:10a, and 187-A:6

The Belknap County Cooperative Extension consists of Extension Educators and support staff. Educators provide education and resources in the following areas: Agricultural Resources, Forestry and Wildlife, 4-H Youth Development, Family and Consumer Resources, and Nutrition Connections. The County Educators are supported by more than 30 campus based extension specialists.

The Belknap County, UNH Cooperative Extension Advisory Council, made up of local residents is charged with identifying local needs, establishing program priorities, and overseeing the operation and administration of Cooperative Extension within the county.

Program Highlights:

Family & Consumer Resources:

Program Focus: Parent and Caregiver Education

Situation: Parents and other caregivers provide the building blocks for children to develop the skills needed to become successful adults, yet many adults face this task with little access to support or research based information about child development. Many of our families are also under increasing stress relating to economic hardship, family conflict and other factors. Research indicates that these stressors, combined with reduced access to support and quality information on effective child rearing practices increases the chances of negative outcomes for children. This has a negative impact, not only on the individual family, but on the whole community.

Response: Based upon needs identified in Belknap County, FCR programs focus on a two tier approach to increasing protective factors for positive youth outcomes. Direct education is provided for parents and other caregivers through a variety of formats, including newsletters, publications, single workshops, and series. In addition, training and technical assistance is provided to professionals, organizations, and coalitions within the community in order to increase the community's capacity to provide needed education and support to families.

Impact:

- 117 Parents and other caregivers directly participated in workshops or series. Through evaluation, caregivers demonstrated an increased understanding of child development, use of positive discipline strategies, and increased parental confidence.
- 120 teachers, paraprofessionals, bus drivers, and recreation department staff participated in Understanding Bullying workshops offered to local school districts and towns. This workshop provides education for professionals working with youth around the impact of bullying and effective strategies both for the prevention of and response to bullying incidents.
- Resources such as publications and curricula, as well as technical assistance were provided to local organizations and coalitions including: The Family Resource Center of the Lakes Region, Lakes Region United Way, and the Lakes Region Children and Family Coalition. Through these efforts, access by families to research based information and education was increased.

Program Focus: Food Safety

Situation: The CDC estimates that 76 million illnesses, 325,000 hospitalizations, and 5,000 deaths occur annually from food-borne illness. This has impacts not only for individuals who become ill, but also can have a significant financial impact on the food service industry and the local economy. As Belknap County has a largely tourist based economy, of which food service is a significant portion, reducing any potential negative impacts related to food-borne illness is critical.

Response: FCR food safety programs target knowledge and behavior within the food service environment that are known to be connected to reduction in risk

such as; good personal hygiene practices, preventing cross contamination, and controlling time and temperature conditions.

Impact:

- 173 food service workers completed the Safety Awareness in the Food Environment (SAFE) program. 92% of participants scored 75% or higher on the SAFE evaluation, demonstrating increased understanding of strategies to reduce risk in the food service environment.
- An additional 10 food service managers completed the national ServSafe certification program offered by Deb Maes.

Program Focus: Financial Literacy Education

Situation: Many families in NH struggle to meet basic financial needs. As a whole, US families are experiencing a trend of increasing debt and decreasing savings. When families struggle to make ends meet financially, it places additional stress on all members of the family. In addition to the impact on the family directly, ongoing financial insecurity has an impact on the entire community. There is a need for individuals and families to have access to reliable information as they make financial decision as well as education on how to develop good financial literacy skills.

Response: FCR financial literacy programs focus on increasing knowledge and skills in a variety of areas including: setting goals, developing a spending/savings plan, understanding credit, reducing debt, stretching resources, and becoming a more educated consumer. Direct education is provided for individuals and families through publications, one time workshops and series. In addition, resources and technical assistance related to financial literacy are provided to other organizations working with low income families.

Impact:

- 197 individuals participated in workshops focused on increasing financial literacy skills. In an effort to reach out to low income and diverse audiences, workshops were offered in collaboration with other agencies, including schools, Carey House homeless shelter, the workplace success program, the New Start program, the Belknap County House of Corrections, as part of an English as a Second Language program for Bhutanese refugees and for Belknap county employees. Participants demonstrated an increased understanding of goal setting, budget development, the importance of savings, and strategies for managing credit and reducing debt.
- In addition to offering workshops on site, resources and technical assistance are offered to staff working with low income families to allow increased access to this information. Publications and technical assistance were provided to agencies including, Carey house, Lakes Region United Way, Lakes Region Community Services, and Workplace Success.

Agricultural Resources:

Situation: Belknap County's agricultural industry is comprised of many small family farms and horticulture businesses, offering a diverse selection of plant and animal crops and landscape services. These family businesses are an integral part of the local community, providing fresh food, employment and top quality goods and services. In addition, community members have raised strong support for growing their own food, and purchasing local products. As a result, it is imperative that educational opportunities are available that address agricultural activities near our lakes.

Response: Cooperative Extension in Belknap County is uniquely positioned to provide educational and research-based programs to assist both backyard producers and agricultural businesses. Bill Lord, UNH Fruit Specialist, Emeritus acted as Belknap County Agriculture Educator until Kelly McAdam was able to start the position permanently in early June. Along with the expertise from seven Agricultural Resources Specialists at the state level, Belknap County citizens turn to UNH Cooperative Extension as a source of non-biased, accurate information.

How We Make a Difference:

This past July, Kelly, along with Cheryl Smith, UNHCE Plant Disease Specialist, diagnosed potato diseases at a farm in Meredith and made recommendations for control that saved this crop. Had the farmer not properly diagnosed the disease, she would have lost the entire year's crop.

With Specialist assistance, Kelly assisted an apple grower in saving the entire crop of McIntosh apples from Striped Tentiform Leaf Miner. Without proper management, an orchard can prematurely drop all of its apples as a result of this pest.

UNH Cooperative Extension Specialists accompanied Kelly on seven site visits, to scout pests and help diagnose nutrient and pest management issues. Extension Specialist/Professor Alan Eaton, visited three Belknap County farms in the past year to evaluate pest problems. His IPM recommendations are estimated to have reduced pest injury in apples, blueberries and squash production in the county, saving producers money and reducing the impact of pesticides on the environment.

Belknap County has recently seen an increase in requests from new farmers. Some of these farmers are in hopes of growing organically, and need assistance with soil health, available production systems, and pest management plans. Kelly has worked closely with Belknap County Conservation District in educating these new farmers on programs available, such as the High Tunnel Assistance program. 147 home gardeners attended ten workshops on the following topics: Growing Vegetables for the Home, Growing Fruit at Home, Pruning Apple Trees, Caring for Outdoor Tomatoes, Backyard Composting, Healthy Lawn Care, and Preparing Your Garden for Winter.

Seventeen Master Gardeners contributed 475 hours of time in Belknap County during 2011. Master Gardeners are trained volunteers who share their enthusiasm for gardening by contributing to local community service projects and extending the reach of the Agricultural Resources educator. Two community gardens have been implemented and maintained by this group, offering demonstrations to the public. All plants, materials and labor were contributed with funds raised at the Master Gardeners spring plant sale, held each spring in Tilton. These volunteers also gave two Belknap County 4-H members in need of financial assistance, a scholarship to attend a 4-H camp this summer.

Forestry and Wildlife Resources: SUMMARY OF 2010-2011 ACCOMPLISHMENTS AND IMPACTS

- An estimated 1,019 individuals were directly contacted through telephone calls, publication distribution, one-on-one visits and group educational meetings. Approximately 472 people attended 21 group educational meetings on a variety of forestry, wildlife, and conservation related subjects. Landowners participated in 92 woodland exams covering 5,022 acres.

DIRECT ECONOMIC BENEFITS

- Technical recommendations from site visits will result in approximately \$28,455 of additional revenue for forest landowners, \$80,343 additional annual total production value, and \$2,845 of additional tax revenue to municipalities.

OTHER ECONOMIC, ECOLOGICAL, & SOCIETAL BENEFITS

Technical recommendations and outreach will:

- result in additional, though difficult to quantify, economic benefits to Christmas tree and maple syrup producers.
- provide a net benefit to forest health, water resources, wildlife habitat, recreation opportunities, urban forests, and ecological services that forests provide.
- result in increased environmental literacy among all ages of Belknap County residents.

FOREST STEWARDSHIP

- Assistance to forest landowners regarding land stewardship and management of forest resources continues to be the primary program objective. The following summary highlights the activities and impacts:
 - 382 landowners were assisted through email and telephone conversations on a wide variety of forest resource and wildlife subjects. Landowners participated in 92 woodland exams covering 5,022 acres
 - A wide variety of topics were discussed including (short list): wildlife habitat enhancement, silviculture, selling timber, forest management planning, the Current Use program, forest harvesting laws, conser-

vation easements, forest ecology, recreational trails, how to find a logger or forester, and cost-share programs. Fact sheets and literature related to these topics were also distributed.

- There were 32 referrals to consulting foresters for forestry services including: stewardship plan preparation, timber stand improvement, timber sale preparation and administration, wildlife habitat enhancement, cost-share activities, boundary line identification, Current Use maps, and road layout.
- Provided continued technical assistance, outreach, and project review for the Environmental Quality Assistance Program (EQIP) in Belknap County through a MOU between the USDA Natural Resources Conservation Service (NRCS) and the Forestry and Wildlife staff
- Participated in Spatial Analysis Project (SAP) along with other Forestry and Wildlife Program and U.S. Forest Service staff. SAP is a GIS-based strategic management tool that allows the Forestry and Wildlife Program to spatially display important forest lands, tracts under Forest Stewardship plans, and areas of opportunity to focus future outreach efforts.
- Completed the Belknap County component of the NH Forest Stewardship Plan Implementation Monitoring Project for FY11. This is an effort by the U.S. Forest Service to better understand how cost share assisted stewardship plans result in on the ground management.

NATURAL RESOURCE CONSERVATION EDUCATION

- Conducted workshops with colleagues and cosponsors on the following topics (partial list): GPS; invasive forest insects; silviculture; selling timber; upland habitat management; backyard sugaring; current use law; resources for landowners; and forest ecology and management.
- Conducted Project Learning Tree (PLT) Walk in the Forest Field Days for primary school students.

OTHER ACCOMPLISHMENTS

- 11 foresters and 18 loggers who benefit from UNHCE educational programs by receiving continuing education credits for professional licenses (NH forester license and NH Timber Harvesting Council certified logger program) were involved in timber sales in Belknap County.
- Worked with Belknap County groups, individuals, and constituents through office, field meetings and professional conferences. A partial list includes: small, medium and large landowners, professional loggers, NH licensed foresters, Belknap County Conservation District, Gunstock (Belknap County Government), City of Laconia, Town of Alton, Town of Gilford, Town of Meredith, Town of Gilmanton, NH Fish and Game, NH Division of Forests and Lands, US Forest Service, Natural Resources Conservation Service, Society of American Foresters, New England Society of American Foresters Granite State Division Society of American Foresters, The Forest Society, and the NH chapter of the Nature Conservancy.

- 15 articles appeared in local and regional papers or other media outlets making residents aware of programs, resources, and relevant natural resources topics.

Nutrition Connections:

Nutrition Connections provides behavior-focused education to people living in or near poverty to acquire the knowledge and skills needed to improve diets, increase physical activity and to make better use of food dollars. Education is provided in group or individualized settings in the areas of nutrition, physical activity, weight control, food preparation, food resource management, and food safety. Based on Plan of Work objectives for Nutrition Connections, which focus on diet quality, physical activity, obesity prevention, and food safety, major accomplishments for year 2010/2011 are listed below.

Program Activities for Improving Nutrition for Adults

- 304 adults with 841 family members participated in nutrition, cooking, food safety and managing food resources programs over the past year. Programs varied with home visits, group settings and a correspondence course. Some adults participated in a series of lessons while others had a one-time class.

Results:

Adults participating in pre and post food recalls and surveys showed the following behavior change:

- 88% showed improvement in one or more food resource management practices; planning meals, comparing prices, not running out of food, using grocery lists.
- 100% showed improvement in one or more nutrition practices; planning meals, making healthy food choices, preparing food without adding salt, reading nutrition labels and having children eat breakfast.
- 39% showed improvement in one or more of the food safety practices; thawing and storing foods properly.

Program Activities for Youth

- Worked with 27 youth groups with a total of 444 youth.

Elementary school lessons revolved around the different food groups and always involved sampling a variety of healthy and often unusual foods from each food group.

Pre-School Groups: 97 pre-school age children from Head Start in Laconia and Tilton/Northfield as well as Woodland Heights Pre-school in Laconia participated in lessons. The primary focus was for the children to see where their foods come from and to talk about healthy food choices. The children sampled foods from each area of the pyramid, made butter, made healthy and

unhealthy soda and sampled various grains along with pumpkin and sunflower seeds.

Woodland Heights School: Four first grade classes with 57 students along with four third grade classrooms with 63 students each participated in a series of 6 lessons on MyPyramid and healthy eating.

Elm Street School: Three first grade classes with a total of 53 students participated in a series of 6 lessons on MyPyramid and healthy eating.

Pleasant Street School: Two first grade classes with a total of 41 students participated in a series of 6 lessons on MyPyramid and healthy eating.

Interlakes Elementary: Two first grade classes with a total of 40 students and four second grade classes with a total of 65 students participated in a 6 week series on MyPyramid and healthy eating.

4-H Teen Club: Five teens including 4 Bhutanese refugees participated in six classes on healthy eating. They learned about food safety as well as all the different food groups on MyPyramid and label reading.

Other Accomplishments

- 36 volunteers donated approximately 220 hours assisting in adult and youth programs.
- A total of 829 adults and youth had face to face contacts in Nutrition Connections
- Resources were shared with 25 different agencies this past fiscal year. They included schools, home health agencies, welfare offices, food pantries, shelters, and human service agencies.

Belknap County Conservation District

2011 Year End Report



Overview

Belknap County Conservation District (BCCD) is a non-regulatory county agency that exists to help the citizens of Belknap County manage their natural resources. Our primary focus is to prevent the loss of soil through erosion, contamination or depletion and to maintain or improve water quality both above and below ground. We accomplish this by providing access to technical expertise and financial assistance through our partnership with the USDA Natural Resource Conservation Service (NRCS); administering private and government grants; coordinating paid and volunteer labor; and collaboration with other federal, state, and local agencies/organizations.

The Board of Supervisors of BCCD periodically surveys the public to identify specific concerns within the county that BCCD can address. Our current project priorities include agricultural conservation, community planning & water quality, wetlands & surface mining, wildlife & woodlands, and air quality & energy.

Accomplishments To Date:

BCCD is addressing the public's identified concerns by:

Agricultural Conservation

- obtained funding to provide 150 hours of assistance to USDA Natural Resources Conservation Service (NRCS) on federal cost-share contracts held in Belknap County
- networking with the agricultural community to help secure funding for projects
- working with farmers interested in conservation easements and energy conservation
- managing the BCCD Community Gardens in Laconia
- partnering with UNH Cooperative Extension Master Gardeners on Demo Garden Project
- coordinating outreach with UNH Cooperative Extension Agricultural Educator
- attending meetings of the Small and Beginner Farmer-NH organization, assisting with information outreach, and participate in their hayfields management program
- providing administrative support to Back To Farming at Laconia State School initiative

Community Planning & Water Quality

- providing customers with aerial photos, computer generated soil maps and reports, and Soil Potential Index calculations to assist in land use planning
- serving as a partner on the development and implementation of public

- outreach for the Lake Winnepesaukee Watershed Management Plan
- hosted a Soil Erosion Control Workshop attended by land use management professionals
- hosted a public information session on changes to the Shoreland Water Quality Protection Act
- hosted an information session on changes to the Shoreland Water Quality Protection Act for municipal officials
- installed a second rain garden at Center Harbor Town Beach in October
- assisted the Town of Gilford by securing funding for a fluvial geomorphology study of Gunstock Brook and coordinating with consultant to accomplish tasks
- working with NH Association of Conservation Districts on Upper Merrimack River Watershed initiative
- participated in several public events by providing information sessions and displays
- disseminated riparian buffers information to Laconia neighborhoods abutting Jewett Brook and portions of the Winnepesaukee River

Wetlands & Surface Mining

- working with landowners to identify funding sources for wetland conservation

Wildlife & Woodlands

- held 2011 Tree Sale fundraiser – plants offered were chosen for their conservation, wildlife or home food production qualities
- working with Belknap County Forester to discuss potential projects and network with interested citizens

Air Quality & Energy

- completed installation of a biomass energy system to assist a farmer with energy conservation
- partnering on grant to assist commercial farmer in greenhouse heating system upgrade
- promotion of NRCS Conservation Innovation Grants for energy conservation projects

Funding in 2011

- BCCD receives a portion of its funding from the county. In 2011 Belknap County contributed \$96,909 to BCCD's operating budget. The county funds are being used to pay the salary and benefits of one full-time staff member, the wages of two part-time staff members, the hiring of natural resource consultants, and to have a financial review performed by auditors. Grant funds and other monies were secured through fundraising, service fees or donations to pay for project expenses and some operational costs. The county's contribution is vital to the ability of the District to apply for grants that bring additional dollars into Belknap County. Grantors see a contribution from the county as a validation of support. Without that validation grantors are not likely to award grant dollars.

Most grants do not pay for general operating costs, only for the supplies and consultants related to a specific project.

- BCCD works with the U.S. Department of Agriculture – Natural Resources Conservation Service to bring federal dollars into the county. These dollars are used for conservation projects and are dispersed throughout the county via the purchase of materials and services. Through its relationship with the Belknap County Conservation District (BCCD) the federal government annually supplies technical expertise and equipment to Belknap County valued at approximately \$606,006.

Note: Due to federal budget cuts as of July 1, 2011 BCCD is no longer being housed by the federal government. The District physically relocated its office and now leases space. The District is responsible for raising the funds for the associated costs.

- BCCD extends a Thank You to the New Hampshire Charitable Foundation – Lakes Region, the Samuel P. Pardoe Foundation, the USDA Natural Resources Conservation Service, and private donors and customers for financially assisting us in our service to Belknap County.

Staff in 2011

- BCCD's activities are managed by Coordinator, Lisa Morin. Ms. Morin is a full time employee with benefits.
- BCCD part-time staff consists of Nancy Sapack, Program Assistant; Lisa Rixen, Project Manager; seasonal staffing provided by consultants and former employees returning to be hired as needed.
- BCCD uses the services of paid consultant Lee Pleeter, Book-keeper
- BCCD's mission and activities are guided by the BCCD Board of Supervisors
- VOLUNTEERS !!! Every year BCCD is indebted to its many volunteers who give their time and resources to Belknap County through our projects and programs.

Respectfully Submitted,

John Hodsdon, Chairman - BCCD Board of Supervisors

All BCCD and NRCS programs and services are offered on a nondiscriminatory basis without regard to race, color, national origin, religion, sex, age, disability, political belief, marital or familial status.

(Document revised January 26, 2012)



Respect Advocacy Integrity Stewardship Excellence

To the Residents of Belknap County:

Thank You for Supporting Genesis Behavioral Health!

Our mission is to provide direct services that enhance the emotional and mental health of our communities.

The appropriation we received from Belknap County's 2011 budget helped **112 adults** between the ages of eighteen and fifty-nine access short-term therapy. These patients seek counseling for life issues such as family and marital problems, stress, depression, bereavement, or coping with a life event such as illness, divorce or job loss. They were supported based on proof of residency, as well as medical and financial need.

Last year, a total of **2,173 Belknap County residents** came to Genesis Behavioral Health seeking help for their mental health problems. Belknap County residents accounted for 66% of the people we served throughout the year.

In an effort to link Belknap County residents to community resources, Genesis referred patients without health insurance in 2011 to Healthlink. We use the Healthlink plan as a form of discount for the patient. We do not ask Belknap County to support services for patients who have health insurance or sufficient financial resources to cover the cost of their services.

There are significant benefits to early detection of mental health problems and the use of short-term individual and group mental health services, both to the individual receiving the treatment and to the community itself. These include:

- Reduction in symptoms,
- Prevention of more costly treatment, such as emergency services or hospitalization,
- Ability to maintain stable employment,
- Increased participation in the community, and
- Fostering fulfilling relationships with family and friends.

The financial support of Belknap County provides critical access to mental health services for adults who do not have the resources to pay for medically necessary treatment. An investment in Genesis Behavioral Health is an investment in a healthy community. Thank you for your past and future support!

Sincerely,

Margaret M. Pritchard

Margaret M. Pritchard
Executive Director

BELKNAP COUNTY DELEGATION SUB-COMMITTEE MEETINGS

Name of Sub-Committee: Outside Agencies Sub Committee – Conservation District

Date: 01/10/2011

Time: 1:00PM

Present at Meeting: Outside Agencies Sub-Committee members, Peter Bolster, Harry Accornero, Robert Malone, Elaine Swinford and David Russell, other delegation members present were Alida Millham and Dennis Fields.

Significant topics of discussion: Conservation briefly discussed their moved; they are partnered with NCRC&D in the Federal Building, and plan to stay with them in the new office space. There may be some cost involved with the move. Conservation went on to say that the increases in their budget are associated primarily to personnel, benefits and the financial review.

Motion made by Rep Russell to recommend the amount of \$97,909. Seconded by Rep Accornero.

All in favor, motion passes.

Respectfully Submitted:

Marie Mora
Asst Finance Officer

BELKNAP COUNTY DELEGATION SUB-COMMITTEE MEETINGS

Name of Sub-Committee: Outside Agencies Sub Committee – UNH Coop Extension Service

Date: 01/10/2011

Time: 1:45PM

Present at Meeting: Outside Agencies Sub-Committee members, Peter Bolster, Harry Accornero, Robert Malone, Elaine Swinford and David Russell, other delegation members present were Alida Millham and Dennis Fields.

Significant topics of discussion: Cooperative Extension gave an overview of their organization. They are partnered with Federal, State and local communities. Their budget this year showed a decrease due to staffing changes. They also discussed their move, and expense involved with that move. The County Commissioners had added \$20,000 to their budget for the move; they are concerned it may be more. Debra Shackett, County Administrator indicated that the Commissioners do have a contingency fund, if approved could transfer move monies if needed.

Motion made by Rep Swinford to recommend the amount of \$170,029. Seconded by Rep Russell.

All in favor, motion passes.

Respectfully Submitted:

Marie Mora
Asst Finance Officer

BELKNAP COUNTY DELEGATION SUB-COMMITTEE MEETINGS

Name of Sub-Committee: Outside Agencies Sub Committee – Genesis

Date: 01/10/2011

Time: 2:30PM

Present at Meeting: Outside Agencies Sub-Committee members, Peter Bolster, Harry Accornero, Robert Malone, Elaine Swinford and David Russell, other delegation members present were Alida Millham and Dennis Fields.

Significant topics of discussion: Genesis gave an overview of their budget; there was discussion of funding received by other municipalities, Genesis explained that monies requested from Belknap County were for adult programs, adults that don't meet State criteria, and for most of their clients they don't have insurance.

Motion made by Rep Swinford to recommend the amount of \$34,200. Seconded by Rep Accornero.

All in favor, motion passes.

Respectfully Submitted:

Marie Mora
Asst Finance Officer

BELKNAP COUNTY DELEGATION SUB-COMMITTEE MEETINGS

Name of Sub-Committee: Outside Agencies Sub Committee – Community Action Programs

Date: 01/10/2011

Time: 3:15PM

Present at Meeting: Outside Agencies Sub-Committee members, Peter Bolster, Harry Accornero, Robert Malone, Elaine Swinford and David Russell, other delegation members present were Alida Millham and Dennis Fields.

Significant topics of discussion: Overview of Budgets and programs by representatives of Community Action Program. The Meals on Wheels program serves 1,200 meals a day for the Elder Adult, which helps them stay in their home, also the meals on wheels drivers visualize what goes on in the home adding a safety net for the older adult. The Rural Transportation program picks up seniors at their homes and brings them to go grocery shopping, doctor appointments and other places. Family Planning provides services, according to Federal & State guidelines for women and now men. Pre-natal care is provided to women who are uninsured, along with other services like social and financial needs, housing, trying to provide them with hopefully a healthier baby. The Senior Companion program, providers various services to help the senior adult stay in their home.

Motion made by Rep Russell to recommend the amount of \$115,905. Seconded by Rep Swinford.

All in favor, motion passes.

Respectfully Submitted:

Marie Mora
Asst Finance Officer

BELKNAP COUNTY DELEGATION SUB-COMMITTEE MEETINGS

Name of Sub-Committee: Courthouse & Administration – County Attorney

Date: 01/12/2011

Time: 9:00AM

Present at Meeting: Courthouse & Administration members, David Russell, Colette Worsman, Guy Comtois and Frank Tilton, other delegation member present Robert Malone.

Significant topics of discussion: County Attorney James Carroll gave an over of his budget, stating that his budget is about the same, his department is very frugal and the only major change is the addition of a part-time Juvenile Prosecutor and a part-time Assistant for the Prosecutor. There was discussion on adding two part-time positions, cost of living and merit increases.

Motion was made by Colette Worsman to recommend the amount of \$671,000, removing new positions and salary increases. Motion was seconded by Guy Comtois.

Discussion followed, Rep Tilton wants to stay with \$708,000 and Rep Worsman would consider \$700,000. Rep Worsman said she would withdraw her motion of \$671,000 and Rep Comtois said he would withdraw his motion to second under protest.

Motion made by Frank Tilton to recommend the amount \$700,000. Seconded by Colette Worsman.

All in favor of Motion: Worsman and Tilton.

Oppose: Comtois and Russell.

Motion defeated.

Discussion followed, Rep Worsman going back to her motion of \$671,000, adjusting to the year to date expenditure and making adjustments for health insurance increases.

Motion made by Rep Worsman to recommend \$690,000. Seconded by Rep Comtois.

All in favor of Motion: Worsman and Comtois

Oppose: Russell and Tilton

Motion defeated.

More discussion followed, with Representatives and County Attorney concerning salary increases and the long hours his staff puts in.

Motion made by Rep Worsman to recommend \$690,000. Seconded by Rep Comtois.

All in favor of Motion: Worsman and Comtois
Oppose: Russell and Tilton
Motion defeated.

Motion was then made by Rep Tilton to recommend \$708,000. Seconded by Rep Russell.

All in favor of Motion: Tilton and Russell
Oppose: Worsman and Comtois
Motion defeated.

There was more discussion; Rep Comtois says he was elected to cut, and needs to find ways of cutting budgets. County Attorney states, he serves to make Belknap County a safe place. Rep Tilton supposes the criminal justice continues to increase.

Rep Russell asks again of all those in favor of the motion of \$708,000.
In favor of motion: Russell and Tilton
Oppose: Worsman and Comtois
Motion defeated again.

Rep Russell moves that they recess this meeting to another date, we are at a stalemate. Representatives will recess this meeting to January 21st @ 1:00PM.

Respectfully Submitted:

Marie Mora
Asst Finance Officer

BELKNAP COUNTY DELEGATION SUB-COMMITTEE MEETINGS

Name of Sub-Committee: Courthouse & Administration – Maintenance Department

Date: 01/12/2011

Time: 10:05 AM

Present at Meeting: Courthouse & Administration members, David Russell, Collette Worsman, Guy Comtois and Frank Tilton, other delegation member present Robert Malone.

Rep Russell asked Rep Malone to sit in on their committee, to have a 5th person voting.

Significant topics of discussion: Harold Powell gave an overview of his budget. Going over some of the highlights of his budget, he stated the parking lot maintenance has increase; the County will have to start paying for the salt and sand they use from the City. The County has started Single Stream re-cycling and there should be a savings in waste management, and finally the continued consolidation of maintenance within the county departments. Also included in the budget is \$30,000 for a new tractor and \$34,000 for a new plow truck.

There was discussion on the Capital Projects line item of \$1,732,000 of stimulus monies, items included in the line were: \$700,000 renovations at County Drive location; \$140,000 Jail roof; \$35,000 Hood ventilation at the Nursing Home; \$111,000 Court House Roof and \$500,000 Court House HVAC System. The Commissioners had a Facilities Survey done and took the recommendations from the survey.

There was discussion what the stimulus monies could be used for between the Commissioners and representatives.

Motion made by Rep Tilton to recommend the amount of \$2,497,701, removing the tractor and plow truck. Seconded by Rep Russell.

There was more discussion about the use of stimulus monies.

Rep Tilton made a motion to withdraw his motion of \$2,497,701; this motion was seconded by Rep Comtois. Rep Russell will withdraw his first motion he seconded.

More discussion on stimulus monies, Commissioner Nedeau mentions the county has neglected their buildings and we need to do these projects. Rep Worsman indicated we should set aside \$700,000 for the new jail.

Motion made by Rep Tilton to recommend \$1,614,701 removing salary increases. Seconded by Rep Worsman.

All in favor of Motion: Tilton, Malone, Worsman and Comtois
Oppose: Russell
Motion passed.

11:30 AM Rep Russell indicated they would take a short recess.

11:45 AM back in session.

Respectfully Submitted:

Marie Mora
Asst Finance Officer

BELKNAP COUNTY DELEGATION SUB-COMMITTEE MEETINGS

Name of Sub-Committee: Courthouse & Administration – Registry of Deeds

Date: 01/12/2011

Time: 11:45 AM

Present at Meeting: Courthouse & Administration members, David Russell, Colette Worsman, Guy Comtois and Frank Tilton, other delegation member present Robert Malone, Rep Russell has asked Rep Malone to sit in on their committee, to have a 5th person voting.

Significant topics of discussion: County Administrator gave a brief overview of the Registry of Deeds budget. There was discussion of revenues from the Registry of Deeds and discussion of salaries of Deeds employees.

Motion made by Rep Worsman to recommend \$515,634. Seconded by Rep Comtois.

Discussion followed on the amount being cut and what it represented.

Rep Worsman amended her motion to recommend \$525,634. Seconded by Rep Tilton.

All in favor. Motion passed.

Respectfully Submitted:

Marie Mora
Asst Finance Officer

BELKNAP COUNTY DELEGATION SUB-COMMITTEE MEETINGS

Name of Sub-Committee: Courthouse & Administration – Administration

Date: 01/12/2011

Time: 12:15PM

Present at Meeting: Courthouse & Administration members, David Russell, Colette Worsman, Guy Comtois and Frank Tilton, other delegation member present Robert Malone, Rep Russell has asked Rep Malone to sit in on their committee, to have a 5th person voting.

Significant topics of discussion: County Administrator gave a brief overview of the Administration budget, indicating the one major change is the addition of a receptionist.

There was discussion on staffing and the consensus to eliminate the receptionist.

The County Administrator continued to review the other budgets in administration, Finance Department, Human Services, Debt Service, Contingency and IT Support.

There was discussion on debt service and the borrowing of TAN monies; the county receives monies from the 11 communities only once a year in December. There was also brief discussion on the use of contingency funds.

There was discussion to adjourn this sub-committee to January 21st @ 1:00PM, and have more information on cost of living and merit increases.

Motion to adjourn this sub-committee to January 21st @ 1:00PM by Frank Tilton.
Second by David Russell.

Adjourned 1:25PM

Respectfully Submitted:

Marie Mora
Asst Finance Officer

BELKNAP COUNTY DELEGATION SUB-COMMITTEE MEETINGS

Name of Sub-Committee: Law Enforcement Sub-Committee – Dept of Corrections

Date: 01/17/2011

Time: 1:00PM

Present at Meeting: Law Enforcement Sub-Committee members, Elaine Swinford, Dennis Fields, William Tobin, Robert Luther, Tyler Simpson, other delegation member present Alida Millham.

Significant topics of discussion: Superintendent Daniel Ward gave an overview of his budget highlighting cost savings areas in his budget. The increase of inmate population there is a need for more correctional officers and using Part-time officers vs. Full-time officers, the cost savings is in benefits. Other area of savings was in the Adept Program which the Superintendent contracted a new rate, he also has a new contract for medical supplies. Another savings is in the furlough and bracelet programs.

Motion made by Rep Fields to recommend the amount of \$2,953,907. Seconded by Rep Luther.

All in favor, motion passes.

Respectfully Submitted:

Marie Mora
Asst Finance Officer

BELKNAP COUNTY DELEGATION SUB-COMMITTEE MEETINGS

Name of Sub-Committee: Law Enforcement Sub-Committee – Sheriff’s Department

Date: 01/17/2011

Time: 2:05PM

Present at Meeting: Law Enforcement Sub-Committee members, Elaine Swinford, Dennis Fields, William Tobin, Robert Luther, Tyler Simpson, other delegation member present Alida Millham.

Significant topics of discussion: Belknap County Sheriff Craig Wiggin gave an overview of his budget. The Sheriff indicated he ask for another full-time dispatcher, the Commissioners ask if he could fill the position with a permanent part-time dispatcher, a cost savings in benefits. The Sheriff indicated they have 19 lines going into the dispatch center, they have three towns who answer first responder calls, but the Sheriff dispatch handles the calls between the hours of 4PM – 8AM, week-ends and holidays. The Sheriff also mentions that the building and tower on Mt. Belknap must be moved and will be relocated; the site is maintained by DRED. An area of cost savings in the Sheriff’s Dept is leasing the cruisers instead of purchasing and contracting with private contractors for out of state extraditions.

Motion made by Rep Fields to recommend the amount of \$2,128,295. Seconded by Rep Tobin.

All in favor, motion passes.

Respectfully Submitted:

Marie Mora
Asst Finance Officer

BELKNAP COUNTY DELEGATION SUB-COMMITTEE MEETINGS

Name of Sub-Committee: Law Enforcement Sub-Committee – Youth Services

Date: 01/17/2011

Time: 3:05PM

Present at Meeting: Law Enforcement Sub-Committee members, Elaine Swinford, Dennis Fields, William Tobin, Robert Luther, Tyler Simpson, other delegation member present Alida Millham.

Significant topics of discussion: Brian Loanes, Director of Youth Services gave a brief overview of his budget. One area of change, they have gone from three full-time employees to four part-time employees a savings in salaries and benefits. He also gave an overview of some of the programs they have, the challenge course, anger management and adult diversion program.

Motion made by Rep Tobin to recommend the amount of \$190,669. Seconded by Rep Luther.

All in favor, motion passes.

Respectfully Submitted:

Marie Mora

Asst Finance Officer

BELKNAP COUNTY DELEGATION SUB-COMMITTEE MEETINGS

Name of Sub-Committee: Courthouse & Administration – County Attorney

Date: 01/21/2011

Time: 1:00 PM

Present at Meeting: Courthouse & Administration members, David Russell, Jeffrey St.Cyr, Guy Comtois, Frank Tilton and Colette Worsman, also present were Representative Alida Millham.

Significant topics of discussion: Rep Russell gave an overview of why they recessed to today, looking for more information on new positions, cost of living and merit increases.

Commissioner Philpot explains the increases and the new positions in this year's budget requests. The Commissioners have cut \$450,000 out of the previous year's budget to allow for the two new positions of Finance Director and Receptionist. There has been a reduction of 22 full-time employees and 7 part-time employees. Other savings have been hiring permanent part-time positions in the Jail and Sheriff's Departments instead of full-time employees, a savings in benefits. There was also discussion about the Juvenile Prosecutor, which was brought up at the County Conversations that the Commissioners had with the eleven communities within Belknap County during this past summer.

Discussion followed on the new positions in this budget positions that have been eliminated, and permanent part-time positions and would the county still have part-time employees who still remained as "on-call". There was also discussion concerning the county's fund balance, as to how much the Commissioners are using, and Rep Worsman's concern that it would leave the County with a fund balance too small. There was also discussion on stimulus monies and the projects that are earmarked for those funds.

Rep Russell wanted to know if any delegation members have any additional comments on the County Attorney's budget.

Motion made by Rep Worsman to recommend \$598,376, removing all salary increases. Seconded by Rep Comtois.

More discussion followed on what was being cut from the County Attorney's budget. Rep Russell asks if there was any more discussion, if not he will take a roll call vote on the motion of \$598,376.

Comtois – Yes
Russell – No
St.Cyr – No
Tilton – No
Worsman – Yes
Vote 2 to 3, motion defeated.

Rep Russell asked if there was another motion.

Rep Tilton made the motion to recommend \$670,000. Seconded by Rep St.Cyr.

There was discussion; Rep Worsman said she would consider \$632,025, further discussion, Rep Russell said he would take another roll call vote on the motion of \$670,000.

Comtois – Yes
Russell – Yes
St.Cyr – Yes
Tilton – Yes
Worsman – Yes

Vote is unanimous, motion carries.

Respectfully Submitted:

Marie Mora
Asst Finance Officer

BELKNAP COUNTY DELEGATION SUB-COMMITTEE MEETINGS

Name of Sub-Committee: Courthouse & Administration – Registry of Deeds

Date: 01/21/2011

Time: 1:55 PM

Present at Meeting: Courthouse & Administration members, David Russell, Jeffrey St.Cyr, Guy Comtois, Frank Tilton and Colette Worsman, also present were Representative Alida Millham.

Significant topics of discussion: Rep Russell gave an overview of why they recessed to today, looking for more information on new positions, cost of living and merit increases.

Motion made by Rep Worsman to recommend \$501,106. Seconded by Rep Comtois.

There was discussion as to how Rep Worsman came up with the recommended budget amount, she indicated that she took the year-to-date expenditures and added an increase for health insurance. Commissioner Thomas indicated that the recommended budget amount was below last year's budget amount. The County Administrator indicated that Rep Worsman was sending the wrong message to departments, if you don't spend your budget you won't get the funding you need the next year. Nothing good will happen. Commissioner Philpot added we manage these budgets responsibility. Rep Tilton agreed, never budget on actual expenditures or you won't get your next year. Good management and being conservative. Rep Worsman agreed, but because she can't get a spreadsheet she is forced to cut. Both County Administrator and Commissioner Philpot explain the county has contractual obligations. Rep Worsman stays with her motion of \$501,106.

Rep Russell asks if there is any more discussion if not, he take a roll call on the motion of \$501,106.

Comtois – Yes

Russell – No

St.Cyr – No

Tilton – No

Worsman – Yes

Vote 2 to 3, Motion defeated.

Motion made by Rep St.Cyr to recommend \$525,634. Seconded by Rep Tilton.

Rep Russell takes a roll call on the motion of \$525,634.

Comtois – No

Russell – Yes

St.Cyr – Yes

Tilton – Yes

Worsman – No

Vote 3 to 2, Motion passes.

Respectfully Submitted:

Marie Mora

Asst Finance Officer

BELKNAP COUNTY DELEGATION SUB-COMMITTEE MEETINGS

Name of Sub-Committee: Courthouse & Administration – Administration

Date: 01/21/2011

Time: 2:15 PM

Present at Meeting: Courthouse & Administration members, David Russell, Jeffrey St.Cyr, Guy Comtois, Frank Tilton and Colette Worsman, also present were Representative Alida Millham.

Significant topics of discussion: Rep Russell gave an overview of why they recessed to today, looking for more information on new positions, cost of living and merit increases.

Rep Russell opened by stating the Commissioners recommended budget of \$529,487, is there any discussion.

Motion made by Rep Worsman to recommend \$463,788. Seconded by Rep Comtois.

Rep Russell asked if there is any discussion. Reps Worsman stated she back out the two new positions and salary increases, still indicating she wants a spreadsheet for salaries. Commissioner Philpot reminded Rep Worsman that the Commissioners cut \$444,000 in positions to add \$240,000 for the positions being added in this budget, along with contract obligations. Rep Tilton question the salary for the new receptionist and the audit line item. County Administrator said the receptionist was \$32,000 and the county has new auditors this year.

Rep Worsman asks to withdraw her motion of \$463,788. Seconded by Rep Comtois.

Discussion continued with respect to the new positions, Rep Worsman said if we approve these positions then the plan is to renovate this building. Rep Russell said that has nothing to do with the Commissioners budget. Rep St.Cyr questions the positions in the Administration and Finance Departments. County Administrator indicated the plan was to consolidate some of the positions at the Nursing Home with Finance making it one large Finance Department. Rep St.Cyr question Rep Worsman about the reason for cutting the budgets is because she had not received a spreadsheet. Rep Worsman indicated that every budget needs to be reduced. Rep Russell asked if there was a motion.

Motion made Rep Worsman to recommend \$481,000. Seconded by Rep Comtois.

Rep Russell asked if there was any further discussion, if not he would take a roll call vote on the motion of \$481,000.

Comtois – Yes

Russell – No

St.Cyr – No

Tilton – No

Worsman – Yes

Vote 2 to 3, motion defeated.

Rep Russell asks if there was any more discussion, Rep Worsman still insists on having a spreadsheet. County Administrator indicated that Rep Worsman has the numbers that represent the salary increases for all of the budgets.

Motion made by Rep Tilton to recommend \$523,337. Seconded by Rep St.Cyr.

Rep Russell asks if there was any discussion. Rep Tilton stated he took the Commissioners recommended budget and took out the salary increases arriving at the number of \$523,337. If there is no more discussion Rep Russell indicated he would take a roll call vote on the motion of \$523,337.

Comtois – Yes

Russell – Yes

St.Cyr – Yes

Tilton – Yes

Worsman – Yes

All in favor, motion passes.

Respectfully Submitted:

Marie Mora

Asst Finance Officer

BELKNAP COUNTY DELEGATION SUB-COMMITTEE MEETINGS

Name of Sub-Committee: Courthouse & Administration – Finance

Date: 01/21/2011

Time: 3:05 PM

Present at Meeting: Courthouse & Administration members, David Russell, Jeffrey St.Cyr, Guy Comtois, Frank Tilton and Colette Worsman, also present were Representative Alida Millham.

Significant topics of discussion: Rep Russell gave an overview of why they recessed to today, looking for more information on new positions, cost of living and merit increases.

Motion was made by Rep Tilton to recommend \$288,061. Seconded by Rep St.Cyr.

Rep Russell asks if there was any discussion. Rep Tilton explains he removed the salary increase from the Commissioners recommended budget to come to the recommendation of \$288,061. Commissioner Philpot mentions the last two budgets only salary increases were removed and questioned how the County Attorney's budget was handled. Rep Russell asks if there was any more discussion on the Finance budget, if not he would take a roll call vote.

Comtois – No

Russell – Yes

St.Cyr – Yes

Tilton – Yes

Worsman – No

Vote 3 to 2, motion passes.

Respectfully Submitted:

Marie Mora

Asst Finance Officer

BELKNAP COUNTY DELEGATION SUB-COMMITTEE MEETINGS

Name of Sub-Committee: Courthouse & Administration – IT Support

Date: 01/21/2011

Time: 3:05 PM

Present at Meeting: Courthouse & Administration members, David Russell, Jeffrey St.Cyr, Guy Comtois, Frank Tilton and Colette Worsman, also present were Representative Alida Millham.

Significant topics of discussion: Rep Russell gave an overview of why they recessed to today, looking for more information on new positions, cost of living and merit increases.

Motion was made by Rep St.Cyr to recommend \$96,380. Second by Rep Worsman.

Rep Russell asks if there was any discussion. Rep Worsman wants to know about the \$13,000 line item for computers represents. County Administrator explained that it was for 10 new PCs, and went on to explain how the rotation worked; she also gave an overview of the upgrades that would be taking place this year. Rep Russell asks if there was any more discussion, if not he would take a roll call vote on the motion of \$96,380.

Comtois – Yes

Russell – Yes

St.Cyr – Yes

Tilton – Yes

Worsman – Yes

All in favor, motion passes.

Respectfully Submitted:

Marie Mora

Asst Finance Officer

BELKNAP COUNTY DELEGATION SUB-COMMITTEE MEETINGS

Name of Sub-Committee: Courthouse & Administration – Finance

Date: 01/21/2011

Time: 3:05 PM

Present at Meeting: Courthouse & Administration members, David Russell, Jeffrey St.Cyr, Guy Comtois, Frank Tilton and Colette Worsman, also present were Representative Alida Millham.

Significant topics of discussion: Rep Russell gave an overview of why they recessed to today, looking for more information on new positions, cost of living and merit increases.

Motion was made by Rep Tilton to recommend \$288,061. Seconded by Rep St.Cyr.

Rep Russell asks if there was any discussion. Rep Tilton explains he removed the salary increase from the Commissioners recommended budget to come to the recommendation of \$288,061. Commissioner Philpot mentions the last two budgets only salary increases were removed and questioned how the County Attorney's budget was handled. Rep Russell asks if there was any more discussion on the Finance budget, if not he would take a roll call vote.

Comtois – No

Russell – Yes

St.Cyr – Yes

Tilton – Yes

Worsman – No

Vote 3 to 2, motion passes.

Respectfully Submitted:

Marie Mora

Asst Finance Officer

BELKNAP COUNTY DELEGATION SUB-COMMITTEE MEETINGS

Name of Sub-Committee: Courthouse & Administration – Maintenance

Date: 01/21/2011

Time: 3:10 PM

Present at Meeting: Courthouse & Administration members, David Russell, Jeffrey St.Cyr, Guy Comtois, Frank Tilton and Colette Worsman, also present were Representative Alida Millham.

Significant topics of discussion: Rep Russell gave an overview of why they recessed to today, looking for more information on new positions, cost of living and merit increases.

Rep Russell asks if there was any discussion. Rep Tilton questions why we don't have a capital budget. County Administrator indicated that we are working towards that along with changing our chart of accounts. There was also discussion on the stimulus money. Commissioner Philpot indicated that the county had a Facility Study done, and we have a list of projects that will be done; Court House Roof, HVAC system at the Court House, vent hood at the Nursing Home, Roof at the Jail, Renovation to the Commissioners Offices. Commissioner Philpot indicated we have projected amounts but won't know the exact amount until they are put out to bid. Commissioner Philpot said if we're not ready with these projects, we won't be just spending the money. County Administrator agreed, if we don't spend this year, it will be put back into the budget next year. Rep Russell asks if there was any more discussion, if not was there a motion.

Motion made by Rep St.Cyr to recommend \$2,556,646. Seconded by Rep Tilton.

Rep Russell asks if there is any discussion. Rep St. Cyr indicated he backed out salary increase to come to the \$2,556,646. Rep Russell asks again if there is any more discussion, if not he would take a roll call vote.

Comtois – No

Russell – Yes

St.Cyr – Yes

Tilton – Yes

Worsman – No

Vote 3 to 2, motion passes.

Respectfully Submitted:

Marie Mora

Asst Finance Officer

BELKNAP COUNTY DELEGATION SUB-COMMITTEE MEETINGS

Name of Sub-Committee: Courthouse & Administration – Maintenance

Date: 01/21/2011

Time: 3:10 PM

Present at Meeting: Courthouse & Administration members, David Russell, Jeffrey St.Cyr, Guy Comtois, Frank Tilton and Colette Worsman, also present were Representative Alida Millham.

Significant topics of discussion: Rep Russell gave an overview of why they recessed to today, looking for more information on new positions, cost of living and merit increases.

Rep Russell asks if there was any discussion. Rep Tilton questions why we don't have a capital budget. County Administrator indicated that we are working towards that along with changing our chart of accounts. There was also discussion on the stimulus money. Commissioner Philpot indicated that the county had a Facility Study done, and we have a list of projects that will be done; Court House Roof, HVAC system at the Court House, vent hood at the Nursing Home, Roof at the Jail, Renovation to the Commissioners Offices. Commissioner Philpot indicated we have projected amounts but won't know the exact amount until they are put out to bid. Commissioner Philpot said if we're not ready with these projects, we won't be just spending the money. County Administrator agreed, if we don't spend this year, it will be put back into the budget next year. Rep Russell asks if there was any more discussion, if not was there a motion.

Motion made by Rep St.Cyr to recommend \$2,556,646. Seconded by Rep Tilton.

Rep Russell asks if there is any discussion. Rep St. Cyr indicated he backed out salary increase to come to the \$2,556,646. Rep Russell asks again if there is any more discussion, if not he would take a roll call vote.

Comtois – No

Russell – Yes

St.Cyr – Yes

Tilton – Yes

Worsman – No

Vote 3 to 2, motion passes.

Respectfully Submitted:

Marie Mora

Asst Finance Officer

BELKNAP COUNTY DELEGATION SUB-COMMITTEE MEETINGS

Name of Sub-Committee: Courthouse & Administration – Debt Service

Date: 01/21/2011

Time: 3:40 PM

Present at Meeting: Courthouse & Administration members, David Russell, Jeffrey St.Cyr, Guy Comtois, Frank Tilton and Colette Worsman, also present were Representative Alida Millham.

Significant topics of discussion: Rep Russell asks if there is any discussion. No discussion. Rep Russell asks if there was a motion.

Motion made by Rep Tilton to recommend \$288,010. Seconded by Rep Worsman.

All in favor, motion passes.

Respectfully Submitted:

Marie Mora
Asst Finance Officer

BELKNAP COUNTY DELEGATION SUB-COMMITTEE MEETINGS

Name of Sub-Committee: Courthouse & Administration – County Attorney & Reg of Deeds

Date: 01/21/2011

Time: 3:50 PM

Present at Meeting: Courthouse & Administration members, David Russell, Jeffrey St.Cyr, Guy Comtois, Frank Tilton and Colette Worsman, also present were Representative Alida Millham.

Significant topics of discussion: Rep Russell asks to re-visit both the County Attorney's and Registry of Deeds budgets, as cuts made to those two departments were made differently and feels they should be treated in the same manner as the other departments in this sub-committee. Rep Russell asks for any discussion. Rep Worsman says she doesn't support it, because it will still support the new position and that her community will not have time to adjust their budget for the increase. Rep St.Cyr asks if her community has already passed their budget, if not there is still time to make recommendations to her community for budget changes. Rep Russell asks if there is further discussion, if not is there a motion.

Motion made by Rep St.Cyr to recommend revising the County Attorney's budget to \$696,597, which is to remove only salary increases. Seconded by Rep Tilton.

Rep Russell if there is no more discussion, he will take a roll call vote.

Comtois – No

Russell – Yes

St.Cyr – Yes

Tilton – Yes

Worsman – No

Vote 3 to 2, motion passes.

Rep Russell asks if there is discussion on the Registry of Deeds budget, if not is there a motion.

Motion made by Rep St.Cyr to recommend to revising the Registry of Deeds budget to \$518,851, which is to remove only salary increases in that budget. Seconded by Rep Tilton.

Rep Russell if there is no more discussion, he will take a roll call vote.

Comtois – No

Russell – Yes

St.Cyr – Yes

Tilton – Yes

Worsman – Yes

Vote 4 to 1, motion passes.

Respectfully Submitted:

Marie Mora

Asst Finance Officer

BELKNAP COUNTY DELEGATION SUB-COMMITTEE MEETINGS

Name of Sub-Committee: Courthouse & Administration – Contingency

Date: 01/21/2011

Time: 3:45 PM

Present at Meeting: Courthouse & Administration members, David Russell, Jeffrey St.Cyr, Guy Comtois, Frank Tilton and Colette Worsman, also present were Representative Alida Millham.

Significant topics of discussion: Rep Russell asks if there is any discussion. There was discussion why the increase from last year's budget. County Administrator explains that last year's budget was \$100,000, as it always is, but during the year \$25,000 was transferred to Legal Expense in the Commissioners budget. Rep Russell asks if there is any more discussion, if not is there a motion.

Motion made by Rep St.Cyr to recommend \$100,000. Seconded by Rep Tilton.

All in favor, motion passes.

Respectfully Submitted:

Marie Mora
Asst Finance Officer

BELKNAP COUNTY DELEGATION SUB-COMMITTEE MEETINGS

Name of Sub-Committee: Nursing Home

Date: 01/31/2011

Time: 1:00PM

Present at Meeting: Nursing Home Sub-Committee members, Donald Flanders, Robert Luther, Robert Kingsbury, Colette Worsman, James Pilliod and Tyler Simpson, other representatives present Alida Millham and Dennis Fields.

Significant topics of discussion: Courtney Marshall, Nursing Home Administrator gave an overview of his budget. He stated that the Nursing Home was 99% full with an average of three admissions per month. There is a hopeful savings on electrical, heating, and water and sewer. Capital improvements for the Dietary Department a dropped ceiling and in the Laundry Department air conditioning. In the Nursing Department LNA salaries are down, full time positions are being filled with part time employees. Also, in the Nursing Department they no longer have any outside contracted nursing staff. In the Housekeeping Department new equipment budgeted for is a new carpet cleaner and vacuum. And in Activities there was a part time position eliminated.

Motion made by Rep Flanders to recommend the amount of \$11,277,125. Seconded by Rep Kingsbury.

Vote on motion.

Flanders, Simpson, Kingsbury, Luther & Pilliod – Yes.
Worsman – No.

Vote 5 to 1, majority in favor, motion carries.

Respectfully Submitted:

Marie Mora
Asst Finance Officer

Belknap County Delegation Executive Committee
January 31, 2011 at 3:00 pm
Meeting Minutes

Members Present: Frank Tilton, Don Flanders, David Russell, Alida Millham, Dennis Fields, Elaine Swinford.

Absent: Jeffrey St. Cyr.

Also Present: Norm O'Neil, HR Director.

Meeting was called to order at 3:00 PM.

The Executive Committee met to discuss the process for interviewing and appointing the County Attorney position. Mr. O'Neil stated that the deadline for receiving applications closed on 1/28/11. There were 4 candidates. Chair Millham disclosed that one of the candidates had worked with Ms. Millham husband at his law firm. Chair was wondering if she needed to recuze herself and consulted the book of ethics general court for delegates. Chair Millham read aloud. As long as there has been no personal or social relation to the candidate then it should not interfere and she would not need to recuze. Chair Millham intends to file a declaration of intent with the House of Representatives clerk indicating that there has been no interest or benefit with this particular candidate based on the code of ethics as read aloud.

Residency requirements were discussed at the 12/20/10 delegation meeting. To-day's discussion was for clarification was that you needed to be a county resident. Mr. O'Neil will notify the one candidate that this was a requirement and that they would not be eligible for consideration.

There was discussion on scheduling interviews. There will be three candidates to be scheduled. Mr. O'Neil will assist in setting up the interviews. Mr. O'Neil provided interview guidelines and will mail this guide along with the resumes to all 18 delegation members as a complete package. The County will also do a background check on the candidate once they are chosen (subsequent of decision). The interviews will be done in public and with one candidate at a time. One hour will be allotted for each interview. There will be a vote by hand, only vote once.

With no further business to discuss, the meeting was adjourned at 3:34 PM.

Respectfully submitted,

Angela A. Bovill,
Administrative Assistant

Belknap County Convention Minutes February 7, 2011

County Tours:

The County Convention met at the Belknap County Court House for a facilities tour led by Debra Shackett, County Administrator, and Harold Powell, Maintenance Director. The tour began at 9:30am and concluded at 10:15am. The following members participated in the tour:

Harry Accornero	James Pilliod
Dennis Fields	Tyler Simpson
Robert Greemore	Jeffrey St. Cyr
Robert Kingsbury	Franklin Tilton
Robert Malone	Colette Worsman
Alida Millham	

No action was taken.

The County Convention met at the County Complex for tours of the Belknap County Nursing Home, the Belknap County Sherriffs Office, and the Belknap County House of Corrections. The tours began at 10:30am and concluded at 12Noon. The following members participated in the tours:

Harry Accornero	Alida Millham
Dennis Fields	James Pilliod
Donald Flanders	Tyler Simpson
Robert Greemore	Jeffrey St. Cyr
Robert Kingsbury	Franklin Tilton
Robert Luther	Colette Worsman
Robert Malone	

No action was taken.

The County Convention took a break for lunch beginning at 12Noon.

County Attorney Interviews:

Members Present:

Harry Accornero	Alida Millham
Peter Bolster	James Pilliod
Guy Comtois	David Russell
Dennis Fields	Tyler Simpson
Donald Flanders	Jeffrey St. Cyr
Robert Greemore	Elaine Swinford

Robert Kingsbury
Robert Luther
Robert Malone

Franklin Tilton
William Tobin (arrived at 2:43pm)
Colette Worsman

Representative Millham called the Convention to order at 1pm and led the Pledge of Allegiance. Members of the Convention introduced themselves and their district.

Representative Millham made a statement about a potential conflict of interest that may exist with a candidate. She stated that a conflict needed to include a financial gain for the conflict of interest to exist under Legislative Ethics Guidelines. She stated she had no personal or financial gain in the selection of any candidate to be the County Attorney. She stated she has filed a Declaration of Intent with the House Clerk's Office.

Representative Bolster stated that one candidate works as a prosecutor for the Alton Police Department where he is a town selectman. He stated he filed a Declaration of Intent with the House Clerk's Office.

Representative Luther stated that he utilized one of the candidates as a private attorney two years ago, but no longer uses the candidate for legal services.

Representative Comtois stated he is a member of the Alton Business Association where a candidate for County Attorney is also a member.

Interview of Ken Anderson for County Attorney:

Representative Millham welcomed Ken Anderson. The interview began at 1:04pm. Members of the Convention introduced themselves and their district.

Members of the Convention asked Mr. Anderson questions for the position of County Attorney.

The interview concluded at 2:05pm.

Interview of Melissa Countway Guldbrandsen for County Attorney:

Representative Millham welcomed Melissa Countway Guldbrandsen. The interview began at 2:12pm. Members of the Convention introduced themselves and their district.

Members of the Convention asked Mrs. Guldbrandsen questions for the position of County Attorney.

The interview concluded at 3:02pm.

Interview of Lori Ann Chandler for County Attorney:

Representative Millham welcomed Lori Ann Chandler. The interview began at 3:11pm. Members of the Convention introduced themselves and their district.

Members of the Convention asked Mrs. Chandler questions for the position of County Attorney.

The interview concluded at 3:43pm.

Deliberations on the position of County Attorney:

The Convention discussed what the next steps are for appointing a County Attorney.

Representative Russell, seconded by Representative Bolster, moved to pursue background checks on Mrs. Guldbrandsen and Mrs. Chandler. There was discussion that members should state who their preferred candidate is before any candidates are chosen for background checks. Representative Russell and Bolster withdrew the motion.

A preliminary vote to narrow the field was held on the three candidates for County Attorney:

Ken Anderson	3
Melissa Countway Guldbrandsen	7
Lori Ann Chandler	8

The Convention will pursue background checks on Mrs. Guldbrandsen and Mrs. Chandler. Representative Russell volunteered to work with the County Human Resources Director on completing reference checks.

The next meeting of the Convention will be on February 10, 2011, at 6pm at the County Complex.

With no further business to come before the Convention, Representative Millham adjourned the meeting.

Respectfully Submitted,

Jeffrey St. Cyr
Clerk of the Convention

BELKNAP COUNTY DELEGATION SUB-COMMITTEE RECOMMENDATIONS February 10, 2011 at 6:00 PM

Chairperson Alida Millham called the meeting to order at 6:00 PM on the above date at 34 County Drive, Laconia, NH, and started with the pledge of allegiance.

Present: Representatives Simpson, Comtois, Accornero, Luther, Worsman, Russell, Millham, Pilliod, Tilton, Greenmore, Flanders, Tobin, Bolster, Fields and Swinford.

Also present: Commissioners Philpot and Nedeau, County Administrator Debra Shackett, County Department heads, staff, outside agencies and members of the public.

Absent: Representatives St.Cyr and Kingsbury.

Sub Committee reports: Chair opened up the meeting to the Chairman of each subcommittee for their recommendations.

Court House and Administration Sub-committee, Chair David Russell stated that his sub-committee removed merit and cost of living increases from all of the departments in their charge.

County Attorney, recommendation of \$696,597.

Registry of Deeds, recommendation of \$518,851.

Maintenance Department, recommendation of \$2,556,646.

IT Support, no personnel, recommendation of \$96,380.

Finance Department, recommendation of \$288,061.

Administration, recommendation of \$523,337.

Human Services, no personnel, recommendation of \$5,909,500.

BCNH Transfer of Funds, recommendation of \$3,818,678.

Deb & Interest, recommendation of \$288,010.

Contingency, recommendation of \$100,000.

Law Enforcement Sub-committee, Chair Elaine Swinford stated they went over the law enforcements budgets, commenting that the Department Heads have done a very good job in keeping their budgets down.

Sheriff's Dept, recommendation of \$2,128,295.

Youth Services Dept, recommendation of \$190,669.

Dept of Corrections, recommendation of \$2,953,907.

Nursing Home Sub-committee, Chair Donald Flanders stated that, position cuts that have already been made his sub-committee has stayed with the Commissioners recommendations, Rep Worsman made note that the vote was not unanimous

Nursing Home, recommendation of \$11,277,125.

Belknap County Economic Development Council Sub-committee, Chair William Tobin, stated that his sub-committee increased Economic Development's budget by \$35,000, based on a recommendation by the Belknap County Commissioners, Rep Tobin went on to say that he would like details of Economic Development Council's budget but is told he can't have that information, he says that the loans they give out is confidential. Rep Millham said the budget is for employee salaries and operating budget. Rep Flanders said the money was used as seed money in order to borrow money to loan to businesses to attract jobs to Belknap County and for the retention of jobs in Belknap County.

Discussion continued on what the funds are used for, Rep Millham recommended that it would be helpful if they had an educational session with the Board members of Belknap County Economic Development Council and she would set up a meeting with Economic Development Council to meet with Delegation members.

Belknap County Economic Development Council, Recommendation of \$75,000.

Outside Agencies Sub-committee, Chair Peter Bolster briefly gave an overview of the departments included in the outside agencies sub-committee.

UNH Coop Extension Service, recommendation of \$170,029.

Conservation District, recommendation of \$97,909.

Genesis Counseling Group, recommendation of \$34,200.

CAP – Meals on Wheels, recommendation of \$23,905.

CAP – Rural Transportation, recommendation of \$9,000.

CAP – Family Planning, recommendation of \$5,000.

CAP – Prenatal, recommendation of \$8,000.

CAP – Senior Companion Program, recommendation of \$70,000.

Chair Alida Millham asks if there is discussion on any of the sub-committee recommendations.

There was discussion on types of services provided by the Conservation District and UNH Coop Extension Service; Rep Tilton questions the additional \$20,000 in Coop Extension's budget. Sue Cagle from the Extension Service explain that was the amount the Commissioners added into their budget to cover the cost of moving.

There was also discussion on the increase in the Sheriff's Dept. budget, why is the tower being moved; Commissioners Philpot indicated that the County was told by the State that the tower had to be moved. It was also question on the 10% increase in the Sheriff's budget; Commissioner Philpot indicated they were trying to hire permanent part-time employees instead of full-time employees a savings because there would be no benefits for these employees. Rep Accornero asked how many part-time Bailiffs and Rep Comtois wanted to know how many unions the County had.

There was discussion on Stimulus monies and what capital projects these monies would be used for. Commissioner Philpot said that the County had a Facility Study done, and the Commissioners have a list of projects that will be done, to include the roof on the Court House, HVAC system at the Court House, a vent hood at the Nursing Home, the roof at the Jail and renovations to the Commissioners Offices. Commissioner Philpot indicated that the Commissioners have projected amounts but won't have actual amounts until the County goes out to bid. Rep Bolster wanted to know if the County would have to replace these monies in future budgets. Commissioner Philpot said no, these are one time projects. Rep Worsman wanted to know exactly what items make up the \$1.7 million, and can the delegation have a list of projects and amounts before the meeting on March 7th. There was more discussion between the Representatives and the County Commissioners on the Stimulus monies and what projects being done with these monies, and how the items are listed in the budget and who has the authority to spend the monies.

Chair Alida Millham opens the meeting for any comments from the public.

Curt McGee from Sanbornton was concerned about the fund balance, indicated that it was too high and that there was too much money in this budget, we should be able to cut 1% from the budget.

Tom Tardif from Laconia voiced his concerns about the county budget and would like to see more information supporting the budget request and compared the County's format with the City of Laconia's format.

Frank Marino from Meredith questions concerning cost of living increases for county employees, the county contractual obligations.

Chair Alida Millham adjourned the meeting at 8:30 PM

Respectfully Submitted:

Marie Mora
Asst Finance Officer

Belknap County Convention
March 14, 2011
Gunstock Ski Area – Main Lodge

Members Present:

Harry Accornero	James Pilliod
Peter Bolster	David Russell
Dennis Fields	Tyler Simpson
Donald Flanders	Jeffrey St. Cyr
Robert Greemore	Elaine Swinford
Robert Luther	Franklin Tilton
Robert Malone	William Tobin
Alida Millham	

The Belknap County Convention met at the Gunstock Ski Area for an orientation with the Greg Goddard and the management staff.

The meeting was called to order at 4:25pm. Greg Goddard introduced the staff and Gunstock Commission members present at the orientation. He gave an overview of the Gunstock Ski Area and highlighted the plans for the 2011 summer attractions.

Mr. Goddard provided copies of the Gunstock RSAs, Memorandum of Agreement with Belknap County, and provided a PowerPoint overview of Gunstock with financial operating data.

Mr. Goddard reviewed the 2011 summer attractions proposal that the Gunstock Ski Area will be presenting to the convention for a bond approval.

Mr. Goddard reviewed the Arial Tree Top Adventures. He reviewed the attraction with the convention.

Mr. Goddard introduced the Segway Tours. This attraction is popular in cities such as Manchester and Portland. The Segway Tours will go throughout the Gunstock Ski Area including the nordic trails, alpine trails, and the campground roads. This will be a revenue sharing agreement between Segway and Gunstock. Segway will supply major parts and maintenance as needed. Gunstock will be responsible for minor repairs.

Mr. Goddard introduced the Zip Tours. The Zip Tour will be a rider controlled experience from the summit to the base of the mountain. Guests will be trained on how to use the Zip Tours before completing the two zip lines.

Mr. Goddard explained other summer attractions including summit chair lift rides. He explained future projects including a mountain coaster and snow tubing with artificial snow.

The members of the convention were showed where the attractions will be outside on the mountain.

The meeting adjourned at 5:20pm.

Respectfully Submitted,
Jeffrey St. Cyr, Clerk of the Convention

Belknap County Delegation Minutes

March 14, 2011 at 6:15 PM

Chair Millham called the Belknap County Delegation meeting to order at 6:15 AM on the above date at 34 County Drive, Laconia, NH and started with the pledge of allegiance.

In Attendance: Reps. St. Cyr, Millham, Russell, Tilton, Luther, Swinford, Pilliod, Comtois, Fields, Bolster, Malone, Worsman, Simpson, Tobin, Accornero, Greemore, Flanders.

Absent: Rep. Kingsbury

Also present: Respective candidates for County Attorney, Laurie Chandler and Melissa Guldbrandsen.

Vote on the County Attorney position: Chair explained the process of how the vote will take place. It will be by a show of hands. Then she turned the meeting over to Rep. Russell. Rep. Russell worked with the County Human Resource Director Norman O'Neil to run background checks and check references for both of the candidates Laurie Chandler and Melissa Guldbrandsen. Representative Russell stated that all checked out as expected. Chair Millham asked if anyone had questions for Representative Russell? There was none. Chair then asked for public input. There was none. Madam chair asked if the delegation was ready for the vote.

Vote by raise of hands with 6 for Atty. Chandler.

Flanders, Luther, Millham, Russell, Swinford, Tilton.

Vote by raise of hands with 11 for Atty. Guldbrandsen.

Accornero, Bolster, Comtois, Fields, Greemore, Malone, Pilliod, Simpson, St. Cyr, Tobin, Worsman

The Delegation announced Melissa Guldbrandsen as the newly appointed Belknap County Attorney. Atty. Guldbrandsen, who was accompanied by her family, was congratulated by all.

Adjourn: With no further business on the matter, the meeting was adjourned by unanimous vote at 6:25 PM.

Respectfully submitted,

Angela A. Bovill,
Administrative Assistant

Belknap County Delegation Minutes

March 14, 2011 at 7:00 PM

Chair Millham called the Belknap County Delegation meeting to order at 7:00 PM on the above date at 34 County Drive, Laconia, NH and started with the pledge of allegiance followed by introductions.

In Attendance: Reps. St. Cyr, Millham, Russell, Tilton, Luther, Swinford, Pilliod, Comtois, Fields, Bolster, Malone, Worsman, Simpson, Tobin, Accornero, Greemore, Flanders. Rep. Kingsbury arrived at 7:20 PM.

Also present: Commissioners, County Administrator, and Department Heads.

Public Hearing on 2011 Belknap County Budget: Chair Millham stated that when she opens up the meeting for public input, that each member of the public will have 3 minutes to speak and will be allowed to speak twice for comments specific to the budget.

Public Comment: Several members of the public addressed the Convention and asked that taxes be reduced. Some specifically mentioned that employee wages and benefits were too expensive. There were a few members of the public who spoke in support of outside agencies.

Madam Chair asked twice if there was any other public input. There was none, the public hearing was closed at 7:35 PM.

M/Accornero to reduce the budget to \$29,534,610. S/Luther for discussion.

M/Worsman to amend the motion to specify that all stimulus money reserved for capital purchases totaling \$1,374,984 (revenue acct # 02.5020.0010.41) found in the various lines throughout the budget, primarily in 4160 (Maintenance Dept" be totaled in this budget in the account "Capital Projects" #01-4160-0906-55. Further, all expenditures out of this line are to first be presented to the entire delegation at a public hearing prioritized with the proposals and three bids for their approval. Lastly, the use of the fund balance will be the amount sufficient to reduce the amount to be raised by taxation by the towns in the amount of .28% than last year. S/Simpson. Chair asked Rep. Worsman to explain her motion. Simpson 100% agrees with amendment but would like to make it easier for public.

Rep. Tilton suggested we break the motion down into 3 separate parts as it is too broad in one amendment and it would create more transparency if separated.

Rep. Kingsbury spoke to the fact that all tax income comes from manufacturing and that we have to bring that back in this area to create jobs.

Rep. Fields expressed his difficulty with these cuts tonight. He stated that everyone has had time to look over the budget for over 2 months now. Everyone involved at the county has worked hard to keep the budget down and the delegation had time to ask their questions.

Rep. Greemore said that there were two items in the amendment. To remove the 2.1 Million and put it back in the fund balance. That gives back the .28% in original budget. Then the capital is in one line item and we have a public hearing on it.

Rep. St. Cyr stated that it would be easier to take each action as separate motions.

Rep. Accornero wants the Chair to call the question to vote on the amendment.

Roll call vote was called on the amendment. Re-count needed. Ended with a 9 - 9 Tie. **Motion Failed.**

Rep. Bolster made a motion to amend Rep. Accornero's motion to put stimulus money into a separate line item. Rep. Fields thought the stimulus money had to be used for particular purposes.

Administrator Shackett clarified that this stimulus money is required to be used for capital projects. It is already in one line item in the budget. The revenue is in the fund balance number. It has always been here. Changing the stimulus spending will not affect the amount to be raised by taxes. It is still the .28% that they are talking about.

Rep. Bolster asked Administrator Shackett about when the stimulus money came in 2009. Ms. Shackett reiterated that in 2009, what wasn't spent lapsed into fund balance and was re-appropriated in 2010. That is what is planned again for 2011.

Rep. Bolster asked the Board of Commissioners if they would be adverse to bringing those projects to the delegation to discuss. Commissioner Philpot stated that that Commissioners want to bring projects to the delegation and have these discussions. The Commissioners always share these discussions and are very open to it. Rep. Bolster asked if he could get a commitment from the three Commissioners to have a conversation with the delegation before they spend the money. Commissioner Philpot stated that the Commissioners talk about it all the time at their meetings, they decide and they talk, etc. That is what they are elected to do, they're always happy to have discussion and talk about it anytime.

Rep. Bolster then withdrew his motion. S/Swinford.

Rep. Accornero then asked the Commissioners if they planned to do whatever they want with the stimulus money regardless of what the Delegation says? He demanded a Yes or No answer. Commissioner Philpot responded by saying that they

have different jobs (delegation and Commissioners). It is the Commissioners job to manage the affairs of the county and the day to day operations and they will not delegate that responsibility. It is what they are elected to do. The Commissioners need to do their job and the Delegation needs to do it's.

Rep. Accornero followed up by again saying that the Commissioners just give the delegation the budget and then they say that they will do what they want anyway. Commissioner Thomas reminded him that the Commissioners have statutory responsibilities and there are statutory responsibilities of the Delegation. Rep. Accornero stated that reducing the budget to the \$29,534,607 is a small step, but it is a step. He was elected by the people to be fiscally responsible and to do what the member of the public said earlier, run the county budget like we run our home budgets. His constituents want it cut.

Rep. Tobin said that he doesn't want to micro manage those that are in office, but that he is elected to do a job. He then made a motion to reduce the Commissioner's recommended budget by 7%. It was stated that Rep. Accornero's motion already does that.

Rep. Tilton said that after three months of reviewing the budget, that we should clearly see where we are reducing the line items. Rep. Accornero said that would be a waste and their time is valuable and that he was already told by Commissioners that they would spend as they want. Chair Millham pointed out that we have already had that discussion and it clear that the delegation is the legislative body, not the executive body.

Rep. Accornero wants to call the question to vote on the amendment. (To reduce the budget to \$29,534,610) Roll call vote resulted in a 9 - 9 Tie. **Motion Failed.**

M/Accornero to reduce the fund balance by 7.03%. S/Luther for discussion. Commissioner Philpot reminded him that if they take an additional 7% from the fund balance and add it to the budget it will raise taxes. Rep. Bolster asked Admin. Shackett how much money would be needed to reduce the fund balance in order to achieve a zero increase in what they ask the towns. Commissioners pointed out that they already reduced the amount to be raised in taxes by .28%. Admin. Shackett stated that she would need clarification on which number and in which direction Rep Accornero would like to affect fund balance. Rep. Luther withdrew his second of the Accornero motion. Rep. Worsman said she would second the motion and would like Rep. Accornero to clarify it. He said he would like to increase the amount added to the budget. Chair Millham asked him to clarify. He replied that he would like to reduce the fund balance.

Rep. Bolster said the fund balance saves the County from borrowing for Tax Anticipation notes. Rep. Simpson asked if Rep. Bolster knows where that money comes from; it is from the tax payers. Rep. Worsman does not want to use every bit of the county's savings.

Rep. Swinford stated that if we empty the fund balance that we are doing a disservice to taxpayers. She sat in on the hearings, and three departments of the county were level funded and one department came in under budget. That is responsible budgeting. Rep. Swinford is not willing to sacrifice the care of residents etc, but the Nursing Home also was a level funded budget. Rep. Swinford also stated that there are Collective Bargaining Contracts that need to be followed, by law.

Rep. Worsman said that management has the right to decrease personnel and that she ran to cut spending and shrink the government.

Rep. Accornero withdrew his motion and asks the chair for a 15 minute recess. All concur. The County Delegation paused for a 15 minute recess at 8:45 pm.

Chair Millham then resumed the meeting at 9:00 pm.

Budget Vote: Rep. Bolster made a motion to reduce the bottom line of the budget by \$224,000 to achieve a total budget amount of \$32,158,768 and to make sure the \$224,000 reduces the amount to be raised in taxes. Rep. Fields seconded. Chair Millham asked for any comment. There was none. Chair called for a roll call vote. 10 – Y, 8 – N. **Motion passed.**

Rep. Comtois spoke briefly to say that he thought this was a joke and was ashamed that he was even present.

Adjourn: Meeting adjourned at 9:08 PM.

Respectfully submitted,

Angela A. Bovill,
Administrative Assistant

Belknap County Delegation Minutes

March 21, 2011 at 6:00 PM

Chair Millham called the Belknap County Delegation meeting to order at 6:00 PM on the above date at 34 County Drive, Laconia, NH and started with the pledge of allegiance followed by introductions.

In Attendance: Reps. Greemore, Accornero, Malone, Kingsbury, St. Cyr, Millham, Russell, Tilton, Fields, Pilliod, Bolster, Tobin, Swinford.

Also present: Gunstock Commissioners and Gunstock General Manager.

Presentation from Gunstock Officials: Gunstock Commissioners Chair, John Morgenstern opened the presentation explaining the background and the master plan of the request for a bond. Gunstock over the last few years has made several improvements from snow making to their new learning are to repairing their bridge, etc. all in an effort to continue to grow as a recreational attraction/destination along with generating more revenue for improvements. Those improvements have done well for Gunstock over the last few years. Commissioner Morgenstern said Gunstock is in good sound shape and then turned the meeting over the General Manager, Greg Goddard.

GM Goddard provided a packet for the delegation and public. This included the complete FY 2011 Budget along with other pertinent documents. He indicated that some projects are already underway like the Aerial Adventure Tree Park, The off Road Segway Tours and the planning for the Zip Line Tours. GM Goddard stated very clearly that none of these projects will require any taxpayer funding, that Gunstock will pay for it 100%. No tax dollars are involved as it will be paid for by revenue generated from these projects.

Gunstock needs to borrow the money upfront and needs the delegations approval to do so. GM Goddard discussed key facts of the Zip Line request including other successful venue in New England. GM Goddard stated that he and the Gunstock Commissioners feel that this will have a strong economic benefit to all of Belknap County and ended the presentation stating again that the operating receipts will pay for all of this and that it will be zero tax payer dollars. Presentation concluded at 6:35 PM

Madam Chair opened up comments from delegates. Chair then opened for public comment at 6:46 PM.

Public comment: Several members of the public addressed the Convention and asked that they do not support this request as they are concerned that taxpayers

will end up paying for it in the end based on past experiences and given the current economic conditions, it is not a risk the taxpayers need to take. Some specifically mentioned that Gunstock does not pay back enough to the taxpayers and that they are not interested in taking on Gunstocks debt again. It was asked why Gunstock needed to borrow against the County when they have so much in savings and are doing so well on their own? There were a few members of the public who spoke in support of Gunstock and approving this bond and all the projects included.

Madam Chair asked twice if there was any other public input. There was none, the public hearing was closed at 7:24 PM.

Madam Chair then announced that the Delegation will be meeting next Monday, March 28, 2011 at 6:00 PM to vote on the Bond Request for Gunstock.

Adjourn: With no further business to discuss, the meeting was adjourned by unanimous vote at 7:27 PM.

Respectfully submitted,

Angela A. Bovill,
Administrative Assistant

Belknap County Delegation Minutes

March 28, 2011 at 6:00 PM

Chair Millham called the Belknap County Delegation meeting to order at 6:00 PM on the above date at 34 County Drive, Laconia, NH and started with the pledge of allegiance followed by introductions.

In Attendance: Reps. Accornero, Greemore, Kingsbury, Worsman, Pilliod, St. Cyr, Millham Russell, Tilton, Flanders, Fields, Swinford, Bolster, Luther, Comtois, Malone.

Absent: Reps. Simpson and Tobin.

Also present: Gunstock Commissioners and Gunstock General Manager and Commissioner Nedeau.

Chair Millham explained that the public hearing took place last week on 3/21/11 and that the vote will be taken tonight.

Vote on Gunstock Bond Request: M/Pilliod made the motion as follows:

Resolved: to authorize the Belknap County Treasurer, on the concurrence of not less than four members of the Gunstock Area Commission, to issue serial notes or bonds in the name of Belknap County Gunstock Area Commission in the amount of One million Five Hundred Thousand Dollars (\$1,500,000), the proceeds used for the planning, acquisition and construction of summer attractions as set forth in the document entitled "Capital Project Proposal – Development of Summer Attractions at Gunstock Mountain Resort" dated March 21, 2011. Said borrowing shall mature not more than 10 years from the date of issue. Any notes or bonds issued pursuant thereto shall be in accordance with New Hampshire laws of 1959 Chapter 399:15 as amended and the form, details and particulars of said notes or bonds other than the maturity thereof shall be determined by the Gunstock Area Commission. The full faith and credit of the County of Belknap, New Hampshire shall be pledged to the payment of the obligations issued pursuant hereto. Said notes or bonds shall be repaid from the operating receipts of Gunstock, and shall contain and express that fees, fares, and tolls will be collected until the maturity thereof in acceptance with provisions of Chapter 399 of the laws of 1959 as amended. S/Fields. Madam Chair opened for discussion.

Rep. Accornero spoke that at the last meeting, public had legitimate concerns about the repayment. But after meeting with GM Goddard, he feels complete comfortable with approving.

Rep. Worsman also spoke to GM Goddard in detail and supports this. She believes that Belknap County's economy will benefit greatly from it. Madam chair asked for further comment. There was none.

Vote: Madam Chair asked if members were ready for the vote. Roll call (at 6:08 PM) as follows: 15 yeses – 1 opposed. (Rep. Kingsbury was only opposed.) Motion carries.

Budget discussions: Discussions ensued amongst delegates about the budget process and how to have better control moving forward. In addition, delegates spoke about the subcommittee review process of the budget that takes place. A question was asked of the Chair if a meeting could take place between the County Commissioners and the delegation for an open dialogue relative to the day to day business and stimulus projects.

Adjourn: With no further business to discuss, motion to adjourn at 6:40 PM. Unanimous. Motion carries.

Respectfully submitted,

Angela A. Bovill,
Administrative Assistant



Belknap County Delegation Minutes March 31, 2011 at 7:00 PM

Chair Millham called the Belknap County Delegation meeting to order at 7:00 PM on the above date at 34 County Drive, Laconia, NH and started with the pledge of allegiance.

In Attendance: Reps. St. Cyr, Millham, Russell, Tilton, Luther, Swinford, Pilliod, Comtois, Fields, Bolster, Malone, Worsman, Tobin, Accornero, Greemore and Kingsbury.

Absent: Reps. Simpson and Flanders

Also present: Commissioners, County Administrator, and Department Heads.

Approval of Minutes: M/Fields, S/Bolster to approve the minutes of 1/31/11, 2/7/11, 2/10/11 3/14/11 and 3/21/11. S/Swinford. All in favor. **Approved.** Rep. Worsman abstained. **Motion carries.**

2011 Belknap County Budget: M/Bolster, S/Fields to approve underlying amendment to the budget for the allocation of \$224,000 as recommended by the County Commissioners. Madam Chair opened for discussion.

Rep. Greemore asked several questions; if the information they were given tonight was different since the last meeting "some I got last night" and also the information that "somebody just passed out". He questioned, where the cuts in this particular budget are and "how they relate to the Capital budget." Chair Alida responded that "it is probably muddying the water for what we are doing, allocating things through this form" He questioned what was related to the capital budget projects within the department budgets and highlighted on the form just handed out. How does that relate to the projects using stimulus money?" Further he asked "How do we have time to verify this list?" Chair Alida responded we don't have time it was supposed to be taken care of in the sub committees but we'll address them in a future meeting. Answer from Commissioner Philpot is that none have been moved out of Commissioners recommended budget. Rep Greemore continued to share his concern that we have had insufficient time to review this information in order "verify this" to make a good decision.

Rep. Worsman asked about the process to arrive at the \$224,000 that is on the table and if anything else can be discussed tonight. Chairs answer: The only discussion on the table is the \$224,000. Rep. Worsman is in favor of level funding salaries.

Rep. Bolster stated that the \$224,000 would've been the amount in raises but that we don't have to take it out of raises, it winds up as the same thing.

Rep. Worsman expressed concern that we have just received the detail and had less than 2 minutes to see where the Commissioners recommend we make the budget reductions (report printed 3/31/2011, an hour ago) We have had insufficient time to review the information. Rep Worsman makes a motion to amend the detail of the allocation in the motion made by Rep. Bolster to now allocated the \$224,000 reductions off the salary lines (original amount \$244,000) In the end the salary reduction will mean more to the taxpayers than taking it off meetings and training. The goal is that the allocations come off increases in salaries straight across the board. S/Malone.

Commissioner Philpot went on to explain that the county has three collective bargaining contracts. You can't negotiate a contract until the time has come to re-negotiate. Rep. Worsman said that the Commissioners should ask those employees to do a salary adjustment similar to many towns and the state. Further there are a number of positions that are not contracts such as the administrator and supervisors that can be adjusted.

Chair Millham said that the purpose of this meeting is to make the necessary adjustments to the MS-42 and that the Commissioners have the authority to allocate the funds anyway that they see fit. Tonight, the delegation needs to fill in the blanks on the MS-42.

Rep. Worsman made a motion to use the salary lines on MS-42 to equate to raises on the paperwork that amounts to \$244,309. Rep. Worsman said \$224,000 cuts across the salary lines and cut costs across all those lines in the total budget. The Department of Revenue Administration needs to know where the \$224,000 comes from per line.

Rep. Luther made an observation and asked why were we beating up on the county staff, had they done something wrong? Rep. Worsman said "absolutely not, there is up to a 5% increase for salaries that was not attributed to the general public and that, I am hearing the taxpayers well that they have not received raises" and that in 5 to 1 e-mails she has received, she is directed that "salaries are too high" and "work on that".

Commissioner Philpot stated that everyone has heard Rep. Worsman's issue regarding salaries and that the Commissioners have submitted to the Delegation their recommendations of where to take the \$224,000 recommended cuts, that they cannot cut contracted salaries (per CBA). The Commissioners have given

them a listing of real places to take the \$224,000 and that they understand the symbolism. He would like the Commission and the Delegation to move forward in a cooperative, collaborative way on how they manage county affairs.

Rep. Tilton asked that if the fiscal year starts January 1, 2011, are employees waiting for their money or are they being paid according to contract. The contracts end December 31, 2011.

Commissioner Philpot responded that the employees have been collecting their increase since 1/1/2011.

Rep. Bolster said sadly, this is the time to take the opportunity and send a clear message to the public and the Commissioners and employees of the county that the next time the CBA's come around, not to expect generosity; it's going to be "tough" and "lean". It is the nature of the times.

Rep. Accornero asked who negotiates and if the delegation is involved. Answer: The Delegation approves the costs associated with the CBA's and the contracts are negotiated by the County Commissioners and office personnel.

The Commission has discussed many times the economic difficulties moving forward. They are aware of the message of the people and they are clear that they all have work to do. They (meaning commissioners and delegation) are all elected by the same people.

Rep. Greemore asked why the \$224,000 can't be taken from capital projects. Commissioner Philpot replied that the allocation has to come from budget totals.

Rep. Kingsbury announced that for the record, last year's budget was \$30 million and the budget is up \$2 million this year to \$32 million "and that to me is an excessive increase in one year"

Madam Chair asked if the delegation is ready to vote on the motion. Rep. Worsman stated, "I'm willing to withdraw my motion with some incredible stipulations, I am hearing that we are headed more in the right direction that makes sense." She is under the understanding Rep Bolster is willing to level fund benefits next year. Hearing from the Commissioners that they know next year's budget will need greater restraint. She believes that once the stimulus money of 2.5M is out we should be looking at a \$29M budget next year. "If we are getting that kind of communication from the commissioner and the delegation is willing to hold them to that, then I am willing to withdraw my motion." Malone withdrew his second.

Rep. Greemore, once again questioned the capital expenditures. Rep. Tilton stated that you are headed in the wrong direction when you try and take from certain capital projects. There are a lot of needs (not wants) in capital. That they Commis-

sioners made the decision based on how they feel they can run the county taking the \$224,000 out of budget lines instead of capital repairs. We need to listen to their decision and opinion as to how they came up with these cuts, in a calculated fashion as the Executives of the day to day county operations.

Vote: Madam Chair called to vote on the original motion by Rep. Bolster, seconded by Rep. Fields to approve the \$224,000 allocation as recommended by the County Commissioners for the FY 2011 budget to \$32,158,768. Rep. Fields seconded. Chair called for a roll call vote. 10 – Y, 6 – N. **Motion passed.**

Other Business: Bond discussion: Rep. Worsman asked about bonds, a discussion ensued about bond approval and that there is no requirement for a public hearing for TAN's (Tax anticipation notes). Rep. Kingsbury also asked for clarification of the necessity of bond hearings being voted on by the whole delegation.

Upcoming meeting: Executive committee to meet with the Commissioners on 4/6/11 at 5:30 PM to hear a request from the treasurer to borrow in anticipation of taxes. (TAN's).

Public comment: Mr. McGee from Sanbornton asked if the State down shifts NHRS costs (New Hampshire Retirement System) who will pay for the county employee's contribution.

Adjourn: M/Swinford, S/Fields to adjourn at 7:55 PM. Unanimous. **Motion carries.**

Respectfully submitted,

Angela A. Bovill,
Administrative Assistant



Belknap County Delegation ~ Executive Committee Meeting Minutes ~ May 23, 2011 at 4:00 PM

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

In Attendance: Reps. St. Cyr, Millham, Russell, Tilton, Swinford and Fields.

Absent: Rep. Flanders

Also present: Commissioners, County Administrator, and Finance Director.

Review of County budget: Finance Director, Glen Waring gave a packet to each Executive Committee member with detailed reports of all expenditures through April 30, 2011, as compared to the approved and allocated budget. Mr. Waring detailed various line items and reported that expenditures are in line with the budget.

Public comment: Madam Chair asked for public input. There was none.

Adjourn: Meeting was adjourned by unanimous vote at 4:17 PM

Respectfully submitted,

Angela A. Bovill,
Administrative Assistant



Belknap County Delegation Minutes May 23, 2011 at 4:30 PM

Chair Millham called the Belknap County Delegation meeting to order at 4:30 PM on the above date at 34 County Drive, Laconia, NH and started with the pledge of allegiance.

In Attendance: Reps. Fields, Russell, Millham, St. Cyr, Swinford, Tilton, Pilliod, Worsman, Tobin, Kingsbury, Accornero, Luther, Greemore, Simpson, Flanders.

Absent: Reps. Malone, Bolster and Comtois.

Also present: Commissioners, County Administrator, and Gary Goudreau of Davis Goudreau Architects.

Facilities Presentation: Commissioners gave a formal presentation on the Facilities Assessment for 2010-2011. A power point presentation was prepared and the Commissioners explained each step from inception to current day. Architect Gary Goudreau explained the role of his company in arriving at the proposed projects associated with the Facilities Analysis. Commissioners responded to questions from the delegation.

Adjourn: Meeting was adjourned by unanimous vote at 5:55 PM.

Respectfully submitted,

Angela A. Bovill,
Administrative Assistant

Belknap County Executive Committee Meeting Minutes August 29, 2011 at 4:30 PM

Chair Millham called the Belknap County Executive Committee meeting to order at 4:30 PM on the above date at 34 County Drive, Laconia, NH and started with the pledge of allegiance.

Members present: Reps. St. Cyr, Millham, Russell, Tilton, Fields, Flanders, and Swinford.

Also present: Reps. Simpson, Tobin, Luther and Pilliod.

Budget review: Finance Director, Glen Waring presented a detailed report of all revenues and expenditures through July 31, 2011 as compared to the approved and allocated budget. Mr. Waring indicated that the county is in a strong fiscal position and that we are projected to have a modest surplus at the end of the year. There are a few departments that the County's Executive Management Team are watching closely to avoid deficits as indicated in his report. Overall, the expenditures, as compared to the county's approved budget, are in line and at this time carry no significant or material differences.

Motion to accept: M/Swinford, S/Fields for review and to accept report. Unanimous. Motion carries.

Adjourn: Unanimous motion to adjourn at 4:45 PM.

Respectfully submitted,

Angela A. Bovill, Administrative Assistant

Belknap County Delegation Meeting Minutes

August 29, 2011 at 5:00 PM

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

Members present: Reps. St. Cyr, Millham, Russell, Tilton, Fields, Flanders, Pilliod, Tobin, Swinford, Greemore, Accornero, Worsman, Kingsbury, Simpson, Luther and Bolster came into the meeting at 5:25 PM.

Absent: Reps. Malone and Comtois.

Moment of Silence: Chair opened the meeting with a request for a moment of silence for former Representative Robert ‘Bob’ Holbrook in honor of his passing.

Presentation from Gunstock Officials: Gunstock Commissioners Chair, John Morgenstern, Charles (Chuck) Lowth III were present along with Stephen Blackney, Finance and Greg Goddard, General Manager and explained that they would like to seek approval for a \$800,000 Revenue Anticipation Note. This was less than in past years. Gunstock had an extremely good 2010-2011 season, in fact, the best season ever. The summer activities have been extremely busy and successful this year also. The new Aerial Tree Top adventures and Segway tours have been a huge attraction along with the regular seasonal activities available at Gunstock. The zip tour they expect to be running by the end of September and anticipate this to be a very big success as well.

Madam Chair asked twice if there was any public input. There was none.

Hearing no discussion, Madam Chair called the question. M/Pilliod as follows: “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 Eight Hundred Thousand Dollars (\$800,000), on such terms and conditions as shall be negotiated by the Gunstock Area Commission. Said notes are issued in anticipation of revenue at Gunstock Area and shall have a maturity date of not later than April 1, 2012. All notes issued pursuant to this authority shall contain and 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 revenue collected by Gunstock Area.” S/ Fields. A roll call vote was taken (certificate attached with minutes). The RAN was approved unanimously with 16 yeas and no nays.

Motion carries.

Adjourn: With no further business to discuss, M/Swinford, S/Accornero to adjourn at 5:35 PM. Unanimous. Motion carries.

Respectfully submitted,

Angela A. Bovill,
Administrative Assistant

Belknap County Convention
November 14, 2011
Belknap County Complex

Representatives Present:

Harry Accornero	James Pilliod
Guy Comtois	Tyler Simpson
Dennis Fields	Jeffrey St. Cyr
Donald Flanders	Elaine Swinford
Robert Greemore	Franklin Tilton
Robert Kingsbury	William Tobin
Robert Luther	Colette Worsman
Alida Millham	

The Belknap County Convention met at the county complex to interview candidates for the Gunstock Ski Area Commissioner.

Representative Millham called the meeting to order at 7:02pm. Rep. Millham stated that the meeting minutes will be reviewed at the December 12, 2011 County Convention meeting. She stated that two candidates withdrew their applications for the position of commissioner: Phil Brouillard and Stephen Thomas.

Rep. Millham stated the first interview will begin at 7:20pm. She explained the process for electing a commissioner and that the candidate needs a majority to win. She explained the process for the county budget and that she will send a memorandum to the members of the convention regarding the public hearing and subcommittees.

Tom Tardiff asked if the county budget was going to be posted on the county website. He stated that he was told that it would be posted the day after the Belknap County Commissioners meeting. He stated that the MS-46 was posted and asked if he could have a copy of the county budget. Rep. Millham stated that the county commissioners still have the budget and members of the convention have not yet received a copy.

Rep. Millham recessed the meeting at 7:07pm.

Rep. Millham called the meeting back to order at 7:15pm.

Members of the convention interviewed David Gammon for the position of Gunstock Ski Area Commissioner.

Rep. Millham thanked Mr. Gammon for interviewing for the position and the interview ended at 7:28pm.

The Convention discussed whether candidates should be able to sit in on other candidate interviews. There was a discussion as to whether not allowing candidates to observe other interviews violated RSA 91-A. Without objection, the convention allowed Mr. Gammon to observe the other candidate's interview.

Members of the convention interviewed John Morgenstern for the position of Gunstock Ski Area Commissioner.

Rep. Millham thanked Mr. Morgenstern for interviewing for the position and the interview ended at 7:57pm.

The convention voted to elect John Morgenstern to fulfill the position of Gunstock Ski Area Commissioner. The vote was as follows:

Vote for Gunstock Ski Area Commissioner		
	John Morgenstern	David Gammon
Harry Accornero		X
Guy Comtois		X
Dennis Fields	X	
Donald Flanders	X	
Robert Greemore	X	
Robert Kingsbury		X
Robert Luther	X	
Alida Millham	X	
James Pilliod	X	
Tyler Simpson	X	
Jeffrey St. Cyr	X	
Elaine Swinford	X	
Franklin Tilton	X	
William Tobin	X	
Colette Worsman		X
TOTAL	11	4

Representatives Malone, Russell, and Bolster were absent.

Rep. Swinford moved to adjourn, seconded by Rep. Greemore. The motion passed unanimously and the meeting adjourned at 8pm.

Respectfully Submitted,

Jeffrey St. Cyr, Clerk of the Convention



Belknap County Delegation Minutes December 12, 2011

Chair Millham called the Belknap County Delegation meeting to order at 7:00 PM on the above date at 34 County Drive, Laconia, NH and started with the pledge of allegiance.

In Attendance: Reps. Fields, Russell, Millham, Swinford, Tilton, Pilliod, Worsman, Kingsbury, Accornero, Luther, Greemore, Simpson, Flanders, Malone, Bolster and Comtois.

Absent: Reps. St. Cyr and Tobin.

Also present: Commissioners, County Department Heads, the press and members of the public.

Introductions: Chair Millham started the meeting with formal introductions and then turned the meeting over to the Commissioners to present their budget at 7:05. Presentation concluded at 7:25 PM.

Questions/Answers: The Chair opened up the meeting for questions from the delegation members at 7:25 PM. Representatives had various questions of the Board of Commissioners about accounting procedures and programs within the county budget as presented. No motions were made and no actions were taken. This portion of the meeting concluded at 8:25 PM.

Open public hearing: The Chair opened up the public hearing at 8:25 PM. The Chair indicated that each member of the public would have 5 minutes each and that they announce their name and where they are from. They are as follows:

1. Kurt McGee from Sanbornton indicated that the County is over budgeting. He stated that the fund balance is incorrect and has been for a number of years, he sees a discrepancy with the fund balance and believes that the county is in the wrong.
2. Tom Tardif from Laconia has a five page list of various observations that he will distribute. He commented on salaries and that every employee is getting an extra raise every year in the form of healthcare. If non-union

employees get a 5-6% increase, then the union could use that as a bargaining tool. In the private sector, no raises are given if they can't afford it. Mr. Tardif also disputed the fund balance designated vs. undesignated and that he sees it different than everyone else. (including surplus and contingency).

3. Kurt McGee from Sanbornton stated his interpretation of GASB 54 basic accounting standards.

Close public hearing: Madam Chair asked if there was any other public input. There was none. Madam Chair closed the public hearing at 8:40 PM.

Other business: The chair asked for any further business. There being no further business, a motion to adjourn was called.

Adjourn: M/Luther, S/Russell to adjourn at 8:48 PM. Unanimous. **Motion carries.**

Respectfully submitted,

Angela A. Bovill,
Administrative Assistant