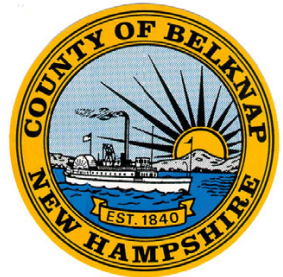


Belknap County New Hampshire



2016 Annual Report





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

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

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

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

Belknap County, New Hampshire

HISTORY

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

The seat of Belknap County is based in Laconia and provides support to the citizens of ten towns and one city in the form of the following services: Administration, Department of Corrections, County Attorney, Finance, Human Services, Registry of Deeds, Youth Services/Adult Diversion, Maintenance, Nursing Home and Sheriff's Department.

The county operates under the Commissioners (Executive Branch consisting of three elected Commissioners) and Convention (Legislative Branch consisting of 18 elected Representatives) form of Government and provides services as authorized by the State statute.

The three member Board of Commissioners (as mandated by New Hampshire Statute RSA 28) are part time elected officials responsible for overall supervision, custody and care of all county departments, buildings and land, and have budgetary oversight of all county expenditures. They are elected into staggered four and two-year terms by the voters of the districts each are assigned to. The annual county budget is prepared by the Commissioners and Department Heads and submitted to the County Convention for final approval.

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2016 Belknap County Officers

COMMISSIONERS

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

COUNTY ADMINISTRATOR

Debra A. Shackett

COUNTY TREASURER

Michael G. Muzzey

COUNTY ATTORNEY

Melissa Countway Guldbrandsen

SHERIFF

Craig H. Wiggin

REGISTER OF DEEDS

Judy McGrath

SUPERINTENDENT OF THE DEPARTMENT OF CORRECTIONS

Keith Gray

RESTORATIVE JUSTICE PROGRAM DIRECTOR

Brian J. Loanes

NURSING HOME ADMINISTRATOR

Robert Hemenway

ACCOUNTING MANAGER

Lori Sharp

FACILITIES MANAGER

Dustin Muzzey

Belknap County Delegation (Legislative Delegation) (18)

District No. 1

Center Harbor, New Hampton (1)

Valerie Fraser

District No. 2

Gilford, Meredith (4)

Glen Aldrich

Russell Dumais

George Hurt

Herb Vadney

District No. 3

Laconia (4)

Donald H. Flanders

Peter Spanos

Robert Luther

Franklin T. Tilton

District No. 4

Sanbornton, Tilton (2)

Dennis H. Fields

Brian Gallagher

District No. 5

Alton, Gilmanton (2)

David Russell

Peter Varney

District No. 6

Belmont (2)

Shari Lebreche

Michael Sylvia

District No. 7

Barnstead (1)

Guy Comtois

District No. 8

Alton, Barnstead, Gilmanton (1)

Raymond Howard

District No. 9

Belmont, Laconia (1)

Robert Fisher

Executive Committee

Donald Flanders – Brian Gallagher

Raymond Howard – George Hurt – Peter Spanos

Michael Sylvia – Franklin Tilton – Herb Vadney

Belknap County Directory

Board of Commissioners

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

527-5400
Fax: 527-5409

County Treasurer

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

527-5400
Fax: 527-5409

County Administrator

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

527-5400
Fax: 527-5409

County Attorney

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

527-5440
Fax: 527-5449

Register of Deeds

Judy McGrath, 64 Court Street, Laconia, NH 03246

527-5420
Fax: 527-5429

Sheriff

Craig Wiggin, 42 County Drive, Laconia, NH 03246

527-5454
Fax: 527-5469

Corrections Superintendent

Keith Gray, 76 County Drive, Laconia, NH 03246

527-5480
Fax: 527-5489

Restorative Justice Director

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

527-5493
Fax: 527-5498

Accounting Manager

Lori Sharp, 34 County Drive, Laconia, NH 03246

527-5400
Fax: 527-5409

Maintenance Director

Dustin Muzzey, 64 Court Street, Laconia, NH 03246

527-5490
Fax: 527-5449

Nursing Home Administrator

Robert Hemenway, 30 County Drive, Laconia, NH 03246

527-5410
Fax: 527-5419

Human Resources Generalist

Deb Laflamme, 34 County Drive, Laconia, NH 03246

527-5400
Fax: 527-5409

Report of the County Commissioners

This year we negotiated new contracts for all four collective bargaining groups in the County. This is the first time in four years that all collective bargaining groups have current contracts.

In June we broke ground for the new community corrections facility, which will be complete in the fall of 2017.

We hired a consultant to fill in as our Nursing Home Administrator. While he was here he also completed an administrator in training program with our Clinical Specialist Shelley Richardson. Upon completion of the program the Board appointed Ms. Richardson as Interim Nursing Home Administrator.

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

Sincerely,

2017 Belknap County Commissioners

David DeVoy, Chairman

Glen Waring, Vice Chairman

Hunter Taylor, Clerk



Statement of County Appropriations and Revenue as Voted

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

Instructions

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

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

For Assistance Please Contact:

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

1 ENTITY'S INFORMATION

County: Convention Date: FY Ending:

2 PREPARER'S INFORMATION

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

CERTIFICATE OF VOTE

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


Chairperson Signature


Clerk of County Convention Signature 6-20-16

Instructions for Form MS-42
Statement of County Appropriations and Revenue As Voted

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

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

PAGE 1 - Provide the general information and signatures of the Clerk and Chairperson of the County Convention.

PAGES 2 – 5 - Columns 1 and 2 are from the county chart of accounts and descriptions as further defined in Rev 2200 rules. Column 3 should reflect the appropriations as voted by the county convention.

PAGES 6 – 8 - Columns 1 and 2 are the county chart of accounts and description for revenue as further defined in Rev 2200 rules. Column 3 should reflect the estimated revenue for the ensuing year. Complete the Budget Summary section on page 8.

PAGE 9 - Provide preparer information and signature.



APPROPRIATIONS AS VOTED

7 GENERAL GOVERNMENT

Account #	Purpose of Appropriations	Appropriations As Voted
4110	7 County Convention Costs	\$12,500
4120	7 Judicial	
4122	7 Jury Costs	
4123	7 County Attorney's Office	\$744,684
4124	7 Victim Witness Advocacy Program	
4130	7 Executive	\$374,256
4150	7 Financial Administration	\$258,633
4151	7 Treasurer	
4153	7 Other Legal Costs	
4155	7 Personnel Administration	
4191	7 Planning and Zoning for Unincorporated Places	
4192	7 Medical Examiner	
4193	7 Register of Deeds	\$395,316
4194	7 Maintenance of Government Buildings	\$643,933
4196	7 Insurance, Not Otherwise Allocated	
4198	7 Contingency	\$200,000
4199	7 Other Expenditures: IT, Grants	\$522,063
General Government Subtotal		\$3,151,385

7 PUBLIC SAFETY

Account #	Purpose of Appropriations	Appropriations As Voted
4211	7 Sheriff's Department	\$2,066,265
4212	7 Custody of Prisoners	\$3,709,249
4214	7 Sheriff's Support Services	
4219	7 Other Public Safety: Restorative Justice	\$167,146
Public Safety Subtotal		\$5,942,660



APPROPRIATIONS AS VOTED

GENERAL GOVERNMENT

Account #	Purpose of Appropriations	Appropriations As Voted
4110	County Convention Costs	\$12,500
4120	Judicial	
4122	Jury Costs	
4123	County Attorney's Office	\$744,684
4124	Victim Witness Advocacy Program	
4130	Executive	\$374,256
4150	Financial Administration	\$258,633
4151	Treasurer	
4153	Other Legal Costs	
4155	Personnel Administration	
4191	Planning and Zoning for Unincorporated Places	
4192	Medical Examiner	
4193	Register of Deeds	\$395,316
4194	Maintenance of Government Buildings	\$643,933
4196	Insurance, Not Otherwise Allocated	
4198	Contingency	\$200,000
4199	Other Expenditures: IT, Grants	\$522,063
General Government Subtotal		\$3,151,385

PUBLIC SAFETY

Account #	Purpose of Appropriations	Appropriations As Voted
4211	Sheriff's Department	\$2,066,265
4212	Custody of Prisoners	\$3,709,249
4214	Sheriff's Support Services	
4219	Other Public Safety: Restorative Justice	\$167,146
Public Safety Subtotal		\$5,942,660



7 CORRECTIONS

Account #	Purpose of Appropriations	Appropriations As Voted
4230	7 Corrections	
4235	7 Adult Probation and Parole	
Corrections Subtotal		

7 COUNTY FARM

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

7 COUNTY NURSING HOME

Account #	Purpose of Appropriations	Appropriations As Voted
4411	7 Administration	\$11,188,091
4412	7 Operating Expense	
4439	7 Other Health:	
County Nursing Home Subtotal		\$11,188,091

7 HUMAN SERVICES

Account #	Purpose of Appropriations	Appropriations As Voted
4441	7 Administration	\$6,131,166
4442	7 Direct Assistance	
4443	7 Board and Care of Children	
4446	7 Diversion Program	
4447	7 Special Outside Services	
4449	7 Other Human Services: Genesis, CAP, GLCA, NHCASA	\$101,001
Human Services Subtotal		\$6,232,167



COOPERATIVE EXTENSION SERVICES

Account #	Purpose of Appropriations	Appropriations As Voted
4611	Administration	\$152,217
4619	Other Conservation: Conservation District	\$80,000
Cooperative Extension Services Subtotal		\$232,217

ECONOMIC DEVELOPMENT

Account #	Purpose of Appropriations	Appropriations As Voted
4651	Administration	\$60,000
4652	Economic Development	
4659	Other Expenditures:	
Economic Development Subtotal		\$60,000

DEBT SERVICE

Account #	Purpose of Appropriations	Appropriations As Voted
4711	Principal Long-Term Bonds/Notes	\$121,877
4721	Interest Long-Term Bonds/Notes	\$48,481
4790	Other Debt Services Charges:	
Debt Service Subtotal		\$170,358

INTERGOVERNMENTAL TRANSFERS

Account #	Purpose of Appropriations	Appropriations As Voted
4800	Intergovernmental Transfers	
Intergovernmental Transfers Subtotal		

CAPITAL OUTLAY

Account #	Purpose of Appropriations	Appropriations As Voted
4901	Land and Improvements	
4902	Machinery, Vehicles, and Equipment	\$139,959
4903	Buildings	
4904	Improvements Other Than Buildings	
Capital Outlay Subtotal		\$139,959



7 INTERFUND OPERATING TRANSFERS		
Account #	Purpose of Appropriations	Appropriations As Voted
4912	7 To Special Revenue Fund	
4913	7 To Capital Projects Fund	\$8,000,000
4914	7 To Proprietary Funds	
4915	7 To Capital Reserve Fund	
4916	7 To Trust and Fiduciary Funds	
Interfund Operating Transfers Subtotal		\$8,000,000
TOTAL APPROPRIATIONS AS VOTED		\$35,116,837
You have reached the end of the Appropriations section. Please review all information for accuracy before proceeding.		



ESTIMATED REVENUES

1 ASSESSMENTS/TAXES

Account #	Source of Revenue	Estimated Revenues (Ensuing FY)
3110	1 Property Taxes Levied for Unincorporated Places	
3120	1 Land Use Change Taxes for Unincorporated Places	
3180	1 Resident Taxes for Unincorporated Places	
3185	1 Yield Taxes for Unincorporated Places	
3186	1 Payments in Lieu of Taxes for Unincorporated Places	
3187	1 Payments in Lieu of Taxes	
3189	1 Other Taxes	
3191	1 Penalties on Delinquent Municipal Assessments	
3200	1 Licenses, Permits, and Fees	
Assessments/Taxes Subtotal		

2 FROM THE FEDERAL GOVERNMENT

Account #	Source of Revenue	Estimated Revenues (Ensuing FY)
3319	2 Federal Grants and Reimbursements	
Federal Government Subtotal		

2 FROM THE STATE OF NEW HAMPSHIRE

Account #	Source of Revenue	Estimated Revenues (Ensuing FY)
3351	2 Shared Revenue for Unincorporated Places	
3352	2 Incentive Funds	
3354	2 Water Pollution Grants	
3355	2 Housing and Community Development	
3356	2 State/Federal Forest Land Reim. in Unincorporated Places	
3359	2 Other State Grants & Reimbursements: County Attorney	\$59,967
3379	2 Intergovernmental Revenues	\$175,000
State of New Hampshire Subtotal		\$234,967



BUDGET SUMMARY

Total Voted Appropriations	\$35,116,837
Estimated Revenue Subtotal	\$19,773,397
Fund Balance to Reduce Tax Rate	\$2,380,000
Total Estimated Revenues	\$22,153,397
Amount Certified to be Raised by Taxes	\$12,963,440



New Hampshire
Department of
Revenue Administration

2016
MS-42

PREPARER'S CERTIFICATION

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

Preparer's First Name

Debra

Preparer's Last Name

Shackett

Debra Shackett
Preparer's Signature and Title

3/3/2016

Date

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

Submit

Print

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

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

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

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

INDEPENDENT AUDITORS' REPORT

To the Board of Commissioners
County of Belknap, New Hampshire

Additional Offices:

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

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the aggregate discretely presented component unit, the major fund, and the aggregate remaining fund information of the County of Belknap, New Hampshire, as of and for the year ended December 31, 2015, and the related notes to the financial statements, which collectively comprise the County of Belknap, New Hampshire's basic financial statements as listed in the Table of Contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of the Gunstock Area Commission (a component unit). Those financial statements were audited by other auditors whose report thereon has been furnished to us, and our opinion, insofar as it relates to the amounts included for the Gunstock Area Commission, is based solely on the report of the other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that

are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Opinions

In our opinion, based on our audit and the report of the other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the aggregate discretely presented component unit, the major fund, and the aggregate remaining fund information of the County of Belknap, New Hampshire, as of December 31, 2015, and the respective changes in financial position and the respective budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis, Schedule of Funding Progress - Other Post-Employment Benefits, Schedule of Proportionate Share of the Net Pension Liability, and Schedule of Contributions be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the *Governmental Accounting Standards Board*, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with evidence sufficient to express an opinion or provide any assurance.

Melanson Heath

June 2, 2016

COUNTY OF BELKNAP, NEW HAMPSHIRE

STATEMENT OF NET POSITION

DECEMBER 31, 2015

	Primary Government Governmental Activities	Gunstock Area Commission (Component Unit - April 30, 2015)
ASSETS AND DEFERRED OUTFLOWS OF RESOURCES		
Current:		
Cash and short-term investments	\$ 4,970,729	\$ 1,727,823
Restricted cash	42,983	-
Investments	-	256,488
Accounts receivable, net	1,524,784	74,483
Due from agency funds	11,930	-
Inventory	43,134	466,743
Prepaid expenses	-	247,781
Total current assets	6,593,560	2,773,318
Noncurrent:		
Other	19,441	-
Capital assets:		
Land	144,829	2,203,696
Construction in progress	289,416	-
Capital assets, net of accumulated depreciation	9,908,550	11,423,044
Total noncurrent assets	9,362,236	13,626,740
TOTAL ASSETS	15,955,795	16,400,058
Deferred Outflows of Resources	529,955	-
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	16,485,751	16,400,058
LIABILITIES AND DEFERRED INFLOWS OF RESOURCES		
Current:		
Accounts payable	1,899,631	233,361
Accrued expenses	213,378	393,498
Deposits payable	-	31,534
Restricted cash liability	3,403	-
Current portion of noncurrent liabilities:		
Bonds payable	560,000	645,000
Capital lease payable	53,235	98,339
Compensated absences	381,648	-
Total current liabilities	3,111,295	1,401,732
Noncurrent:		
Bonds payable	800,000	4,310,000
Capital lease payable	97,031	107,918
Compensated absences	116,712	-
Net OPEB obligation	1,036,403	-
Net pension liability	11,648,395	-
Total noncurrent liabilities	13,698,541	4,417,918
TOTAL LIABILITIES	16,810,836	5,819,650
Deferred Inflows of Resources	1,525,199	1,104,911
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	18,336,035	6,924,561
NET POSITION		
Net investment in capital assets	7,832,529	8,465,483
Restricted	43,968	-
Unrestricted	(9,726,711)	1,010,014
TOTAL NET POSITION	\$ (1,850,284)	\$ 9,475,497

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

COUNTY OF BELKNAP, NEW HAMPSHIRE

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED DECEMBER 31, 2015

	Expenses	Program Revenues	Net (Expenses) Revenues and Changes in Net Position	Gunstock Area Commission (Component Unit) for the year ended April 30, 2015
Governmental Activities:				
General government	\$ 2,645,889	\$ 828,099	\$ (1,773,850)	
Public safety	1,996,089	300,285	(1,695,804)	
Corrections	3,894,860	117,240	(3,777,620)	
Human services	6,147,554	-	(3,788,716)	
Cooperative extension	247,289	-	(247,289)	
Economic development	89,908	-	(89,908)	
Nursing home	10,389,109	9,834,959	(554,150)	
Interest	110,447	-	(110,447)	
Total Governmental Activities and Primary Government	\$ 25,311,143	\$ 11,080,583	(13,780,258)	
Component Unit:				
Gunstock Area Commission	\$ 10,565,777	\$ 11,210,774	\$ 644,997	\$ 644,997
Total Component Unit	\$ 10,565,777	\$ 11,210,774	\$ 644,997	\$ 644,997
General Revenues and Transfers:				
County taxes			13,837,174	
Investment income			44	2,659
Miscellaneous			786,932	23,248
Transfers, net (Gunstock Area Commission)			175,000	(175,000)
Total general revenues and transfers			14,799,150	(149,093)
Change in Net Position			1,018,892	495,904
Net Position:				
Beginning of year, as restated			(2,859,176)	8,979,593
End of year			(1,850,284)	\$ 9,475,497

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

COUNTY OF BELKNAP, NEW HAMPSHIRE

GOVERNMENTAL FUNDS

BALANCE SHEET

DECEMBER 31, 2015

	<u>General</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
ASSETS			
Cash and short-term investments	\$ 4,965,264	\$ 5,465	\$ 4,970,729
Restricted cash	42,983	-	42,983
Accounts receivable, net	1,524,784	-	1,524,784
Due from agency funds	11,930	-	11,930
Inventory	43,134	-	43,134
TOTAL ASSETS	\$ 6,588,095	\$ 5,465	\$ 6,593,560
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable	\$ 1,898,484	\$ 1,147	\$ 1,899,631
Accrued expenses	199,384	-	199,384
Restricted cash liability	3,403	-	3,403
TOTAL LIABILITIES	2,101,271	1,147	2,102,418
Fund Balances:			
Nonspendable	43,134	-	43,134
Restricted	39,580	4,318	43,898
Assigned	2,618,443	-	2,618,443
Unassigned	1,785,667	-	1,785,667
TOTAL FUND BALANCES	4,486,824	4,318	4,491,142
TOTAL LIABILITIES AND FUND BALANCES	\$ 6,588,095	\$ 5,465	\$ 6,593,560

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

Report of the Belknap County Attorney - 2016

The mission of the Belknap County Attorney's Office is to Protect Public Safety and Promote Justice. It is with honor and pride that I serve as County Attorney. I have proudly served as the Belknap County Attorney since April 1, 2011. While being devoted to the mission of public safety, I believe that our government has a duty to perform efficiently and effectively without unnecessarily burdening taxpayers. I recognize that these two values may be in conflict at times, as the law enforcement function of government is inherently expensive.

The core function of this Office is prosecuting felony level criminal cases. We represent the State of New Hampshire in the criminal cases brought in the Belknap County Superior Court. Cases begin with referrals from law enforcement agencies. The majority of our cases are referred from the eleven (11) local police departments and the Sheriff's office, with additional cases coming from: the Attorney General's Drug Task Force, Fish & Game, State Police, Health and Human Services, Fire Marshalls, Liquor Enforcement, Land and Forests and Marine Patrol.

It is a challenge as County Attorney to handle a full trial docket and administer the office simultaneously; however it is extraordinarily satisfying to serve the County in both capacities as I work to fulfill the mission of this office. I am the Chief Law Enforcement Officer of the County, and at the core of the mission are the individual law enforcement officers who serve our Towns, County, State and Country. The citizens of the County are fortunate to have a team of professional law enforcement officers dedicated to protecting our communities.

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

The Belknap County Attorney's Office offers twenty-four hours per day and seven day per week response to the needs of area law enforcement agencies. This means that the County cell phone is always on, so that we can immediately respond to legal questions and reports of extenuating crime scenes and untimely deaths. Over the past year, we received 99 calls for untimely or unattended deaths in the County (2015—61; 2014—69; 2013—76 and 2012—67). This is a dramatic increase over prior years (50% greater than last year).

Despite serious efforts to eradicate and punish the possession, sale and manufacture of drugs, this continues to be a serious criminal concern for the County. This year we have seen an explosion in heroin/fentanyl offenses, and have been actively combating the Opiate Epidemic. We also see many crimes which are fueled by drug addicts' poor decision making and criminal choices, such as theft and burglary.

Effective last July 1st, we began the implementation of new legislation, referred to as "Felonies First." Belknap County was the third county to implement this change. Now all felony cases are initiated first in the Superior Court, instead of in the District

Court. This eliminates duplication of activities in the District and Superior Courts. This Office is now responsible for reviewing all Felony case reports and filing all Felony complaints in the Superior Court, thus an attorney is involved from the very early phases of all serious cases. Simultaneously with the implementation of Felonies First, our case numbers have increased dramatically.

I am looking forward to the completion of the new jail and community corrections center. This office is responsible for sentencing the felony-level criminals, and we look forward to utilizing evidence-based practices to provide punishment, deterrence and rehabilitation to our inmates. The goal is to implement methods to reduce the recidivism rate, and ultimately increase public safety in our community. Hopefully the County will fund the staffing required to fully utilize all aspects of the new jail.

The core and foundation of this office is the team of experienced people who serve the County in a variety of capacities in the office. Two years ago, due to budget cuts, we lost a staff member from our agency. The team is now comprised of: the County Attorney and four full-time prosecutors, a victim-witness advocate (who has been with the County for almost 25 years); an office administrator (who has been with the County for over 15 years); and two legal secretaries (one is part-time).

I am proud to report that this Office has a very strong and professional working relationship with our partners within Belknap County including the above-referenced law enforcement agencies, along with the Department of Corrections and Restorative Justice, and including the State of New Hampshire Department of Corrections, Probation Officers, Federal Partners, Judicial Branch employees and defense attorneys. We take our jobs in the Belknap County Attorney's Office very seriously and every member of the department is devoted to performing our mission with the highest level of professionalism.

Respectfully Submitted,

Melissa Countway Guldbrandsen, Belknap County Attorney



Belknap County Department of Corrections 2016 County Report

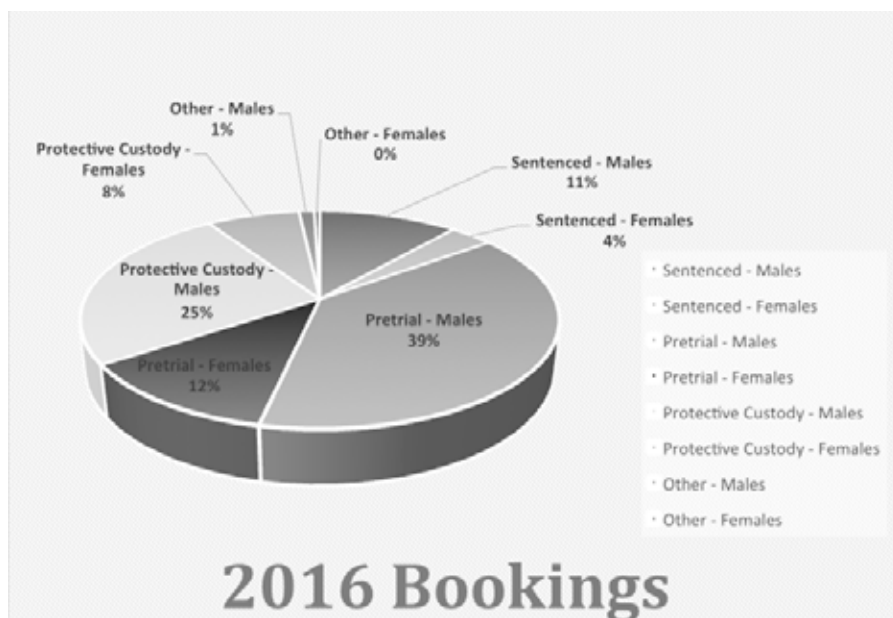
Keith C. Gray – Superintendent
Capt. Jamie S. Laramie – Deputy Supt. – Operations

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

This annual report provides me with an opportunity to deliver information about various events that occurred in the Department of Corrections and also to provide insight into the types and numbers of detained individuals that entered our facility in 2016. The County Jail is responsible for providing for the care, custody and control of sentenced prisoners and pretrial defendants court ordered for detention.

Incarceration Statistics for 2016

The average in-house daily population (ADP) of the County Jail in 2016 was 92 inmates; slightly higher than the ADP of 86 reported in 2015. The total number of bookings in 2016 was 1,778. The number of sentenced prisoners totaled 262 with 200 males and 62 females. Pretrial offenders accounted for 903 bookings with 687 males and 216 females. There were also 583 Protective Custody bookings during 2016 with 449 males and 134 females. Thirty bookings in 2016 were for other reasons such as temporary holds for court appearances.



Inmate Information

Inmates held by the Department of Corrections in Belknap County fall into two main categories; sentenced and pretrial. Sentenced inmates have been convicted of either a felony or misdemeanor level offense while pretrial defendants are held in custody pending the outcome of their case(s). In accordance with state laws, convicted inmates serve time in county correctional facilities for up to a period of twelve months. Sentences for more than one year requires the prisoner to be transferred to the New Hampshire State Prison. Inmates are classified into different categories based upon various criteria such as the seriousness of their offense, medical needs, mental health assessments, educational background and prior criminal activity. Most of the sentenced inmates here are classified as minimum security, while pretrial offenders generally fall into either a medium or maximum security classification. Minimum security inmates are required to perform work detail assignments such as Farm Crew, Maintenance Crew, County Home Kitchen and County Home Laundry. Medium and maximum security inmates are never allowed outside of the secure perimeter of the facility without escort by a law enforcement official.

Community Corrections

The Community Corrections Division is responsible for screening and monitoring sentenced individuals that qualify for alternative sentencing programs. New Hampshire RSA 651:19 (Discretionary Sentences) provides for inmates that meet the terms and conditions of these programs to be released from custody for the purpose of working at gainful employment or placement in a home confinement program. The two main components for alternative sentencing in Belknap County are the Work Release Program and the Electronic Monitoring Bracelet (EMB) Program. The Work Release Program allows sentenced inmates to leave the jail and work in the community during the day, while spending the evenings incarcerated. The EMB Program is designed for qualified inmates to wear a GPS ankle device while living outside of the correctional facility. Both programs are intended to assist offenders in returning back to their communities as productive citizens while holding them accountable to various requirements determined by the criminal justice community. During 2016, 79 individuals participated in these programs generating \$38,339.26 in revenue to the General Fund for Belknap County. Specifically, the Work Release Program provided \$28,674.89, while the EMB Program provided \$9,664.37. Additionally, the EMB Program allows for additional cost savings to the county by eliminating medical, food and laundry requirements for incarcerated inmates.

Programs

Belknap County Department of Corrections offers dozens of different programs to inmates. These programs are designed to provide educational opportunities, lifestyle change, self-improvement and recreational options to incarcerated individuals. Our Program Director, Tamara McGonagle, has brought innovative and successful programming ideas to Belknap County. In 2016, 176 inmates received certifications

through New Hampshire Department of Education grant funded programs. These programs include Servsafe, Servsafe Manager, OSHA-10 and Lead Paint Removal. These certifications have assisted in participants obtaining employment opportunities after their release from custody. High School Equivalency Diplomas were earned by ten inmates in 2016. Also, 68 individuals attended parenting skills programs designed to improve family relationships and assist in the re-entry process for both incarcerated parents and their children and families.

Scores of volunteers continue to provide their time to make a difference in the lives of incarcerated individuals. Without volunteers, programs such as AA, NA, religious services, reading & writing classes, job skills, art classes and various recreational activities would not be possible. I am regularly impressed with the amount of Belknap County residents who support our programming goals by donating their time and efforts to a group of individuals in dire need of change. Many of our inmates have lost hope and severed ties with family and friends due to inappropriate choices. Through programming, we are able to expose many inmates to new ideas and ways to improve their outlook on life. The Department of Corrections is committed to making every attempt to correct poor behavior and return offenders to their communities as productive citizens. Our programs here in Belknap County have contributed significantly to our goals of lowering recidivism and providing healthy options to our inmate population.

Community Corrections Center

Anyone visiting the County Complex in 2016 would see the ongoing construction of a new Community Corrections Center scheduled to begin operations in September of 2017. We broke ground for the new center in June of 2016 and construction has proceeded in accordance with our Building Planning Committee's timeline. The new Community Corrections Center will provide the Department of Corrections with the ability to provide treatment, counseling and education to sentenced inmates assessed as being at high risk to re-offend due to substance dependency. We will screen individuals for appropriateness to enter the program called Corrections Opportunity for Recovery and Education (CORE). The CORE program will be designed to assist the participants to remain free from substance misuse, obtain employment and secure stable housing. Aftercare for these individuals will be key for a successful program. We will engage with various community partners to ensure the CORE program reaches its goal to lower recidivism and return defendants to the community with plans for a healthy and productive future.

Garden Program

The Department of Corrections garden program saw its most profitable year ever in 2016. With the assistance of the UNH Cooperative Extension and the Belknap County Conservation District, our garden produced over twenty varieties of fresh vegetables. This enabled us to provide food to the Dietary Division of the Belknap County Nursing Home, Got Lunch Program in Laconia and NH Gleans – Belknap

County. In addition, fresh vegetables were sold at the County Farm Stand which resulted in \$7,692.44 returned to the General Fund. The great majority of the work is provided by inmates assigned to this work detail. Many of the inmates involved enjoyed this assignment and reported a feeling of accomplishment seeing their efforts produce needed food for local citizens.

2016 Reflection

As Superintendent, I see firsthand the commitment by my officers and staff to improve the quality of life for the incarcerated individuals remanded to the Department of Corrections. The citizens of Belknap County should know that these dedicated professionals work together as a team to provide a valued service to our community. With all sentenced inmates scheduled for a return to their homes, it is our duty to release them in a better condition than when they arrived. Through education, counseling, medical treatments and other services, I am proud of the work this department accomplishes. With our Community Corrections Center scheduled to open in 2017, I am certain that the Department of Corrections will positively impact the lives of inmates that enter the CORE program and enable them to become productive members of society.

Respectfully submitted,

Keith C. Gray

Keith C. Gray
Superintendent



Belknap County Sheriff's Department

2016 Annual Report

Craig H. Wiggin – High Sheriff

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

By state law, The Sheriff's Department is a full-service law enforcement agency like any other in New Hampshire. However, the Office of the Sheriff is responsible for additional duties that are unique to the Sheriff's and his Deputies. These duties are provided by a group of dedicated deputies, communication specialists, court officers and civilian personnel. A summary of the various divisions, and related responsibilities and accomplishments for 2016 are highlighted below.

CIVIL PROCESS

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

TOTAL CIVIL PROCESS SERVED 2016: 3,019

FEES COLLECTED/RETURNED TO COUNTY: \$108,114.71

PRISONER TRANSPORTS

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

Total Transports: 2591

Total IEA Transports: 104

CRIMINAL INVESTIGATIONS

The Criminal Investigation Division is staffed with investigators highly trained and experienced in crime scene processing and reconstruction, evidence processing, forensic interviewing, photography and the use of other specialized equipment. The Criminal Division consists of (3) Detectives and (1) Detective Supervisor (Sgt.) The detectives responsibilities are as follows: (1) Detective is assigned to the NH Joint Fugitive Task Force and is the primary responder for the department's Criminal Warrants, (1) Detective is assigned as the primary contact for Jail related incidents and crimes, as well as the primary sexual assault investigator and prosecutor, (1) Detective is assigned to respond to civil/family court warrants and various investigation assign-

ments. The supervisor conducts various investigations, assumes the more complex/ sensitive investigations (e.g.: internal affairs, County Attorney Investigations, Court Investigations) and oversight of all criminal investigation efforts. They conduct a majority of the county employment background investigations for the County Attorney's Office, County Administration and Sheriff's Office. They are also a direct investigative resource to the Courts and outside Law Enforcement Departments.

Totals for Criminal Division Employees Only:

Arrests:	467	(Total BCSO arrest for year: 543)
Offenses:	161	
Citations:	66	
Accidents:	6	
Civil Paperwork:	136	
Transports:	282	
Calls for Service:	1518	
IEA Transports:	32	

COMMUNICATIONS

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

Dispatch Calls for Service 2016:	42,757
Calls for Service (BCSO) 2016:	8,558
Criminal History Requests 2016:	2,998
Log Notes 2016:	70,056



COURT SECURITY

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

ITEMS	TOTAL	ITEMS	TOTAL
HANDGUN	0	KUBATON	1
AMMO/ROUNDS	2	SCREW DRIVER / WRENCH	0
AMMO CLIPS/MAGAZINES	0	MACE/CHEMICAL AGENTS	8
KNIVES	161	UMBRELLA	2
UTILITY KNIFE	9	WISE GRIPS	2
RAZOR	0	LEATHERMAN / MULTI-TOOL	13
SCISSORS	9	P-38	3
KNITTING NEEDLES	2	SYRINGE	0
SAFETY PINS	2	CHAIN	0
HANDCUFF KEYS	6	NAIL FILE	3
BRASS KNUCKLES	1	WIRE CUTTER	0
THROWING STAR	0	OTHER ITEMS *	14

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

The Belknap County Operations Group (BRSOG) is now in its 15th year of operation. The BRSOG is comprised of highly trained law enforcement officers, emergency medical professionals and communication specialist from various agencies throughout Belknap County. Once selected, all team members undergo regular, intensive and demanding training. Team members are prepared for immediate response 24 hours a day.

Critical Incident Activations: 11

In conclusion, I would like to thank the Belknap County Delegation and the County Commissioners for recognizing the important work the agency does day in and day out. It was an honor to be elected in November and be part of this professional organization.



Respectfully submitted,

Sheriff Mike Moyer

Belknap County Restorative Justice 2016 Annual Report

We welcomed a new case manager to our office in 2016: Sharon Cavanaugh. After serving nearly 27 years with the Laconia Police Department, Sharon has brought and continues to bring great knowledge, and experience to our department. She has been warmly welcomed by everyone on our team.

Mike MacFadden, one of our case managers, conducts a twice-a-month Payday Food Drive. The idea was thought of as community service project for our clients, and has done very well and we hope to expand the drive in the future. The drive collects nonperishable food, personal hygiene items, and pet items for families that have animals. The Food Drive delivers food to Calvary Bible Church, the Center Harbor Church, Vincent DePaul Church in Meredith, the United Baptist Church in Meredith, the Community Actions Program, the Sanbornton Food Pantry, and the Salvation Army.

Collection points for our food drive program include Belknap County Nursing Home, Belknap County Superior Court and Laconia Circuit Court, Belknap County Commissioner's Office, the Wescott Law Office, Horizons Counselling, Lakes Region Community Services, the SAU 30 Office on Harvard Street, Laconia City Hall the Public Defender's Office, Normandin, Cheney and O'Neil Law Office, Uniformly Yours, Boullia Gorrell Lumber, and Tremblay's Touch Painting. We'd like to thank everyone who is involved in this food drive. It is a much needed service and we are happy to help provide for the less fortunate in our community.

We continue to be active members in Belknap County Recovery Court, lending our time, knowledge, and decision-making skills in the fight against drug addiction and towards clients living sober, healthy lives. As the drug epidemic continues in the Lakes Region which can be seen so clearly in the local newspapers, police logs, and WMUR, even those numbers are a small representation of the true drug problem in our area. We continue to support the efforts of the Recovery Court team and the participants who are in the fight of and for their lives.

In July 2016, the county attorney's office started using the felony first program. Felony first created a tremendous increase of Pretrial Supervision clients in our case loads. Our Juvenile and Adult Misdemeanor and Felony Diversion programs continue to be a huge cost savings for the county by decreasing the burden of time commitment for Police, Courts, Prosecutors, and Judges. Our programs are also an excellent opportunity for individuals who want to make amends for the crime(s) they've committed.

We have begun the outreach process of educating local police, judges, prosecutors, and school resource officers about a new screening tool, SBIRT, that we will be using to collect data on Juvenile alcohol and other drug use in our community. We continue to teach Prime for Life, which is an evidence based prevention and intervention program that helps people learn to reduce their risks of alcohol and other drug related problems throughout their life. We also hold a Community Partnerships Meeting the last Wednesday of every month, where there is an educational talk with a three-person panel discussing addiction and the effects on the individual, family, and community. The meetings also give help and hope to those trying to start their recovery journey through recovery coaches and twelve-step programs.

As a team, we work hard to collaborate with other agencies in the area such as StandUp Laconia, Horizons Counselling Center in Gilford/Plymouth, Genesis Behavioral Health in Gilford, Road to Recovery in Plymouth, NH State Probation and Parole Department, the local high schools, and law enforcement to name a few. In 2016 Navigating Recovery was established and is an organization dedicated to helping people on their journey to a life without alcohol and other drugs. Since its opening we have been working closely with them.

We look forward to 2017 and working with the Department of Corrections with the opening of the Community Corrections Center.

Respectfully Submitted,

Brian Loanes
Director of Belknap County Restorative Justice

Belknap County Nursing Home 2016 Annual Report

Belknap County Nursing Home has provided service to the people throughout the Lakes Region since 1835. The Belknap County Nursing Home has a bed census capacity of 94 residents providing twenty-four hour care seven days a week. The facility offers traditional Long Term Nursing Care and Skilled Care allowing residents to utilize their Medicare benefit and have up to a 100 day Rehabilitative stay thus allowing them to return home. A combination of approximately 175 full or part-time employees render care and provide facility operations through the following divisions Activities, Administrative, Dietary, Housekeeping, Laundry, Maintenance, Nursing and Social Services. Belknap County also provides Physical Therapy, Occupational Therapy and Speech Therapy services along with a collaborative Restorative Nursing Program.

The overall census for 2016 held steady with an average census of 89 residents per day. This represents a 95% occupancy. The Belknap County Nursing Home served a total of 89 admissions in 2016. Belknap County accepts Private pay, Medicare and Medicaid payment resources.

The Belknap County Nursing Home annual inspection survey was performed in October by the New Hampshire Department of Health and Human Services. The Belknap County Nursing Home rates 5 Stars overall in the Center for Medicare and Medicaid 5-Star rating system. This rating is based on Staffing levels, Care-Quality Indicators, Number of Registered Nurses and Health Inspection Scores. A special Congratulations and Thanks were shared with all staff for their hard work, participation and commitment to quality care for our residents.

This past year was very busy and productive as the interim Administrator Robert Hemenway completed the instruction of the Administrator in training internship leading to the newly licensed Administrator Shelley Richardson R.N., BSAS.

One of the goals set forth by the Belknap County Nursing Home was to implement Kiosks in the Nursing Division. With the implementation of these Kiosks supporting and developing a successful transition to improved documentation, Belknap County forged ahead with the electronic medical records requirements set forth by regulations.

While improving operations for residents, families and staff we have increased the reception area availability by being open Sunday- Saturday 8 a.m.-8 p.m. to meet the requests shared with us. Belknap County also welcomed back students from Lakes Region Community College Nursing and Licensed Nursing Assistant programs along with the Huot Center of Laconia LNA program. Also this year we were pleased to experience the addition of students from the Plymouth High School LNA program.

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

- Belknap Buzz news articles updating the community to our “goings on” in the Laconia Daily Sun
- Environmental Committee developed within the facility to enhance a more “homelike environment”
- Updating the look of Reception Area, Meditation/Spiritual Room and Family Room along with the addition of a multi-purpose area named the “Nook”

- Painting and Art Classes
- Cooking S'mores around our new campfire station
- Nursing Home Week Activities
- Wii Bowling Teams with residents and staff partners
- Implementation of the mobile iN2L resident computer system tailored for individual and activity group projects
- Monthly Resident Spotlight Article
- Monthly Shooting Star for Employee Recognition
- First Annual Christmas Tree Lighting Ceremony in our courtyard
- Annual Holiday Craft Fair

As we look to the future Belknap County Nursing Home has set its sights on the following continued and new projects:

- Electronic medical records initiative completing our E-Mar project for medication administration
- Customer Service Initiative Program complimenting Resident Centered Care
- Preparing and educating our facility to the prospect of adopting some semblance of Managed Care Requirements

The Belknap County Nursing Home is especially proud to provide care and receive support from the community it serves. In addition to managing and providing care in the most financially responsible manner possible aligning the goals of positive resident outcomes relying on effective and efficient focuses, Belknap County continues to maintain our mission statement, "To care for our residents, as ourselves, with compassion, dignity, and respect."

Respectfully submitted,

Shelley Richardson R.N., BSAS, NHA

Belknap County Registry of Deeds 2016 Annual Report

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

The Registry of Deeds office is responsible for the recording of land records for property in Belknap County. Records date back to 1765 when Belknap County was part of Strafford County. The ownership of every parcel of land in the county can be found here. Many types of documents including mortgages, plans, assignments, deeds and discharges are recorded here and become a permanent part of the chain of title for the property. We also provide the 10 towns and 1 city information regarding the sale of properties in the county for tax purposes.

During the past year we partnered with our vendor, Fidlar Technologies, to update the recording software in our office. The new software, called Avid, was implemented and went live on November 1st. This updated technology allows us to accept E-Recordings, reduce paper shuffle, increase efficiency and allow our services to be more available to our community and businesses.

The total volume of recording has increased this past year. A total of 14,498 documents were recorded in 2016. This represents an increase of 1,239 over the count from 2015. This is significant because it also reflects an increase in the revenue figures.

Revenue generated by the Registry of Deeds is primarily derived from the Real Estate Transfer Tax (RETT), as well as Recording Fees, Surcharge Fees and Copy Fees. The registry receives a 4% commission for collecting the State of New Hampshire Real Estate Transfer Tax (RETT) and LCHIP Fee (Land and Community Heritage Investment Program). Total revenue for 2016 is as follows:

RETT 4% Commission & Recording Fees	\$903,407.12
Surcharge Fees	\$28,083.00
LCHIP 4% Commission Fee	\$10,052.00
TOTAL	\$941,542.12

Operating expenses for this office in 2016, which includes salaries and all other costs, totaled just over \$389,000.00 leaving a net contribution of approximately \$550,000.00 to the County's General Fund.

In 2016, Susan Gagne, a dedicated staff member for over 10 years, began her retirement. She is excited to focus on being a full time grandmother! We thank her for her years of service and wish her well.

I would like to thank my small team which includes Caitlin Selfridge, Terry Folsom and Cindy Beede. Together we faced many new and unforeseen challenges. I am truly grateful for the support and dedication of this staff.

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

Respectfully submitted,

Judith A. McGrath,
Register

Belknap County Budget Review
Nursing Home Subcommittee
1/22/16 10:00am.

Members Present: Don Flanders, Chairman, Dennis Fields, Brian Gallagher, Peter Spanos, Valerie Frasier

Interim Nursing Home Administrator reviewed the budget request by department. He explained the additional requests for a full time Receptionist and completion of the Electronic Medical Records system.

Dianne Roberts explained a request to convert 8 part time employees into 3 full time positions.

The Committee agreed with the suggestion by Mr. Hemenway that Proshare revenue be increased by \$100,000.

The Committee was willing to consider adding \$50,000 to the expenditure side if the same amount were added to Nursing Home Revenues. They supported the Receptionist position and the EMR program and want them to be funded within the existing budget request (unless the \$50,000 is added).

The budget will be reviewed and updated and distributed to the Committee.

The meeting was adjourned at 12:10.

Respectfully submitted,



Debra Shackett, County Administrator

Belknap County Budget Review
Outside Agency Subcommittee
1/22/16 5:00 pm.

Members Present: Robert Luther, Chairman, Dennis Fields, George Hurt, Raymond Howard
Robert Fisher joined the meeting at 5:50

Representatives of Belknap Economic Development Council reviewed their request and the background of their organization.

At 5:30 the representatives from the Community Action Program presented their request.

At 6:10 Mr. Hueber explained the work of the Child Advocacy Center and the request for funding.

At 6:30 the Committee heard a brief presentation from NHCASA and the work they do.

At 7:00 four representatives from the Conservation presented their request.

The next organization to present was UNH Cooperative Extension.

At 8:00 Maggie Pritchard from Genesis reviewed her request and explained the role of Genesis in the County.

The Committee asked many questions of each organization and explained the financial impact to the taxpayers of funding each of the programs.

They scheduled another meeting for Thursday 1/28 at 5:30 to decide on their recommendations.

The meeting was adjourned at 8:30 pm.

Respectfully submitted,



Debra Shackett, County Administrator

Belknap County Budget Review
Outside Agency Subcommittee
1/28/16 5:30 pm.

Members Present: Robert Luther, Chairman, George Hurt, Robert Fisher, Dennis Fields, Ray Howard

The Committee considered the requests from each of the Outside Agencies. The following actions were taken:

A motion was made to reduce UNH Coop Extensions request to \$116,703. This was intended to offset 4% salary increases, the rent of \$21600, that the County now provides, and another operating increase of 82%. RH/RF/4 – 1. Motion passed.

A motion was made to reduce Conservation District to \$49,160. This was based on the intention of cutting the full time employee to half time; along with associated payroll costs. RH/RF/5 – 0. Motion passed.

A motion was made to eliminate funding for Belknap Economic Development Council. This was based on the intention that the Council stop relying on County funds. RH/GH/4 – 1. Motion passed.

A motion was made to eliminate funding for Genesis. This was due to staff salary increases ranging from 2% to 29%, as well as the belief that they have plenty of funding already. RH/GH/3 – 2. Motion passed.

A motion was made to reduce funding to CAP by \$35,000. The basis for this was to allow for a \$7000 increase over last year for Meals on Wheels, Senior Companion Program, and Rural Transportation and to stop funding for Family Planning and Prenatal Care. RH/RF/5 – 0. Motion passed.

A motion was made to reduce Child Advocacy Center to \$10,450. This was intended to level fund their request with last year. RH/RF/5 – 0. Motion passed.

A motion was made to eliminate funding for NH CASA. The intention was that these tax dollars are needed elsewhere. RH/GH/5 – 0. Motion passed.

The Committee decided not to take any public input at this meeting.

The meeting was adjourned at 7:03 pm.

Respectfully submitted,



Debra Shackett, County Administrator

Belknap County Budget Review
Administration Subcommittee
1/29/16 2:00 pm.

Members Present: Herb Vadney, Chairman, Glen Aldrich, Don Flanders, Brian Gallagher, George Hurt

The Committee reviewed the budget requests for all general administrative areas of the budget. They recommended reducing the Overtime account to \$700, reducing Legal expenses by \$5000, and adding \$20 to Internet Services.

They requested a breakdown of Interest estimates in Debt Service, as well as a list of projects planned in the Capital Projects line item.

They considered and discussed all line items.

The meeting was adjourned at 3:30.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Debra Shackett".

Debra Shackett, County Administrator

Belknap County Budget Review
Court House Subcommittee
1/29/16 3:00 pm.

Members Present: Valerie Frasier, Robert Luther, Peter Spanos
Joined by George Hurt, Chairman, and David Russell at approximately 3:45

The Committee reviewed the budget requests for Maintenance, County Attorney, & Deeds. They agreed to reduce the County Attorney's training request to \$2750. They made no recommended changes to the Deeds budget. They had some discussion about the Maintenance projects and the part time employee.

They considered and discussed all line items.

The meeting was adjourned at 5:00.

Respectfully submitted,



Debra Shackett, County Administrator

Belknap County Budget Review
Law Enforcement Subcommittee
1/29/16 10:00am.

Members Present: David Russell, Chairman, Glen Aldrich, Russ Dumais, Mike Sylvia

The Committee reviewed the Sheriff's, Corrections, & Restorative Justice budget recommendations. They asked many questions of each Department Head and covered all line items.

The Committee took no action.

The meeting was adjourned at 12:30.

Respectfully submitted,

A handwritten signature in cursive script, reading "Debra Shackett".

Debra Shackett, County Administrator



Delegation Meeting Minutes **February 1, 2016 at 6:00 pm**

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

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

Absent: Representative Sylvia

Minutes 12/7/15: M/Spanos, S/Fields to approve the minutes of 12/7/15. Unanimous. **Motion passed.**

Budget Work Session: Rep. Tilton stated tonight's meeting and the one scheduled for 2/16/16 are work session's not public meetings. He stated there would be a public hearing scheduled subsequent to the 2/16/16 meeting. Commissioner DeVoy stated the board had met last week to revise the budget.

County Attorney-Group health insurance was reduced and there was no change in revenue.

Finance-Group health insurance was reduced and payroll tax and retirement were increased.

Registry of Deeds-Group health insurance was reduced.

County Maintenance-Group health insurance was increased.

Contingency-Money added to Personnel Management Reserve and reduced contingency. Rep. Tilton stated there was a contract approved last year for a new union which had considerable savings in insurance for 2016. Rep. Gallagher stated the original budget that was presented did not have any money in personnel management reserve. Commissioner DeVoy stated it had been taken from contingency.

Sheriff's Department-In the original budget a full time deputy and dispatcher were missed in the calculations. The following lines were reduced: group health insurance, sick bonus, other outside services, travel-extradition, gasoline/diesel fuel, office supplies, vehicle maintenance/repair and vehicle/vehicle lease. The following lines were increased: insurance incentive and retirement.

Corrections Department-Reduced group health insurance and added an inmate labor account based on Commission vote. Rep. Aldrich asked if there would be money for a new roof. Commission DeVoy stated there was not. He stated the construction manager believed he could build the community corrections facility for \$7.3 million. He stated the Delegation had approved an \$8 million bond. Commissioner DeVoy stated he would like to use the difference to replace the roof at the complex. Rep. Gallagher asked if the \$700,000 contingency is the same as the \$700,000 for the new roof. Commissioner DeVoy stated it was not. Rep. Tilton stated the construction manager has to give a guaranteed maximum price and asked if that had been done yet. Commissioner DeVoy stated Attorney Fitzgerald was reviewing the contract. Rep. Tilton stated he would like the grants to be a little more specific. Rep. Spanos asked if Sullivan County received grants. Commissioner DeVoy stated they had. Rep. Spanos asked what the minimum grant would be. Commissioner DeVoy stated zero. Commissioner Taylor stated there is an offset to the grants. Rep. Tilton stated there is a revenue to offset and if the grant is not received then they can't use it.

Nursing Home Administration-Increased full time wages. The Commissioners are recommending a full time and part time receptionist to cover the main entrance from 8 am to 9 pm. Rep. Howard asked if inmates on work release could be used for receptionist. Commissioner DeVoy stated no as this position would be unsupervised. Rep. Spanos asked if he checked with other counties. Commissioner DeVoy stated he had not. He stated he thinks it is the right thing to do. Group health insurance, payroll tax and retirement increased. Rep. Gallagher stated he learned that the position was previously budgeted for. Commissioner DeVoy stated the previous Nursing Home Administrator did not want to fill the position. Rep. Fisher asked how much the County saved using inmates. County Administrator Shackett stated it is the equivalent of 9 full time employees. Rep. Hurt asked if background checks would be completed. Commissioner DeVoy stated they would be. The bed tax was reduced. Rep. Dumais asked what a bed tax was. Commissioner DeVoy stated the State of NH taxes us on each bed in the nursing home. Software support, system upgrade and new equipment increased and advertising was reduced.

Nursing Home Maintenance-Increased payroll tax, retirement and reduced vehicle lease.

Nursing Home Rehabilitation-Increased sick bonus, payroll tax and retirement and reduced longevity pay.

Nursing Home Dietary-Fulltime wages, payroll tax, retirement, group health insurance and interdepartmental allocation increased and part time wages were reduced.

Nursing Home Nursing-Converted 8 part time LNA's to 3 full time LNA's. Insurance opt out, group health insurance and retirement increase and payroll tax was reduced.

Nursing Home Laundry-Group health insurance and payroll tax increased.

Nursing Home Housekeeping-Longevity pay was reduced.

Nursing Home Activities-Full time wages and sick bonus were reduced.

Rep. Gallagher asked for clarification on the bed tax. Commissioner DeVoy stated it is 5% of most of the nursing home revenue. Rep. Gallagher asked if revenue goes up then the bed tax goes up. Commissioner DeVoy stated that was correct.

Rep. Tilton stated that if a lengthy discussion occurred for any line item that it would be discussed at the next meeting.

Subcommittee reports:

Nursing Home-Rep. Flanders stated it was an excellent meeting for the nursing home subcommittee. He stated they agreed with adding a receptionist. Rep. Gallagher stated the electronic medical records was important. He stated there are two issues the subcommittee was looking at, the revenue increase for Proshare and making adjustments to add a receptionists and electronic medical records. Rep. Tilton asked if the committee agreed to the Commissioners new proposals. They did. All were in favor of the nursing home budget.

County Convention-Rep. Vadney reviewed the changes to the line items. Reductions were made to meeting fees, legal services, advertising and travel. Rep. Tilton stated that the advertising line is for meeting notices and travel is for mileage reimbursement for meetings. All were in favor of the county convention budget.

County Attorney-Rep. Hurt spoke about the upcoming felonies first program and the need to hire another attorney in July. Rep. Tilton asked if the new position was included in the budget. Commissioner DeVoy stated it was. Rep. Howard asked if under the new process towns will see some relief. Rep. Tilton stated that was beyond the budget process. All were in favor of the county attorney budget.

Administration-Rep. Tilton stated the convention cut legal fees but he did not think legal fees should be cut in administration. He stated legal fees can run up quickly. Rep. Gallagher stated there was \$2000 (one time item) spent last year that will not be needed this year. All were in favor of the administration budget.

Information Technology-No change. All were in favor of the information technology budget.

Finance-All were in favor of the finance budget.

Registry of Deeds-All were in favor of the registry of deeds budget.

County Maintenance-Rep. Spanos stated there is a vacant full time and part time position and he confirmed with Facilities Manager Muzzey that the positions were needed. He stated the audio for the conference room should not be a priority for this session. Rep. Tilton stated building maintenance is very important. He stated he would not like to see this budget reduced. Buildings & Improvements and Other Improvements will be discussed at the next meeting. Aside from the two line items all were in favor of the county maintenance budget.

Contingency-Rep. Vadney stated it bothered him to have \$196,000 set aside for contracts. Rep. Tilton stated he would agree to have the total as contingency. This will be reviewed at the next meeting.

Sheriff-Rep. Russell stated no changes were made. Rep. Hurt asked about the decrease in gas as the prices could go up. Rep. Aldrich stated they had gone to wix cards to save money. All were in favor of the sheriff's budget.

Corrections-All in favor of the corrections budget.

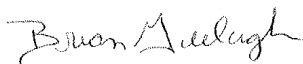
Restorative Justice-All in favor of the restorative justice budget.

Health & Human Services-Commissioner DeVoy stated the bill is based on Belknap County residents in nursing homes anywhere in New Hampshire. All in favor of the health & human services budget.

Outside Agencies-All will be reviewed at the next meeting. Rep. Tilton stated it would be helpful to get a summary from the agencies for the members to review. He stated to submit it to administration. Rep. Tilton stated the next meeting is not a public hearing but they might ask questions of the agencies.

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

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Brian Gallagher".

Brian Gallagher, Clerk of the Delegation



Executive Committee Meeting Minutes
February 16, 2016 at 6:00 pm

In Attendance: Representatives Flanders, Gallagher, Hurt, Sylvia, Tilton and Vadney; Karmen Gifford, Deputy Treasurer; Michael Muzzey Treasurer (via telephone).

Absent: Representative Comtois.

Minutes 12/30/15: M/Flanders, S/Tilton to approve the minutes of 12/30/15. Unanimous. **Motion passed.**

Transfer Request 2015.62: Commissioner DeVoy stated this request is to cover the final electric bill. Rep. Hurt asked if the year-end prediction was sufficient. Commissioner DeVoy stated it was. M/Tilton, S/Flanders to approve transfer request #2015.62 in the amount of \$1,600.00. Unanimous. **Motion passed.**

Transfer Request 2016.63: Commissioner DeVoy stated this transfer a large request to zero out accounts for the end of the year. Administrator Shackett stated the original budget will be preserved. M/Hurt, S/Gallagher to approve transfer request #2016.63 in the amount of \$52,692.20. Unanimous. **Motion passed.** Rep. Tilton stated the transfer should be 2015.63 to show the correct year.

Tax Anticipation Note: Treasurer Muzzey (via speaker phone) stated he is requesting permission to borrow \$10 million in anticipation of taxes. Rep. Gallagher asked if the tax anticipation note would be used for bond borrowing. Treasurer Muzzey stated it is strictly for daily operations. M/Flanders, S/Tilton to authorize the Treasurer to proceed with the \$10 million tax anticipation note. Unanimous. **Motion passed.**

Adjourn: The meeting adjourned at 6:18 pm. Unanimous. **Motion passed.**

Respectfully submitted,

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

Brian Gallagher

Clerk, Executive Committee



Delegation Meeting Minutes **February 16, 2016 at 7:00 pm**

Chair Frank Tilton called the Belknap County Delegation meeting to order at 7:00 pm on the above date at 34 County Drive, Laconia, NH. Representative Hurt recited the pledge of allegiance. The Chair asked the Clerk to call the roll.

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

Absent: Representative Comtois, Luther and Russell

Minutes 2/1/16 and Subcommittees: M/Vadney, S/Aldrich to approve the minutes of 2/1/16 and the subcommittees. Unanimous. **Motion passed.**

Budget Review: Rep. Tilton stated the meeting is a work session not a public hearing. He stated there will be a public hearing tentatively on 2/22/16 at 6 pm. Rep. Tilton stated there will be discussion among the members and they will ask questions as needed. Rep. Howard asked if correspondence received should be discussed. Rep. Tilton stated it could be discussed at time of reviewing the agency.

UNH Coop. Extension-Rep. Howard stated he looked at the numbers verse the services being provided. He stated they removed salary increase, operations and rent. Rep. Aldrich stated \$145,000.00 is a fair number. Rep. Gallagher asked if the subcommittee took a vote and what the outcome was. Rep. Howard stated it passed 4-1. Rep. Howard stated he had received a call stating the agency is running a STEM program which is run through the school system. Rep. Tilton stated the STEM program is very significant to the education program. Sue Cagle, Field Specialist, stated they did not have rent in this year's budget. She stated the fund breakdown is from 2015 when they did pay some rent. Rep. Howard asked if the operations line could be explained. Ms. Cagle stated it is for everything besides staff. Ken LaVallee, Dean of UNH Coop. Extension, stated they only ask for what they need.

Belknap County Conservation District-Rep. Fields stated he needed to figure out the figures. Lisa Morin, programs coordinator, stated she is the soul employee and cutting funding would eliminate programs. She stated that there are several letters from towns that should be looked at. Ms. Morin stated that they provide food to the needy and reach out to communities and support them. Rep. Tilton asked for a summary of all funding sources. Ms. Morin stated the primary funding is from Belknap County and some grants. She also stated there are donated services and volunteers that contribute to the programs. Rep. Gallagher asked if they receive funding from the towns within the County. Ms. Morin stated they do not. Rep. Gallagher stated the request is for \$92,000.00 but in 2014 you only received \$72,000.00. Administrator Shackett stated that

was due to the last quarter payment for 2014 was paid in 2015. Rep. Vadney asked what the total cash handled in a year if grants are disregarded. Ms. Morin stated not much cash is handled. Rep. Howard stated it looks like the Conservation District belongs in the County budget. Rep. Tilton stated that is a good point, but it will need to be discussed at a later date.

Belknap County Economic Development-Rep. Howard stated this program started 24 years ago. He stated he didn't see any difference between this agency and a private bank. Rep. Fields stated he believes they do a great job in the community. Rep. Hurt stated that this business should be operating on their own. Rep. Dumais stated he was an original member back in 1993 and they have been very successful. Rep. Fisher stated he mirrors Rep. Howard and Hurt. Rep. Flanders stated he has been involved since the beginning. He stated they promote business within the County, create jobs and are doing a fantastic job. Rep. Tilton stated there are many success stories and everyone benefits from their services. Rep. Varney stated in 1993 they gave a plan to not ask the County for money in 5 years. Commissioner DeVoy stated he supports the agency. He stated it is important to generate money for the economy. Justin Slattery, Exec. Director, stated County funds are not being used to issue loans. Rep. Gallagher asked if they maintain a reserve fund and if so how much is in there. Sean Sullivan, Treasurer, stated the loan reserve is \$200,000.00 and capital reserves of \$300,000.00. Rep. Tilton asked if it has been suggested that the County have an Economic Developer on staff. Mr. Slattery stated not that he was aware of. Rep. Vadney stated he was concerned that the agency took on the project of the colonial theater. Randy Eifert, Chairman Board of Directors, stated they are trying to retain and attract young talent. He stated the colonial theater project will be a huge economic development to Laconia and the County. Mr. Eifert stated that loans are on the lower side of what they do. Rep. Vadney asked if anyone asked if the colonial theater project was a good idea. Mr. Sullivan stated that there were several meetings and it would not have been possible without the support from the City of Laconia. Rep. Tilton stated the whole County will benefit from the project. Rep. Hurt asked if there was a fee charged when a loan is bridged. Mr. Slattery stated it is a \$1500.00 fee, but it is only charged if the loan is closed.

Genesis Counseling Group-Rep. Howard stated he had a lot of questions after looking at the financial statements. He stated he had a disturbing phone call stating if the budget request was not approved there would be a mass shooting in his neighborhood. Rep. Tilton stated the \$34,000.00 will be used for mental health services for the uninsured/underinsured Belknap county residents. Rep. Varney asked if the County was receiving a bill for the services being provided at the jail. Administrator Shackett stated they have not billed in the past. Rep. Tilton stated the initial evaluation is not billed but ongoing service will be billed. Maggie Pritchard, Executive Director, stated they do bill the jail for what Medicaid would pay for an evaluation. She stated they do not bill for recovery court or to check in on inmates. Rep. Gallagher asked the agency receives state funding. Ms. Pritchard stated indirectly Medicaid does pay for services. Rep. Gallagher asked if there are multiple levels of funding. Ms. Pritchard stated there were. Rep. Hurt asked if they agency would be willing to bill the County. Ms. Pritchard stated they do bill quarterly. Eugene Friedman, Chief Financial Officer, stated they have a quarter million dollars in charity care. Rep. Tilton asked Superintendent Gray about the services provided to the jail. Superintendent Gray stated they provide services at least once a week.

Community Action Program-Rep. Howard stated there was a substantial increase. Rep. Tilton asked what the reason was for the increase. Rep. Hurt stated it was in meals on wheels. Pam Jolivet, Director for Senior Programs, stated they are asking for an increase due to the demand for services. She explained the different services offered to the senior population. Rep. Fisher stated he noticed the large telecommunications bill for family planning. The representative from family planning stated it is for on-call services. Rep. Fisher asked if it would be feasible to use 911. The representative stated it is not recommended. She stated they provide preventative programs and family planning.

Greater Lakes Child Advocacy-Rep. Howard stated it was level funded.

CASA NH-Rep. Howard stated this is a new request and we already support enough agencies. Commissioner Taylor stated this agency request was brought to the board by Commissioner Burchell. He stated it helps children usually of drug addicts. Commissioner Taylor stated the money would help advertise for much needed volunteers. Rep. Tilton asked if they submitted an application. Commissioner DeVoy stated they did. Rep. Howard stated they have half million in investments. Rep. Vadney asked if this would be a one-time request. Commissioner Taylor stated his guess would be that they would always be looking for volunteers.

County Attorney Guldbrandsen stated the Greater Lakes Child Advocacy interviews child victims. She stated her department depends on them to conduct these interviews and they never turn the department away.

Straw Votes

UNH Co-op. Ext-\$152,217.00 4-yes 11-no; \$145,000.00 14-yes 1-no

B.C. Conservation-\$92,4000.00 4-yes 11-no; \$80,000.00 11-yes 4-no

B.C. Econ. Devel.-\$75,000.00 5-yes 10-no; \$67,500.00 6-yes 9-no; \$60,000.00 10-yes 4-no 1 abstained

Genesis Counseling-\$34,000.00 4-yes 11-no; \$30,000.00 14-yes 1-no

Comm. Action Prog.-\$89,905.00 1-yes 13-no 1-abstained; \$75,000.00 3-yes 12-no; \$60,000.00 12-yes 3-no

Greater Lakes Child Advoc.-\$11,000.00 11-yes 3-no 1 abstained

CASA NH-\$5000.00 0-yes 15-no. Commissioner DeVoy stated he would like to see something here as these kids need advocates. Rep. Lebreche asked if background checks were done on their volunteers. Commissioner DeVoy stated yes. Rep. Gallagher suggested leaving \$1.00 for the Commissioners to transfer \$800.00 from within the budget. Rep. Dumais stated he would like additional information on CASA. \$1.00 10-yes 5-no
Buildings and Improvements- will use \$30,000.00 for building improvements and \$1,000.00 for other improvements

Contingency-\$200,000.00 14-yes 1-no

Revenues-Rep. Gallagher would like to change the fund balance to \$2,377,568.00 and pay off previous debt services from the fund balance. He stated it would cause the County portion on the tax rate to go down. Rep. Tilton stated to make it a whole number use \$2,380,000.00. Commissioner DeVoy stated he opposes due to bonding the new jail. Rep. Gallagher stated they have a difference in opinion. He stated they were told the fund balance was going to be \$3.7 million and now are being told it's \$4.3 million. Rep. Gallagher stated the Board of Commissioners have spoken about different bonds. Commissioner DeVoy stated they have worked hard to save money. He stated home owners would save \$15 per \$200,000.00 per year on their tax bills. Rep. Tilton stated the fund balance is a rainy day fund. He stated the Commissioners and Department Heads have done a great job on the budget. Rep. Gallagher stated there was a motion and second on the table. He stated there is \$600,000.00 in debt and there is tax payer money already in reserve available to pay it off. Commissioner DeVoy stated there is already payments being made on the \$600,000.00. Rep. Tilton stated the Commissioners are looking to borrow from the fund balance for the new community corrections facility. Rep. Howard stated a lot of money has been give away but not to the tax payers. Commissioner DeVoy stated it is already in the budget to pay the existing debt. Rep. Gallagher pointed out with new funds that would have to be raised from new taxes. Rep. Labreche asked when the time comes we will raise money then. Commissioner DeVoy stated it would cause a tax increase next year. Rep. Gallagher stated the point is to return the money to the tax payers. Commissioner Taylor stated the money should be kept in the fund balance for future causes. M/Gallagher S/Spanos to propose a change to 14150.35091 Surplus-Fund Balance to \$2,380,000.00. 12-yes 3-no

Nursing Home Proshare-\$1,000,000.00 1-yes 14-no; \$1,150,000.00 14-yes 1-no

Rep. Tilton stated there would be a public hearing next Monday and there would be one more meeting to vote on the budget.

Adjourn: M/Fraser, S/Gallagher to adjourn at 10:30 pm. Unanimous vote. **Motion passed.**

Respectfully submitted,

A handwritten signature in cursive script, reading "Brian A. Gallagher".

Brian Gallagher, Clerk of the Delegation



Delegation Meeting Minutes
February 22, 2016 at 6:00 pm

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

In Attendance: Representatives Aldrich, Dumais, Fields, Fraser, Gallagher, Howard, Lebreche, Russell, Tilton, Vadney and Varney (at 6:30 pm).

Absent: Representative Comtois, Fisher, Flanders, Hurt, Spanos and Sylvia.

Rep. Tilton stated Rep. Luther passed away Saturday. A moment of silence was observed.

Public Hearing: Rep. Tilton opened the public hearing at 6:07 pm.

Randy Eifert, Meredith, BCEDC Chair, stated there are over 50 businesses that support the agency. He stated they have 7 volunteers for loans, 22 fundraising volunteers. Mr. Eifert stated Commissioners DeVoy and Taylor are in favor of the agency's request. He stated that it is not factual that County money is used for high risk loans and they are not a high risk lender. Mr. Eifert stated they helped the following businesses J.Jill, Riverfront Place, Beacon Street West condos, Inn at Mills Falls, Hermit Woods Winery and GCN Engineering. He asked that we move past the seed funding theory. He stated that they have not increased the requested amount in the last 15 years. Mr. Eifert reviewed some of the services they provide. He quoted Rep. Fisher's website, to show what he says is what they do.

Fran Wendelboe, New Hampton, UNH Coop. Extension, stated the information the agency provides is vital to farmers. She stated the youth 4-H program is excellent. Ms. Wendelboe stated by cutting programs to youth it is penny wise and pound foolish. She stated she has never opened her tax bill and been concerned about the County tax portion. Lisa Morris, Gilford, Executive Director Partnership for Public Health, stated she supports the agencies that contribute to public health. She stated UNH Coop. teaches healthy meal preparation to low income families, Genesis helps with suicide prevention and Service Link provides services to the elderly.

Ken Kettenring, New Hampton, Supervisor BC Cons. District, stated he appreciates the support received in the past. He stated if the cuts get passed they will have to cut services. Mr. Kettenring stated so much of their work is provided by volunteers. He stated they recently purchased a high tunnel to help assist in the department of corrections garden program. Mr.

Kettenring stated the board members are volunteer and have lots of experience. He stated as a tax payer he is asking that the Commissioners recommended budget be approved.

Jim Hundrieser, New Hampton, President Genesis Behavioral Health, stated the mental health programs they offer are very important to the County.

John Moulton, Meredith, Moulton Farm, stated he is a recipient of services from the UNH Coop. Extension and BC Conservation District. Mr. Moulton stated he depends on them for soil tests and pest prevention. He stated he supports 4-H for the leadership piece that individuals receive.

Dean Anson, Laconia, Supervisor BC Cons. District, stated they work with home owners and businesses. He stated they help prevent soil erosion and keep water sources clean. Mr. Anson stated the agency can work across municipalities. He stated they get individual grants to cover projects. Rep. Howard asked how they helped with soil erosion in Alton. Lisa Morin stated they worked with Alton school and talked about beach erosion.

Dave Bouchard, Sanbornton, stated he works in the mental health field. He stated Genesis Behavioral Health helps people with mental illnesses function in the community. Deborah Pendergast, Gilford, Vice-President of Genesis Behavioral Health, asked that the funding be supported. She stated 1 in 4 adults need some mental health services.

Susan Smith, Gilford, Winnepesaukee Public Health Council, stated she had sent a letter of support to the Delegation members. She stated the programs offered will be affected if funding is cut. Ms. Smith stated the constituents rely on the services provided by the agencies.

Sandra McGonagle, Gilford, BC Conservation District, thanked the committee for the respect shown in the past and request that they fully fund the agency this year. She stated they have had several years of level funding.

Nancy Thomason, Meredith, commended Commissioner Taylor for his article in the paper and recognized the effort he put into it. She stated the agencies are doing remarkable work. Ms. Thomason suggested that the committee members visit the agencies to see exactly what they do. She stated the poorest County pays almost twice as much as Belknap County. Rep. Howard asked if she would be willing to write a check to the agencies. Ms. Thomason stated she would but that doesn't let the committee off the hook.

Alida Millham, Laconia & Gilford, commended Commissioner Taylor's letter. She stated she supports fully funding the outside agencies. Ms. Millham suggested changing the name from outside agencies to Belknap County service partnership. She stated the fund balance helps in the bond rating.

Barbara Howard, Alton, stated the outside agencies had a deadline to submit information. She stated she is asking for responsible spending. Ms. Howard stated to look at it from a cumulative level and many people are struggling. She stated for years the agencies have asked for more money from the County.

Donna Hepp, Belmont, BC Conservation District Supervisor, stated the agency protects the ground water. She stated they helped with the 3 town aquifer. Ms. Hepp is requesting full funding as the requested amount has not changed since 2008.

Terry Thomason thanked the members for paying attention. He asked that the members restore the full funding of the agencies.

Aaron Lichtenberg, Alton, farmer asked how the budget process worked. Rep. Tilton explained the process. Mr. Lichtenberg stated without the agencies support it would be hard to operate a business. He stated they provide pesticide certification and food safety classes that help him to be able to sell fresh products directly to local restaurants. Mr. Lichtenberg asked they approve the Commissioners budget.

Everett McLaughlin, Gilford, asked that the BC Conservation District be fully funded. He stated they have been a huge help with the erosion problem at Gunstock brook. Rep. Howard asked where the grants come from. Lisa Morin stated \$20,000.00 in private funds and section 319 federal funding. Rep. Tilton asked who completes the application. Ms. Morin stated she assisted the town of Gilford.

Nina Gardner, Sanbornton, urged the members to realize the importance of the fund balance use. She stated the outside agencies do fabulous work in the County. Ms. Gardner stated we need economic growth and the young are leaving. Rep. Gallagher thanked Ms. Gardner for sharing. He stated the proper balance is to use some fund balance to fund programs. Ms. Gardner stated she believes in lowering taxes and funding programs.

Senator Jeanie Forester, Meredith, stated she appreciates all the work being done. She stated if the agencies are not fully funded then the expenses will be passed down to the towns/cities. Commissioner DeVoy stated he supports fully funding the outside agencies. Rep. Tilton closed the public hearing at 7:49pm.

There was a 15 minute recess.

Rep. Tilton recognized there were 6 members missing. He stated they more than likely would not vote next week. Rep. Gallagher stated he was uncomfortable moving forward. Rep. Tilton stated they have a quorum to have a meeting. Rep. Howard motioned to discuss all testimony heard. Rep. Tilton agreed and to tie it in with the individual line items. Rep. Fields stated he is willing to give money back to the agencies. Rep. Gallagher stated he was concerned that some of the folks assigned to the outside agencies are missing. Rep. Lebreche stated she was thrilled to hear everyone and learned a lot. Rep. Vadney stated if he was an agency he would go elsewhere rather than embarrassing himself begging for money. He stated Genesis should quit coming. Rep. Tilton stated they help the inmates and will also be helping with new programs. Rep. Howard asked what was heard tonight. Rep. Lebreche stated she heard that if we don't fund the agencies then the expenses gets passed down to the towns. She stated she agrees with Ms. Howard that it all adds up but it will cost more if we don't help. Rep. Gallagher stated he sensed there is a difference of opinion and it would be a good idea to talk next week. He asked if money should be taken from the fund balance to fund the agencies or have the Commissioners look at their proposed budget for the money. Rep. Tilton stated they could

restore the funding to the outside agencies that were funded last year. Rep. Gallagher suggested postponing increasing amounts until next week and not pursue a motion this week. Rep. Howard asked if two of us left would there still be a quorum. Rep. Tilton stated the question was out of order.

UNH Coop. Extension-M/Russell, S/Fields to restore budget to \$152,217.00. 6-5 Rep. Dumais, Fields, Fraser, Lebreche Russell and Tilton voted yes. Rep. Varney, Gallagher, Vadney, Aldrich and Howard opposed. **Motion passed.**

BC Conservation District-M/Fraser, S/Fields to change budget to \$92,400.00. 5-5 Rep. Fields, Fraser, Lebreche, Russell and Tilton voted yes. Rep. Varney, Gallagher, Vadney, Aldrich and Howard opposed, Rep. Dumais abstained. **Motion failed.** Rep. Dumais stated he objected to the process and the absent people need to be here. Rep. Aldrich agreed there needed to be more representatives present. Rep. Tilton stated it is not a final vote it is for working numbers. M/Howard, S/Varney to table outside agencies until the next meeting. 7-4.

Rep. Tilton stated there is a little confusion on how we are going to repair the roof. Rep. Howard asked for clarification on the health insurance line in the laundry department. Commissioner DeVoy stated every new employee in the department has a family plan where the previous employees had single plans. Rep. Tilton stated for the roof the plan had been to use the existing contractors. Commissioner DeVoy stated the current roof has failed. He stated he has received an unofficial quote for \$550,000.00 for a metal roof and \$750,000.00 for shingles. Commissioner DeVoy stated he would like to use the fund balance to repair the roof. Rep. Howard asked what type of metal roof and if the quote included stripping the shingles. Commissioner DeVoy stated standing seam roof and it does not include strip the shingles. Rep. Gallagher stated everyone recognizes the need to fix the roof. He reviewed the history of the jail planning costs. Rep. Gallagher stated the bond has not been issued and the Commissioners could ask the Delegation to reauthorize the bond to include the roof. He suggested tabling this item until next week. Commissioner DeVoy stated everything Rep. Gallagher stated about the history of the jail planning costs was true. He stated it concerns him to take money from the fund balance this year and have to bond more for the roof. Rep. Tilton stated the fund balance is a rainy day fund not a golden pot. He stated we should not take out more than is being put back in as the balance has been going down. Rep. Howard stated he needed more information on the roof warranty. Rep. Tilton stated they are receiving estimates for budget purposes.

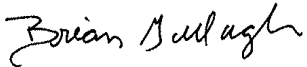
Rep. Gallagher stated history shows the County uses fund balance for the budget. He stated using fund balance for debt service will leave \$2 million for a balance. Rep. Gallagher stated we need to be careful not to ask for more money from the tax payers than needed. Rep. Tilton stated the balance needs to be reserved for unanticipated expenses. Commissioner DeVoy stated he agrees with Rep. Tilton. He stated a bond payment of \$7.3 million is a lot cheaper than an \$8 million bond payment. Commissioner Taylor stated on a \$200,000.00 property the savings to the tax payer would be \$15.00 a year with Rep. Gallagher's proposal. Rep. Varney asked if the roof could be done by taking the money from the outside agencies. Rep. Tilton stated their budgets are a 10th of that. Rep. Gallagher stated the issue is where to take money from. Commissioner DeVoy stated the board had to come up with a budget by November and things change as more information becomes available. He stated he would like to start the roof this summer.

Rep. Aldrich asked if we are paying interest on the current debt service. Rep. Gallagher stated yes. M/Gallagher, S/Howard to table discussion. Unanimous. **Motion passed.**

Acceptance of new vehicle: The Sheriff explained a program where Strafford County donated a vehicle to Belknap County. He assured the Delegation that Strafford County would be willing to take the vehicle back. He explained that the Commissioners had accepted the vehicle as county property. M/Dumais, S/Fields to concur with the Commissioners decision. Unanimous. **Motion passed.**

Adjourn: M/Howard, S/Aldrich to adjourn at 9:20 pm. Unanimous vote. **Motion passed.**

Respectfully submitted,

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

Brian Gallagher, Clerk of the Delegation



Delegation Meeting Minutes
March 1, 2016 at 6:00 pm

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

In Attendance: Representatives Aldrich, Comtois, Dumais, Fields, Fisher, Fraser, Gallagher, Howard, Hurt, Russell, Spanos, Sylvia, Tilton, Vadney and Varney. Rep. Lebreche was present via phone for a short period of time.

Absent: Representative Flanders.

Minutes 2/16/16: Rep. Tilton noted that on page 3 of the minutes it shows straw votes that are for working numbers in the budget. M/Howard, S/Aldrich to approve the minutes of 2/16/16. Unanimous. **Motion passed.**

Budget Review: Rep. Tilton called attention to the letter written by Commissioner Taylor. Rep. Gallagher reviewed the budget process so far. He presented a motion to approve the budget. Rep. Tilton stated it was out of order. He stated at the last meeting it was asked that there be discussion tonight prior to a vote taking place. Commissioner DeVoy presented four adjustments to the budget. Rep. Spanos asked what Citizens Bank was charging for fees. Commissioner DeVoy stated \$6,600.00 per year. Rep. Spanos asked if there was cost to switch banks. Commissioner DeVoy stated there was not. M/Howard, S/Fields to accept all four budget adjustments as requested. Unanimous. **Motion passed.** Rep. Tilton stated that it was agreed at the last meeting to change UNH Cooperative Extension back to \$152,217.00. Rep. Howard stated there had already been a line by line review of the budget. Rep. Tilton stated they are still in a straw vote category. Rep. Gallagher stated he agreed with Rep. Howard. He stated the meeting was posted as voting on the budget. Rep. Tilton stated they would get to that and the intention is to vote tonight. He stated he wanted to reconfirm the outside agencies and the fund balance.

Conservation District-M/Fraser, S/Fields \$92,400.00. 4 yes 11 no. **Motion failed.** M/Sylvia, S/Howard \$80,000.00. Unanimous. **Motion passed.**

Economic Development-M/Fields, S/Tilton \$75,000.00. 4 yes 11 no. **Motion failed.** M/Sylvia, S/Fisher \$60,000.00. 14 yes, Rep. Howard opposed. **Motion passed.**

Genesis-M/Fields, S/Tilton \$34,2000.00. 4 yes 11 no. **Motion failed.** Rep. Sylvia stated they had already voted on the numbers.

Community Action Program-Rep. Tilton stated Rep. Lebreche wanted everyone to know how important C.A.P. was to the safety of people. M/Fields, S/Fraser \$89,905.00. 4 yes 11 no. **Motion failed.** M/Russell, S/Fields. \$75,000.00. 4 yes 11 no. **Motion failed.**

Greater Lakes Child Advocacy-\$11,000.00

CASA NH-Rep. Tilton stated it was already voted to have \$1.00. He stated this was done so the Commissioners could transfer up to \$1,000.00 if they wanted to.

Rep. Tilton stated they still needed to discuss the fund balance and the roof repair. Commissioner DeVoy stated he received a quote for a roof with a warranty for \$550,000.00. He stated it would be sent out to bid if approved. Commissioner DeVoy stated we could save \$191,000.00 in interest by using the fund balance for the roof if bonded over 20 years for the project. He stated it would be a win-win for the tax payers and asked that it be considered. Rep. Tilton stated the revenue is in the working budget and an expense line would need to be added. Rep. Gallagher stated history is a teacher. He stated the roof cost could be absorbed in the \$8 million bond. He stated the increase in revenue was to pay the old debt service. Rep. Gallagher stated when the bond was approved in November it was for a specific project but the Commissioners could ask that the roof be added to the bond. He stated there would still be \$2 million in reserve if the budget is approved as is. Commissioner DeVoy stated we will not know if there will be money left over for the roof until the project is almost complete. He stated we can get the best price now. Rep. Tilton stated there is not a guaranteed price yet for the project. He stated there is too much faith being put in the estimates as it is early in the process. Commissioner DeVoy stated he agreed. Rep. Howard stated when the process was started there was \$445,000.00 in the budget for the project. Rep. Tilton stated that was to cover some of the planning costs. Rep. Sylvia asked for the timeline for the project. Commissioner DeVoy stated the construction will start in May. Rep. Tilton stated the fund balance is tax payer reserve for emergencies. Rep. Gallagher stated the fund would have \$2 million if the motion receives a second with approval. Rep. Tilton stated the fund balance has been brought down over the past couple of years. He stated that \$3 million would be a good balance. Rep. Vadney asked about the timing of the new facility and when ground breaking would be. Commissioner DeVoy stated the final plans should be done in a month and the bidding process will be starting. He stated ground breaking will be near the end of May. Commissioner DeVoy stated the goal was to start the roof soon. Rep. Vadney asked when the frame of the new building would be up. Commissioner DeVoy stated by December. Rep. Tilton stated it was already voted to add \$605,000.00 from the fund balance to the budget. He stated if nothing is done then a supplemental appropriation will need to be done in May for the roof. Rep. Howard asked about starting the project without a bond. Commissioner DeVoy stated they will be getting a tax anticipation note for \$4 million this year. He stated he was told this is the cheapest way. Rep. Aldrich asked if we bonded \$8 million but only needed \$7.3 million could the difference be returned. Rep. Gallagher stated he was prepared to make a motion tonight. He stated it could be negotiated into the bond to return unused funds. Commissioner DeVoy stated the board has worked hard to have a lean budget and he has a problem giving money back to towns that have a spending problem. Rep. Vadney stated a new roof does not have to be bonded for 20 years. He stated money should be given back this year and added back next year. Rep. Tilton stated a roof

appropriation needs to be added to the budget tonight or they will have to come back. Rep. Howard asked why the roof could not be addressed next year. Rep. Tilton stated it is better to do it while building the jail. He asked if anyone wanted to add the roof into the budget. Rep. Sylvia asked if there was anything from allowing the \$8 million bond to be used for the roof. Rep. Tilton stated the process for a public hearing and vote would need to be followed. Rep. Sylvia asked if it was possible that the project could come in over \$8 million. Commissioner DeVoy stated he believed it would be less than \$8 million. M/Gallagher, S/Aldrich to approve the 2016 budget of \$35,116,837.00 with estimated revenue of \$22,153,397.00 and \$12,963,440.00 to be raised by taxes. **Unanimous. Motion passed.** M/Vadney, S/Aldrich to up the amount the Commissioners are allowed to transfer without approval to \$1,000.00. Unanimous. **Motion passed.** Rep. Tilton stated the Delegation meeting that is scheduled for March 7th at 6pm will be canceled. Rep. Comtois stated he would like to resign from the Executive Committee and nominate Rep. Howard as a replacement. M/Hurt, S/Aldrich to accept Rep. Comtois resignation. Unanimous. **Motion passed.** Rep. Gallagher asked if there was a limit to the number of members on the committee. Rep. Tilton stated it had been decided last year to have 7 members. Rep. Hurt stated he wanted to nominate Rep. Spanos as an alternate. A vote was taken to add either Rep. Howard or Rep. Spanos to the Executive Committee. 14-Howard 1-Spanos. Rep. Howard will replace Rep. Comtois on the Executive Committee. M/Hurt, S/Fields to add Rep. Spanos as an alternate to the Executive Committee. Unanimous. **Motion passed.**

Adjourn: M/Hurt, S/Aldrich to adjourn at 7:52 pm. Unanimous vote. **Motion passed.**

Respectfully submitted,

A handwritten signature in cursive script, reading "Brian Gallagher".

Brian Gallagher, Clerk of the Delegation



Executive Committee Meeting Minutes
March 7, 2016 at 5:45 pm

In Attendance: Representatives Flanders, Gallagher, Howard, Tilton and Vadney; Commissioner DeVoy, County Administrator Shackett, Karmen Gifford, Deputy Treasurer; Michael Muzzey Treasurer (via telephone).

Absent: Representative Hurt, Spanos and Sylvia.


Minutes 02/16/16: M/Flanders, S/Tilton to approve the minutes of 02/16/16. Unanimous.
Motion passed.

Tax Anticipation Note: Rep. Vadney stated the purpose of the meeting was to reauthorize the Treasurers request to borrow in anticipation of taxes. M/Gallagher, S/Tilton to negate previous actions of the tax anticipation note. Unanimous. **Motion passed.** Treasurer Muzzey (via speaker phone) stated he is requesting permission to borrow \$10 million in anticipation of taxes. M/Flanders, S/Gallagher to authorize the Treasurer to proceed with the \$10 million tax anticipation note. Unanimous. **Motion passed.**

Transfer Request 2015.64: Rep. Vadney noted the transfer was to take money from electricity and transfer to Nursing Home property repairs and maintenance. Commissioner DeVoy stated a repair had been done to the generator in July of 2015 and the invoice was just received in February. M/Flanders, S/Tilton to approve transfer request #2015.64 in the amount of \$1530.09. Unanimous. **Motion passed.**

Adjourn: The meeting adjourned at 5:57 pm.

Respectfully submitted,


Brian Gallagher

Clerk, Executive Committee



Delegation Meeting Minutes

April 4, 2016 at 6:00 pm

The meeting was opened on April 4, 2016 at 6:00 pm. The following were in attendance: Representatives Aldrich, Fields, Flanders and Tilton. The meeting was recessed at 6:08 pm until April 6, 2016 at 6:00 pm due to a lack of quorum.

The meeting was opened on April 6, 2016 at 6:00 pm. The following were in attendance: Representatives Dumais, Fields, Flanders, Russell, Spanos, Tilton and Vadney. The meeting was recessed at 6:15 pm until April 8, 2016 at 5:00 pm due to a lack of quorum.

Chair Frank Tilton called the Belknap County Delegation meeting to order at 5:00 pm on April 8, 2016 at 34 County Drive, Laconia, NH. The Chair asked the Clerk to call the roll.

In Attendance: Representatives Dumais, Fields, Fisher (at 5:17pm), Flanders, Gallagher, Howard, Hurt, Russell, Spanos, Tilton, and Vadney. Rep. Aldrich was present via phone.

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

Collective Bargaining Agreement Cost Items: Commissioner DeVoy introduced the negotiating team, Commissioner Taylor, County Administrator Debra Shackett and Roger Gray (paid citizen). County Administrator Shackett reviewed RSA 91-A for telephone participation of a meeting. Rep. Aldrich stated he had a previous engagement and that his wife and dog were in a separate room in the house. Commissioner DeVoy stated the negotiating team had been working with the department of corrections for a contract. He stated they have not had a contract in four years. Commissioner DeVoy stated they negotiated a change in health insurance for a pay increase. He stated the cost items will not require any funds from the contingency line. Roger Gray stated he was looking at the contract from a tax payer stand point and to make sure it is fair for the County and staff. He stated with any suggested changes Administrator Shackett was there to calculate the numbers. Mr. Gray stated they have worked very hard and had several meetings. He stated a paid mediator was involved for the final meeting which resulted in both parties reaching an agreement. Superintendent Keith Gray spoke about an article in the American Jails Journal. The article spoke about the toll it takes on a person working in the jail. Rep. Howard asked about the \$1,000.00 bonus and what plans people were choosing. Administrator Shackett stated there were 11 family, 6 single and 4 2-person plans. Rep. Gallagher asked if the \$1,000.00 went into the employees' base pay. Commissioner DeVoy stated it is a onetime payment. Rep. Gallagher asked if other insurance companies were looked at. Commissioner DeVoy stated they had not, but there was a clause in the contract to allow a change to a comparable insurance. Rep. Gallagher stated with the new plan the employer pays the entire premium. He asked if other government agencies were looked at to see how much

the employer pays towards the premiums. Commissioner DeVoy stated we got what we needed but not what we wanted and indicated they had not. He stated it will save money for the tax payers. Rep. Vadney asked when the bonus will be paid. Commissioner DeVoy stated the first week of December to current union employees. Rep. Hurt asked if the pay increases increased retirement contributions. Commissioner DeVoy stated yes that it is based on pay. Rep. Howard asked if the step and cost of living increases were based on where they are now. Commissioner DeVoy stated yes. Rep. Gallagher asked if the results of the vote could be shared. Commissioner DeVoy stated the employee vote was unanimous and the Commissioners was 2-0. Rep. Tilton stated the deductible is a risk to the employee. Rep. Spanos asked Commissioner Burchell what his vote would have been. Commissioner Burchell stated he was not part of the negotiating team and would prefer some sort of contribution by the union. He stated he would be willing to accept that it's the best agreement. Rep. Hurt asked if the County was picking up the premiums. Commissioner DeVoy stated yes. Rep. Tilton asked to have the cost for the County pointed out. Commissioner DeVoy reviewed the cost of the current plan verses the proposed plan change. Rep. Tilton stated due to not having a contract the County had to contribute to the higher plan. Rep. Vadney stated this is roughly half the cost for insurance. Rep. Howard asked if the health insurance had been locked in for 2 years. Commissioner DeVoy stated it had not and they estimated a 6.5% increase. Rep. Gallagher stated it is significant that it was a unanimous vote and he supports it. M/Fields, S/Vadney to accept the collective bargaining agreement. Unanimous. **Motion passed.**

Transfer Request #2016.04: Rep. Tilton stated this transfer is to cover the cost items in the contract. Commissioner DeVoy stated the entire amount is coming from health savings, nothing from contingency. M/Russell, S/Fields to approve transfer request #2016.04 in the amount of \$50,013.00. Unanimous. **Motion passed.**

Transfer Request #2016.01: Commissioner DeVoy stated this request is to move forward with electronic medical records. M/Vadney, S/Fields to approve transfer request #2016.01 in the amount of \$9,000.00. Discussion: Rep. Hurt asked why the project could not be done wirelessly. Commissioner DeVoy stated hard wired is more reliable. Rep. Hurt asked if the quote was for one electrician. Commissioner DeVoy stated it was for the electrician and switch. He stated that the electrical work was bid out and awarded to the lowest bidder. Unanimous. **Motion passed.**

Minutes 2/22/16 & 3/1/16: M/Gallagher, S/Hurt to approve the minutes of 2/22/16 & 3/1/16. Unanimous. **Motion passed.**

Adjourn: M/Hurt, S/Aldrich to adjourn at 5:57 pm. Unanimous vote. **Motion passed.**

Respectfully submitted,



Brian Gallagher, Clerk of the Delegation



Executive Committee Meeting Minutes
May 9, 2016 at 5:30 pm

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

Absent: Representative Hurt and Sylvia.

Minutes 03/07/16: M/Howard, S/Gallagher to approve the minutes of 03/07/16. Unanimous.
Motion passed.

Transfer Request 2015.06: County Administrator Debra Shackett stated the request is to transfer from potential grants to new equipment. She stated that \$350,000.00 was appropriated in the budget for grants. Commissioner DeVoy stated he was not sure that a transfer is the right way to go. Rep. Gallagher stated he remembered talking about the grant and budgeting for it. He stated that the grantor normally prepares an estimated budget and asked if there was anything like that. Commissioner DeVoy stated there was. County Administrator Shackett stated the County is a sub-recipient through the City of Laconia. Sheriff Wiggin stated we will be reimbursed from the city once the new equipment is purchased. Rep. Howard stated he didn't realize the Sheriff's had radar. He asked if we are paying officers to sit in areas with their radar. Sheriff Wiggin stated it is part of their duties to enforce motor vehicles laws. Rep. Vadney asked how many traffic violations have been recorded. Sheriff Wiggin stated he didn't have the exact number but it is in the hundreds. Rep. Tilton stated the form is saying 2015 but should be 2016. County Administrator Shackett stated that was correct. Rep. Gallagher asked if as grants materialize they will be tracked by department. County Administrator Shackett stated they would be. Rep. Howard asked if we should receive the grant money first. Sheriff Wiggin stated we have to buy the equipment first then be reimbursed by the City of Laconia. Rep. Tilton stated it would be cleaner to make the transfer. Commissioner DeVoy stated he was ok with a transfer. Rep. Gallagher stated he agreed it would be cleaner to track through a transfer. County Administrator Shackett stated the money being reimbursed will go back to the revenue account in the Sheriff's budget.

Rep. Tilton asked if there was any public comment. Tom Tardiff, Laconia, stated there can't be a second contingency for grant money. He stated the memo of understanding was not signed by a notary and the Sheriff and Commissioners do not have taxing authority. Mr. Tardiff stated there was a grant in 2013 for the Sheriff's department to buy radar units. He stated the Executive Committee can establish a policy on grants. Rep. Gallagher stated the Delegation had approved

revenue and expense for grants in the 2016 budget. Mr. Tardiff stated he doesn't agree with the way it is being done.

Rep. Vadney asked where the grant originated from. Sheriff Wiggin stated it is a federal grant, 2015 Edward Byrne Memorial Justice Assistance Grant (JAG). He stated the grant in 2013 fell through and the department never purchased the radar equipment. Sheriff Wiggin stated we are in complete federal guidelines. Rep. Vadney stated in his perfect world there would not be any grants. Rep. Tilton stated this was addressed in the 2016 budget. Rep. Spanos stated he believed it should be passed tonight. Rep. Gallagher asked when the money needs to be spent by. Sheriff Wiggin stated September 2016. Rep. Spanos asked the Sheriff if the arrival of the equipment is better timing now than later. Sheriff Wiggin said absolutely. Commissioner DeVoy stated the transfer should go through but to change the amount to \$3000.00. M/ Gallagher, S/ Spanos to transfer \$3000.00 from 01400.56680 to 014211.56680. Unanimous. **Motion passed.**

2017-2018 Compensation for County Elected Officials: Rep. Vadney stated the committee needs to set compensation for elected officials prior to June 1st. He stated the question is whether to modify the amounts. Rep. Gallagher asked Commissioner DeVoy if there are any recommendations. Commissioner DeVoy stated the board had not discussed it. Rep. Tilton stated the Executive Committee needs to bring the recommendations to the Delegation tonight to be voted on. Rep. Vadney stated the salary sheet they had were for the current biennium. Rep. Gallagher stated the filling period for public officials is June 1-10. Rep. Howard asked what the compensations are. Rep. Tilton stated the biggest one is health insurance. Commissioner DeVoy stated only fulltime elected officials receive benefits. Rep. Vadney stated they all take health insurance and receive NH Retirement. He stated it would be adding \$15,000.00 for health insurance. County Administrator Shackett stated it is \$20,000.00 for a family and \$8,000.00 for single plans. Rep. Howard asked if they make any contributions to the insurance. Commissioner DeVoy stated they did not and that they are on the high deductible plan. Rep. Howard asked how many hours the Treasurer works. County Administrator Shackett stated he is required to be here once a week and reviews all bank reconciliations monthly. Rep. Vadney stated the Treasurers pay is justified. Rep. Gallagher stated he would like to have time to review the information they received tonight. Rep. Vadney stated he is hesitant to table due to the timing of when it needs to be completed. He asked if anyone sees any salaries that should be increased or decreased. Rep. Gallagher stated he believes the responsibility of the Treasurer is to be larger and warrants an increase. Rep. Vadney asked the Commissioners if anyone would quit without a raise. Commissioner DeVoy stated he wouldn't quit. He stated his recommendation is to leave all salaries the same. Commissioner Taylor stated he would raise the Treasurer to \$4500.00. Rep. Spanos stated he concurs with Commissioner Taylor. He asked why the Registrar of Deeds is so high. Rep. Tilton stated the County had been generous with those that had longevity. M/ Spanos, S/ Tilton to level fund all positions. Unanimous. **Motion passed.**

Mr. Tardiff stated he never opposed any grants he challenged the process. Rep. Vadney stated they need to take a serious look at grants.

Adjourn: The meeting adjourned at 6:45 pm.

Respectfully submitted,

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

Brian Gallagher

Clerk, Executive Committee



Delegation Meeting Minutes **May 9, 2016 at 7:00 pm**

Chair Frank Tilton called the Belknap County Delegation meeting to order at 7:00 pm on the above date at 34 County Drive, Laconia, NH. Representative Dumais led the pledge of allegiance. The Chair asked the Clerk to call the roll.

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

Absent: Representative Comtois, Hurt, Lebreche, Sylvia and Varney.

Minutes 4/8/16: M/Aldrich, S/Fields to approve the minutes of 4/8/16 with the change of date. Unanimous. **Motion passed.**

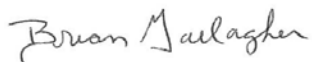
Gunstock R.A.N.: Rep. Tilton asked that the members of the Gunstock Area Commission that were present to introduce themselves. The following members were present: John Morgenstern, Bob Durfee, Ruth Larson, Sean Sullivan and Steve Nix. Greg Goddard, General Manager for Gunstock, stated this is a public hearing for the revenue anticipation note and also a meeting of the Gunstock Area Commission. He reviewed a slideshow presentation. Mr. Goddard stated it is very common in season business to request a revenue anticipation note. He stated the cash flow is down due to the weather. Mr. Goddard stated the alpine coaster will be opening this summer. He stated they have made budget cuts that do not affect safety. Mr. Goddard stated he renegotiated their contract with the electric company to save money. Rep. Vadney asked if the cabins that were spoke of last years would still be built. Mr. Goddard stated not this year due to cuts to the capital improvements budget. Rep. Howard stated the summary budget states no capital improvements. Mr. Goddard stated that they need to build reserves back up. He stated he didn't think they would do any unless it was necessary. Rep. Gallagher stated it was an excellent presentation. He asked how often there are back to back bad seasons. Mr. Goddard stated it goes back to 2005-2006 and 2006-2007, but not nearly to this degree. Rep. Gallagher asked what the reaction was from employees for a 30% contribution to health insurance. Mr. Goddard stated it has been a progressive increase over the years. Rep. Dumais stated Gunstock is moving in the right direction with business for the off seasons. He asked if they had a \$2 million reserve in 2014. Stephen Blakney, Director of Finance, stated that would have been their reserve and operating cash for 2014. Rep. Tilton asked if there were any public questions or comments. There were none. M/Howard, S/Russell see attached RAN motion. Roll call vote 11-0. **Motion passed.**

The meeting was recessed at 7:51 pm for 5 minutes.

Report of the Executive Committee: Rep. Vadney stated they had approved a transfer for the Sheriff's department for a grant. Rep. Tilton stated the Executive Committee makes a recommendation for salaries for elected officials but the Delegation approves it. Rep. Vadney stated some salaries are higher than other counties. He stated the Executive Committee voted to level fund the elected officials salaries. Rep. Fields asked what the vote was. Rep. Tilton stated it was unanimous. Rep. Dumais stated we have the best county. Rep. Tilton stated some department heads have been recognized as top in the state. Rep. Howard stated contributions to insurance were not discussed. Rep. Tilton stated in his opinion it would be unfair to single out three employees. M/Field, S/Russell to accept the Executive Committee report. 11-1 Rep. Howard opposed. **Motion passed.**

Adjourn: M/Dumais, S/Fraser to adjourn at 8:20 pm. Unanimous vote. **Motion passed.**

Respectfully submitted,

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

Brian Gallagher, Clerk of the Delegation



Executive Committee Meeting Minutes

June 20, 2016 at 4:30 pm

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

Minutes 05/09/16: M/Flanders, S/Tilton to approve the minutes of 05/09/16. Unanimous.
Motion passed.

Transfer Request 2016.09: Commissioner DeVoy stated this transfer is to cover the licensing fee for the adaptive computer equipment that was purchased this year in the nursing home. Rep. Vadney asked what it does. Commissioner DeVoy stated there are two computers with touch screens. He stated they help with memory. Rep. Howard asked how many residents use them. Commissioner DeVoy stated he was not sure. Rep. Tilton asked why the line for NH Bed Tax was at 19%. County Administrator Debra Shackett stated only the first quarter payment had been made. Rep. Gallagher asked if the tax is tied to all nursing home revenue and if a transfer back into the line would need to be done later. Commissioner DeVoy stated we would not know until later but he believed we are in good shape. Rep. Vadney asked if the nursing home will be billing for the use of the equipment. Commissioner DeVoy stated he believed so but was not certain. Rep. Howard asked if it was just for rehab. Commissioner DeVoy stated it was for all residents. Rep. Sylvia asked if they were aware of the licensing fee when the equipment was purchased and if not would you still purchase it. Commissioner DeVoy stated they did not know about the licensing fee and they would still have purchased the equipment. M/Flanders, S/Tilton to approve transfer request #2016.09 in the amount of \$2,151.00. Unanimous. **Motion passed.**

Transfer Request 2016.11: Commissioner DeVoy stated this transfer is to cover overtime wages in the nursing home. He stated there have been some staffing changes in the dietary department that are requiring overtime to cover. Rep. Vadney stated it's worrisome that the line is at 99%. Rep. Hurt asked who supervises the inmates. Commissioner DeVoy stated the Dietary Manager and the cook on duty. Rep. Tilton stated at the last meeting there was discussion about the inmates not behaving and asked if they were cooperating. Commissioner DeVoy stated the women that runs the kitchen would like more employees but he wants the inmates working. Rep. Hurt asked if the positions are filled will the overtime stop. Commissioner DeVoy stated no. He stated the issue is if the inmates do not do their jobs properly then an employee has to stay late to complete the job. Rep. Gallagher asked if the overtime dollars were being paid to employees. Commissioner DeVoy stated they were paid to

dietary employees not Correction Officers. Rep. Gallagher stated to be careful not to force someone to do something they don't want to do. Commissioner DeVoy stated he hoped it would be an incentive and the other inmates will want to work. M/Flanders, S/Tilton to approve transfer request #2016.11 in the amount of \$12,000.00. Unanimous. **Motion passed.**

Transfer Request 2016.13: Commissioner DeVoy stated the board has not voted on this transfer but wanted to discuss. He reviewed the lines that would be affected by the transfer. Commissioner DeVoy stated this is only if the cost items for the collective bargaining agreement get approved by the Delegation. Rep. Vadney stated this is the first damage to the contingency fund. Commissioner DeVoy stated it was. Rep. Tilton stated this is what was done a month ago for the corrections department. He stated none of the accounts are over so the transfer could wait. Rep. Vadney stated it is not a critical issue and that it should be put on hold.

Budget Review: Commissioner DeVoy stated the revenues are coming in as anticipated and the proshare was more than budgeted. Rep. Gallagher asked if the \$175,000.00 payment from Gunstock was the last one under the current agreement. Commissioner DeVoy stated it was. He reviewed the budget. Rep. Vadney stated the Sheriff will be close. Commissioner DeVoy stated that some of the bills are paid in full at the beginning of the year. Rep. Vadney asked why Nursing Home Administration was down. Commissioner DeVoy stated they are paying a consultant and not a full time Nursing Home Administrator. County Administrator Shackett stated it was also due to the receptionist just starting. Commissioner DeVoy stated the expense total should be 32% not 86%.

Adjourn: The meeting adjourned at 5:27 pm.

Respectfully submitted,



Brian Gallagher

Clerk, Executive Committee



Delegation Meeting Minutes

June 20, 2016 at 6:00 pm

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

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

Absent: Representative Comtois, Fraser, Lebreche, and Russell.

Minutes 5/9/16: Rep. Flanders stated recited the pledge should be changed to let the pledge. M/Fields, S/Aldrich to approve the minutes of 5/9/16 with the change. Unanimous. **Motion passed.**

Cost Items for Collective Bargaining Agreement: Rep. Tilton stated the Delegation only votes on the cost items. Commissioner DeVoy introduced the negotiating team; Roger Gray (Sanbornton), County Administrator Debra Shackett and Commissioner Taylor. Mr. Gray stated there was no publicity of the negotiations but it was difficult. He stated the employees had been without a contract since 2012. Mr. Gray stated both sides were very professional. He stated as a tax payer representative he believes the agreement is fair for both parties. Commissioner DeVoy stated it is a 15 member unit. He reviewed the cost items for the agreement. Commissioner DeVoy stated it is important that we move the employees to the site of service health plan. Rep. Gallagher stated the Commissioner vote was 3-0 and asked what the employee vote was. Commissioner DeVoy stated it was unanimous. Rep. Gallagher asked how long employees have to stay on the opt-off for insurance. County Administrator Shackett stated until they have a life changing event. Rep. Hurt asked if they opt to go with NNBT for insurance do they qualify for the opt-out. Commissioner DeVoy stated no. Rep. Tilton stated the County is responsible for the current cost of health insurance until a new agreement is reached. Rep. Howard asked how the steps/grades get assigned. Commissioner DeVoy stated the Sheriff decides the step. County Administrator Shackett stated each position has a grade assigned to it. Rep. Sylvia asked if the cost of the health insurance plan was stable. Commissioner DeVoy stated they are estimating a 6% increase. He stated they always do RFP's to make sure we are getting the best price. Rep. Gallagher asked if anyone from the Teamsters would like to comment. Steve Colcord stated he sat in on the negotiations and it was a unanimous vote. He said the opt-off will be a good savings. Mr. Colcord stated they are willing to change insurance to a comparable plan to save money. Rep. Dumais asked if all cost items were included in the contract. Commissioner DeVoy stated they were. Rep. Howard asked if the step was a 3% increase. Commissioner DeVoy stated it was. He stated that new employees will not receive a step increase in year one.

Rep. Hurt asked if the COLA was on top of the step increase. Commissioner DeVoy stated it was. Rep. Howard stated for the folks that opt out they get a \$4,000.00 bonus. Commissioner DeVoy stated the downside is that they pay taxes on it. Rep. Tilton asked if there is documented proof that an employee has insurance elsewhere when receiving the opt-out. Commissioner DeVoy stated proof is required. Rep. Howard stated the opt-out increased and asked if more employees might take it. Commissioner DeVoy stated that was the hope. Rep. Sylvia asked if there would be public comment. Rep. Tilton stated there would not be as it was not a public hearing. Rep. Spanos stated it is better to give increased wages and less expensive insurance. Rep. Sylvia stated the contract is for two years and asked if the benefits continue after the two years. Rep. Tilton stated the benefits that already exist will be paid until another agreement is reached. Rep. Sylvia asked if the pay increases will be included. Rep. Tilton stated no. M/Fields, S/Fisher to approve the cost items for the collective bargaining agreement. Unanimous. **Motion passed.**

Rep. Vadney requested that the Commissioners find out for certain that employees provide proof of alternate insurance. Commissioner DeVoy stated it required annually. Rep. Vadney thanked Mr. Gray for his time on the negotiating teams.

Rep. Sylvia asked Chairman Tilton if they could discuss the CHSN waiver. Rep. Tilton stated it can put on the agenda at a later date. Rep. Sylvia stated it is something that needs to be discussed. Rep. Tilton asked for bulleted items showing the problems. He stated he did not want to talk about it without the background information. Rep. Sylvia stated it requires appropriations and it's a big issue that needs to be approached. Rep. Howard asked if they could discuss the co-signing of a grant for the Child Advocacy program. Rep. Tilton stated to get the details and background information. He stated it can be put on the agenda for a later meeting.

Adjourn: M/Fields, S/Aldrich to adjourn at 6:51 pm. Unanimous vote. **Motion passed.**

Respectfully submitted,

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

Brian Gallagher, Clerk of the Delegation

Executive Committee Meeting
4:00 pm.
8/10/2016

Members Present: Herb Vadney, Frank Tilton, Brian Gallagher, George Hurt, Ray Howard, Mike Sylvia
Commissioners Present: Dave DeVoy, Hunter Taylor, Richard Burchell

The meeting was called to order at 4:00.

Rep. Tilton made a motion to approve the minutes of 6/20/16. Rep. Howard seconded, the Committee voted 6-0 in favor.

There was some discussion regarding the timing of transfer requests. It was noted that several line items were over expended, pending transfer requests. The Committee would like transfer requests to be made sooner, allowing them time to convene a meeting prior to the over-expenditure of funds.

The Committee would like the County budget to be posted on the website.

The Committee asked to get copies of transfers approved by the Commissioners following the Commission meeting.

The requested transfers were approved as follows:

Transfer #	Motion to approve	Second	Vote
2016.16	Rep. Howard	Rep. Hurt	5-1
2016.19	Rep. Tilton	Rep. Hurt	✓ 6-0
2016.20	Rep. Sylvia	Rep. Howard	✓ 6-0
2016.21	Rep. Howard	Rep. Hurt	✓ 6-0
2016.22	Rep. Tilton	Rep. Vadney	5-1
2016.23	Rep. Howard	Rep. Gallagher	✓ 6-0
(Rep. Sylvia had to leave at this point.)			
2016.24	Rep. Tilton	Rep. Howard	✓ 5-0
2016.25	Rep. Tilton	Rep. Hurt	✓ 5-0
2016.27	Rep. Hurt	Rep. Howard	✓ 5-0

The Commissioners approved the following transfers:

Transfer #	Motion to approve	Second	Vote
2016.24	Comm. Taylor	Comm. Burchell	✓ 3-0
2016.25	Comm. Burchell	Comm. Taylor	✓ 3-0
2016.27	Comm. Taylor	Comm. Burchell	✓ 3-0

The meeting was adjourned at 5:45 pm.

Respectfully submitted,



Debra A. Shackett, County Administrator



Executive Committee Meeting Minutes **October 4th, 2016 at 4:00 pm**

In Attendance: Representatives Flanders, Howard, Gallagher, Vadney, Tilton and Sylvia

Minutes 08/10/16: M/Sylvia, S/Tilton to approve the minutes of 8/10/16. Unanimous. **Motion passed.**

Transfer Request 2016.28: Commissioner DeVoy stated this transfer is for temporary agency coverage in the nursing home. Rep. Sylvia asked if there is any savings using contracted nursing services. Commissioner DeVoy stated there was not. Rep. Gallagher asked if there is staff available from contracted services. Commissioner DeVoy stated sometimes there is and sometimes there is not. He stated there is a severe shortage of nurses and LNA's state wide. Rep. Vadney asked how many nurses they are short and how many are being contracted. Nursing Home Administrator in Training Shelley Richardson stated they are down 2 nurses plus have 2 out on FMLA and they have 6 LNA openings. M/Flanders, S/Howard to approve transfer request 2016.28 in the amount of \$10,000.00. Unanimous. **Motion passed.**

Transfer Request 2016.30: Commissioner DeVoy stated this transfer is only for informational purposes.

Transfer Request 2016.31: Commissioner DeVoy stated this transfer is to cover Interim Nursing Home Administrator Robert Hemenway. M/Flanders, S/Tilton to approve transfer request 2016.31 in the amount of \$9,000.00. Unanimous. **Motion passed.**

Transfer Request 2016.32: Commissioner DeVoy stated this transfer is to cover the repairs to the chilling unit and the dishwashing machine in the nursing home. Rep. Howard asked if the units were expensive. Facilities Manager Dustin Muzzey stated a new chilling unit would cost about \$120,000.00. Rep. Vadney asked if they approve the transfer would there be enough left over to cover up-coming charges. Facilities Manager Muzzey stated there would be. M/Howard, S/Flanders to approve transfer request 2016.32 in the amount of \$8,000.00. Unanimous. **Motion passed.**

Transfer Request 2016.35: Commissioner DeVoy stated this transfer is to cover the costs for the medical examiner. He stated this not something that can be predicted. Rep. Tilton stated he was looking for other departments to take the money from instead of contingency. Facilities Manager Muzzey stated there would be some savings in water and sewer.

M/Taylor, S/Burchell to change the transfer to take \$2,000.00 from 014194.54120 and \$4,000.00 from 014194.54110. Unanimous. **Motion passed.**

Rep. Howard asked if there is reimbursement for the autopsies. County Attorney Melissa Guldbrandsen said there was not. She said the department has no control over the cost. M/Flanders, S/Tilton to approve transfer request 2016.35 in the amount of \$6,000.00. Unanimous. **Motion passed.**

Transfer Request 2016.38: Commissioner DeVoy stated this transfer is to cover maintenance supplies and repairs/maintenance at the courthouse. He stated more supplies are being used by the CORE program, Restorative Justice and Probation/Parole. M/Sylvia, S/Flanders to approve transfer request 2016.38 in the amount of \$1,500.00. Unanimous. **Motion passed.**

Transfer Request 2016.39: Commissioner DeVoy stated this transfer is to cover agency nurses. Rep. Howard asked if the from line items excess is due to not have employees. Commissioner DeVoy stated that was correct. Rep. Gallagher asked if employees that leave come back as agency staff. Commissioner DeVoy stated they come back as registry staff. Rep. Tilton stated the beginning balance was zero. Nursing Home Administrator in Training Richardson stated that is correct that they have not used agency staff in 8 years. Rep. Vadney asked if this was a common problem. Commissioner Taylor stated it was. Rep. Gallagher asked if the Board had consider an incentive for education. Commissioner DeVoy stated they had talked about it. He stated Shelley Richardson is the last employee to go through the program. M/Flanders, S/Tilton to approve transfer request 2016.39 in the amount of \$331,000.00. Unanimous. **Motion passed.**

Transfer Request 2016.40: Commissioner DeVoy stated this transfer is to cover cost items for the Sheriff Department contract, pay increases and payroll costs. Rep. Sylvia asked County Attorney Guldbrandsen if they had started the felonies first program. County Attorney Guldbrandsen stated they had and it is having a large impact on the department. M/Flanders, S/Howard to approve transfer request 2016.40 in the amount of \$69,430.00. 5-1 Rep. Sylvia was opposed. **Motion passed.**

Transfer Request 2016.41: Commissioner DeVoy stated this to cover the cost of office supplies in the nursing home. He stated there was a savings in the electronic medical records laptops. M/Tilton, S/Flanders to approve transfer request 2016.41 in the amount of \$2,000.00. Unanimous. **Motion passed.**

Transfer Request 2016.42: Commissioner DeVoy stated this transfer is to cover overtime in the Sheriff Department for deputies and dispatch. Chief Deputy David Perkins stated the town of Northfield pays the County yearly for dispatching services. He stated they are requiring more coverage which is causing overtime in dispatch. Rep. Howard asked if fees are covered by a contract. Chief Deputy Perkins stated any town in Belknap County does not pay a fee. Rep. Gallagher suggested Merrimack County provide the service to Northfield. Chief Deputy Perkins stated they charge a lot more than us. He stated he will be reviewing the contract. M/Flanders,

S/Tilton to approve transfer request 2016.42 in the amount of \$4,000.00. 5-1 Rep. Gallagher was opposed. **Motion passed.**

Transfer Request 2016.43: Commissioner DeVoy stated this transfer is to cover overtime in the Department of Corrections. Rep. Vadney asked how the new facility will affect the current situation. Commissioner DeVoy stated the consultant will make a recommendation for staffing numbers. He stated it will be discussed in budget process. Rep. Vadney asked when the new building will be open. Commissioner DeVoy stated September 2017. Rep. Howard asked if they expect a large influx of inmates. Commissioner DeVoy stated he hoped not. M/Flanders, S/Howard to approve transfer request 2016.43 in the amount of \$10,000.00. Unanimous. **Motion passed.**

Transfer Request 2016.44: Commissioner DeVoy stated this transfer is to cover the cost of pre-employment screening for new staff. Rep. Vadney asked what wasn't bought for new equipment. County Administrator Debra Shackett stated there was a saving in the EMar laptops.

M/Taylor, S/Burchell to approve transfers request 2016.44. Unanimous. **Motion passed.**

Rep. Howard stated if the transfer is approved the account will have \$30.00 at the end of the year. County Administrator Shackett stated that was correct. Rep. Sylvia asked for an explanation of the costs. NH Administrator in Training Richardson stated criminal records is \$25.00 and the physical is \$119.00. Rep. Vadney asked if the bulk of the problems are criminal background checks. NH Administrator in Training Richardson stated mostly and some drug screen failures. Rep. Howard asked if the criminal background check is too aggressive. NH Administrator in Training Richardson stated she didn't think so. Rep. Vadney asked who fails the background checks. NH Administrator in Training Richardson stated the department head. Rep. Gallagher asked if there was a question on the application about record history. County Administrator Shackett stated there was. M/Flanders, S/Howard to approve transfer request 2016.44 in the amount of \$2,000.00. Unanimous. **Motion passed.**

Budget Review: Commissioner DeVoy stated we are at 71% in the budget. Rep. Vadney stated there are a good number of lines in less than 60%. Rep. Tilton stated departments are right on schedule except Maintenance. Facilities Manager Muzzey stated projects will be completed by the end of the year. Commissioner DeVoy stated the nursing home revenue is better than expected. He stated we did not receive the insurance rebate this year. Rep. Flanders stated there are too many claims for a rebate in the risk pool. Superintendent Gray stated the grants for the Community Corrections will not be available until early 2017. Rep. Sylvia asked if it is just Belknap County not receiving the refund. County Administrator Shackett state it is not. She stated any town/city in the risk pool will not receive the refund. Rep. Gallagher asked about the note referencing switching banks. Commissioner DeVoy stated we switched to Bank of New Hampshire and they do not charge any fees. Rep. Gallagher asked if they are providing the funding for the community corrections project. Commissioner DeVoy stated they were not.

Commissioner DeVoy stated the work release numbers are down. Superintendent Gray stated work release and electronic monitoring are lower than projected. Rep. Vadney asked if they are having problems finding employment. Superintendent Gray stated sometimes it's difficult to find suitable employment.

Adjourn: The meeting adjourned at 5:29pm

Respectfully submitted,



Brian Gallagher

Clerk, Executive Committee



Executive Committee Meeting Minutes

October 24th, 2016 at 5:00 pm

In Attendance: Representatives Flanders, Gallagher, Sylvia and Vadney. Representative Tilton and Howard arrived at 5:50pm.

Absent: Representatives Hurt and Spanos (Alternate)

Minutes 10/04/16: M/Flanders, S/Sylvia to approve the minutes of 10/4/16. Unanimous.
Motion passed.

Transfer Request 2016.51: County Attorney Melissa Guldbrandsen stated she is requesting a transfer to cover an impact from Felonies First at the secretary level. She stated she would use part-time staff from other departments 10-12 hours per week for 10 weeks. Rep. Sylvia asked if they would reach overtime. County Attorney Guldbrandsen stated they would not. Rep. Gallagher asked what the vision would be starting 1/1/17. County Attorney Guldbrandsen stated she is hoping the systems will be in place but that she did put money in next year's budget for this purpose. M/Flanders to approve transfer request 2016.51 in the amount of \$2500.00. Rep. Sylvia asked if the funds were unencumbered. County Administrator Shackett stated that was correct. S/Sylvia. Unanimous. **Motion passed.**

Transfer Request 2016.50: Facilities Manager Dustin Muzzey stated the transfer is to cover contracted cleaning services in place of the 16 hour position his department has. Rep. Vadney asked what the cleaning crew was for the complex. Facilities Manager Muzzey stated the nursing home has housekeepers, the jail has inmates and the courthouse has two full time employees that do maintenance and custodial. Rep. Gallagher asked if the service is just for the Sheriff department. Facilities Manager Muzzey stated it is for administration/finance, restorative justice and sheriff. Rep. Gallagher asked about Commissioner DeVoy's suggestion to use the inmates in the CORE program. Facilities Manager Muzzey stated they would still have to be supervised by a corrections officer and it is not consistent. Rep. Sylvia asked if the Commissioners have considered expanding to the courthouse. Facilities Manager Muzzey stated the courthouse is also maintenance. Rep. Vadney asked what the pay rates are for part time housekeeping positions. Facilities Manager Muzzey stated \$12-\$13 per hour. Rep. Vadney asked if there is already a company in mind. Facilities Manager Muzzey stated companies have submitted bids previously. Rep. Sylvia asked if the leftover money is from not having a part time employee. Facilities Manager Muzzey stated that was correct. Rep. Vadney asked if this is to cover this year. County Administrator Shackett stated yes. M/Flanders to approve transfer

request #2016.50 in the amount of \$6087.00. Rep. Sylvia stated he was concerned with not knowing what will be spent. Facilities Manger Muzzey stated \$350 per week. Rep. Gallagher suggested the transfer be adjusted to cover only the amount that is needed. S/Gallagher to amend the transfer amount to \$3500.00. Unanimous. **Motion passed.**

Transfer Request 2016.47: Commissioner Taylor stated Chief Deputy Perkins is not able to attend that meeting. He stated there is a very detailed explanation on the transfer request. Rep. Sylvia stated it looks like there is some equipment that hasn't been working for some time. Commissioner Taylor stated there are some questions that they will be getting answers on but that the work needs to be completed as it is a safety concern. County Administrator Shackett stated the equipment has been down since summer but there is fall back equipment. Rep. Sylvia stated the equipment was bought with a grant and asked if there is language to cover maintenance. County Administrator Shackett stated maintenance is not covered. Rep. Gallagher asked Commissioner Taylor if he is uncomfortable approving the transfer. Commissioner Taylor stated his intuition is to have the equipment repaired and ask questions. M/Sylvia, S/Gallagher to approve transfer request #2016.47 in the amount of \$6000.00. 5-1 Rep. Howard was opposed. **Motion passed.**

Adjourn: M/Sylvia S/Gallagher to adjourn the meeting at 6:05pm.

Respectfully submitted,



Brian Gallagher

Clerk, Executive Committee



Delegation Meeting Minutes

October 24, 2016 at 6:00 pm

Chair Frank Tilton called the Belknap County Delegation meeting to order at 6:15 pm on the above date at 34 County Drive, Laconia, NH. Representative Vadney led the pledge of allegiance. The Chair asked the Clerk to call the roll.

In Attendance: Representatives Aldrich, Fields, Flanders, Fraser, Gallagher, Howard, Spanos, Sylvia, Tilton, Vadney and Varney.

Absent: Representatives Comtois, Hurt, Lebreche, and Russell.

Present and recused: Representative Dumais.

Chair Tilton began with an overview of the purpose of the meeting to interview four candidates for appointment to one open position as a member to the Gunstock Area Commission (GAC) for a 5-year term. He declared a quorum of members were present to proceed with interviews.

The first candidate Mr. John Morgenstern began at 6:35 pm. He discussed his background as an avid skier, and a Gunstock commissioner for ten years, with a request for re-appointment to the Gunstock Area Commission for a third 5-year term. The County Delegation asked several questions and reviewed his resume for a period of approximately thirty minutes. Chair Tilton thanked him for presenting.

The second candidate Rep. Russell Dumais presented at 7:05 pm. He discussed his desire to be appointed to the position of Commissioner of the Gunstock Area Commission. He spoke on his experiences in the skiing industry, as well as, work experiences in private industry. The County Delegation asked the candidate several questions while reviewing his resume. Chair Tilton thanked him for presenting.

The third candidate Mr. Wayne Domin, MD began at 7:20 pm. Dr. Domin indicated he loved Gunstock and was humbled by the opportunity to be considered a candidate in managing a 12.1 million business with 11.5 million in revenues as a potential Commissioner of the Gunstock Area Commission. The County Delegation asked the candidate to share his professional experiences while examining his resume. Chair Tilton thanked him for presenting.

The fourth and final candidate Mr. William Quigley began at 7:35 pm. He began with an overview of his professional experiences and his desire to be considered as a candidate for the current opening on the Gunstock Area Commission. He indicated that as a third-generation ski

industry family and member of the senior team at Gunstock for 10 winters, that he would like to bring experience to guide Gunstock to the next level. After a series of questions by the County Delegation, Mr. Quigley was thanked by chair Tilton for presenting.

At approximately 7:55 pm Chair Tilton asked the County Delegation to discuss the four applicants and at the end of the discussion period and comments Chair Tilton asked the Clerk to call for a roll call vote of eligible present voting members. The results of the roll call vote were as follows: Mr. Morgenstern (1), Rep. Dumais (not voting) (8), Dr. Domin (0), Mr. Quigley (1) and abstain (1). After a brief review of the voting tally with the Clerk, Chair Tilton declared Rep. Dumais as the newly appointed Gunstock Area Commissioner.

Minutes 6/20/2016: After a brief review of the minutes, a motion by Rep. Aldrich, and second by Rep. Spanos to approve the minutes of 6/20/16 as presented. Unanimous. **Motion passed.**

The Chair presented updates to the County Delegation on a pending lawsuit filed in April and a status report on the open sheriff position. No actions were taken.

Rep. Howard requested an update on a previous inquiry regarding details and background information regarding the signing of a grant for the Child Advocacy program. The discussion was referred to a future delegation meeting.

Adjourn: M/Vadney, S/Fields to adjourn at 8:35 pm. Unanimous vote. **Motion passed.**

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Brian Gallagher".

Brian Gallagher, Clerk of the Delegation



Executive Committee Meeting Minutes

November 22, 2016 at 5:00 pm

In Attendance: Representatives Flanders, Gallagher, Howard, Sylvia and Vadney.

Absent: Representatives Hurt, Spanos (Alternative) and Tilton.

Minutes 10/24/16: M/Flanders, S/Sylvia to approve the minutes of 10/24/16. 4-1 Rep Howard abstained. Motion passed.

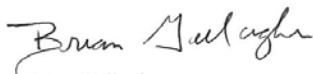
Transfer Request 2016.53: Commissioner DeVoy stated this transfer is to cover the cost of the nursing home administrator consultant. Rep. Vadney asked what the cost was verses having a nursing home administrator on staff. County Administrator Debra Shackett stated it is about \$75.00 per hour plus travel time and mileage. Rep. Sylvia stated the budget shows the account is already over spent. County Administrator Shackett stated that was correct. Rep. Sylvia stated his issue is we have a budget with an amount of money that can be spent and more money has been spent than appropriated. Rep. Vadney stated this isn't our choice it's the state law. He asked if this transfer should have been brought forward sooner. Commissioner DeVoy stated he said if they knew earlier they would have. County Administrator Shackett stated the state showed up for the annual survey and the consultant came in for the 3 days they were on site. She stated this was not planned. Rep. Howard asked if this transfer will be enough to cover until the end of the year. County Administrator Shackett stated it would. Rep. Vadney congratulated Shelley Richardson on passing her state nursing home administrator licensing test. M/Flanders, S/Howard to approve transfer request #2016.53 in the amount of \$4,500.00. 4-1 Rep. Sylvia opposed. Motion passed.

Transfer Request 2016.55: Commissioner DeVoy stated this transfer is to cover the cost of hotspots and a Trac phone for the bus. He stated the residents used to be able to connect to the County's Wi-Fi but it was slowing down the speed. Rep. Sylvia asked if this was a service that has been installed and in place. Commissioner DeVoy stated it was. Rep. Gallagher asked if the Commissioners had approved the transfer. County Administrator Shackett stated it had been approved on 11/16/16. Rep. Vadney asked what the annual costs for the hotspots is. County Administrator Shackett stated it is approximately \$54 a month times 11 hotspots. Rep. Howard asked if there is any reimbursement from the patients. Commissioner DeVoy stated there was not. Rep. Vadney stated it's a nice feature for the people but could add up. Commissioner DeVoy stated the fee will go away if we move to fiber optics. Rep. Howard asked when fiber optics would come in. County Administrator Shackett stated it would be 90 days after the 2017

budget is passed. Rep. Howard asked if the patients could start reimbursing the County. Nursing Home Administrator in Training Shelley Richardson stated it will cause a hardship for some residents and/or their families. M/Flanders, S/Gallagher to approve transfer request # 2016.55 in the amount of \$2,100.00. 4-1 Rep. Sylvia opposed. Motion passed.

Adjourn: The meeting adjourned at 5:20pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Brian Gallagher".

Brian Gallagher

Clerk, Executive Committee



Delegation Meeting Minutes
November 22, 2016 at 6:00 pm

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

In Attendance: Representatives Aldrich, Dumais, Fields, Fisher, Flanders, Gallagher, Howard, Spanos, Sylvia, Vadney and Varney.

Absent: Representative Comtois, Fraser, Hurt, Lebreche, Russell and Tilton.

Minutes 10/24/16: M/Aldrich, S/Fields to approve the minutes of 10/24/16 with one minor spelling correction. Unanimous. Motion passed.

Cost Items for Collective Bargaining Agreement: Commissioner DeVoy stated the negotiating committee has worked very hard with this contract. He stated with no agreement the County will be paying \$200,000.00 per year. Commissioner DeVoy stated all other unions and non-union employees are on the site of service plan for health insurance.

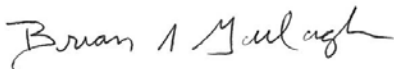
Roger, Gray public citizen for negotiating committee, stated an agreement had been reached earlier in the spring with a paid negotiator but the union members did not vote for it. He stated they started negotiating again in September. Mr. Gray stated the primary objective was to move the employees to the low cost provider (LP) health insurance plan. He stated they negotiated a 2 year contract. Mr. Gray stated the real savings to the County will come in subsequent years. He stated employees definitely have skin in the game as they will now have a deductible for their health insurance. Mr. Gray stated should the cost items be approved it will be the first time in four years that all departments have a current signed contract.

Commissioner DeVoy stated all three Commissioners voted for the contract and a clear majority of the staff voted for it. Rep. Vadney asked of all the total number of County employees what percent comes under a union contract and how many are non-unionized. Commissioner DeVoy stated 40 employees out of 250 are non-union. Commissioner DeVoy stated with the health reimbursement arrangement (HRA) anything the employee does not use comes back to the County. Rep. Gallagher asked if there was anyone in attendance from the union to comment. Commissioner DeVoy stated there was not. Rep. Howard asked if the current projections are based on current staffing levels. Commissioner DeVoy stated that was correct. He stated there are 81 eligible employees but only 71 are on the health insurance. County Administrator Shackett stated that all 81 will receive the \$2,000.00 bonus but only 71 will receive the HRA. Commissioner DeVoy stated in 2018 the health insurance can go out to

bid. Rep. Gallagher stated they knew the Commissioners voted 3-0 for the contract but asked what the union vote was. Commissioner DeVoy stated that union would not disclose that information. Rep. Gallagher asked if the County will continue to pay 100% of the premiums for the LP plan. Commissioner DeVoy stated that was correct. Rep. Fields asked for an explanation of the grandfathered employees. County Administrator Shackett stated about 40 employees were hired prior to 4/1/2012 and they are grandfathered in at a different rate of pay. Rep. Spanos asked what the wage difference was. County Administrator Shackett referred them to the last page of the contract for the comparison. Rep. Gallagher asked if to the best of the Boards knowledge was the union was aware of this meeting. Commissioner DeVoy stated that was correct. County Administrator Shackett they decided not to attend because they did not want to appear to be pressuring the Delegation. M/Fields, S/Flanders to approve the cost items for the collective bargaining agreement. A roll call vote was taken: Rep. Aldrich-Yes, Dumais-Yes, Fields-Yes, Fisher-Yes, Flanders-Yes, Gallagher-Yes, Howard-Yes, Spanos-Yes, Sylvia-Yes, Vadney-Yes and Varney-Yes. Motion passed. Unanimous.

Adjourn: The meeting adjourned at 6:40pm.

Respectfully submitted,

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

Brian Gallagher, Clerk of the Delegation



Delegation Meeting Minutes **December 12, 2016 at 6:00 pm**

Packets were provided to the members of the Delegation before the meeting containing: a copy of the budget slideshow, a nameplate, and a detailed budget in a 2 inch binder. The new Delegation members were provided a packet of information from the County Commission containing 6 assorted pages in addition to relevant RSA's and tax information for expense reimbursement.

Rep. Herb Vadney called the Belknap County Delegation meeting to order at 6:00 pm on the above date at 34 County Drive, Laconia, NH.

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

Absent: Representative Fraser, Maloney and Tilton.

Minutes 11/22/16: M/Sylvia, S/Howard to approve the Executive Committee minutes of 11/22/16. Unanimous. Motion passed. M/Aldrich, S/Fields to approve the minutes of 11/22/16. Unanimous. Motion passed.

Formation of new Delegation: Rep. Vadney stated that Rep. Huot is automatically on the Executive Committee as the minority party representative. M/Spanos, S/Howard to elect Rep. Vadney as Chairman. Unanimous. **Motion passed.** M/Sylvia, S/Spanos to elect Rep. Howard as Vice-Chairman. Unanimous. **Motion passed.** M/Sylvia, S/Aldrich to elect Rep. Abear as Clerk. Unanimous. **Motion passed.** M/Aldrich, S/Lang to accept Rep. Huot as a member of the Delegation. Unanimous. **Motion passed.** The following nominations were made for the three Executive Committee seats. M/Fields, S/Silber to elect Rep. Lang. M/Sylvia, S/Howard to elect Rep. Varney. M/Comtois, S/Silber to elect Rep. Sylvia. M/Abear, S/Sylvia to elect Rep. Aldrich. M/Vadney, S/Fisher to elect Rep. Spanos. Rep. Lang withdrew his name. Each Rep. was asked to pick their 3 picks for the committee. The following votes occurred:

Rep. Voting	#1	#2	#3	Rep. Voting	#1	#2	Rep. Voting	#1
Comtois	Sylvia	Varney	Aldrich	Abear	Spanos	Aldrich	Abear	Spanos
Fields	Spanos	Varney	Aldrich	Aldrich	Varney	Aldrich	Aldrich	Varney
Fisher	Spanos	Aldrich	Sylvia	Comtois	Varney	Aldrich	Comtois	Varney
Flanders	Spanos	Aldrich	Varney	Fields	Spanos	Aldrich	Fields	Spanos
Howard	Sylvia	Varney	Spanos	Fisher	Aldrich	Spanos	Fisher	Spanos
Huot	Sylvia	Varney	Spanos	Flanders	Spanos	Aldrich	Flanders	Spanos
Lang	Spanos	Sylvia	Aldrich	Howard	Varney	Aldrich	Howard	Varney
Plumer	Sylvia	Varney	Aldrich	Huot	Spanos	Varney	Huot	Varney
Silber	Spanos	Aldrich	Sylvia	Lang	Spanos	Aldrich	Lang	Spanos
Spanos	Spanos	Varney	Aldrich	Plumer	Varney	Aldrich	Plumer	Varney
Sylvia	Varney	Aldrich	Sylvia	Silber	Spanos	Aldrich	Silber	Spanos
Vadney	Varney	Spanos	Varney	Spanos	Spanos	Varney	Spanos	Spanos
Varney	Sylvia	Spanos	Varney	Sylvia	Varney	Aldrich	Sylvia	Varney
Abear	Aldrich	Sylvia	Spanos	Vadney	Spanos	Varney	Vadney	Spanos
Aldrich	Sylvia	Varney	Aldrich	Varney	Varney	Aldrich	Varney	Varney
Sylvia	12			Aldrich	12		Spanos	8
Spanos	11			Spanos	9		Varney	7
Varney	11			Varney	9			
Aldrich	11							

M/Sylvia, S/Silber to nominate Rep. Varney as an alternate on the Executive Committee.
Unanimous. **Motion passed.**

Transfer Requests: Commissioner DeVoy asked if the Delegation would act on six requests for funds transfers. The Delegation Chair declined to act on the requests in the 12/12/16 meeting. Discussion ensued from Commissioner DeVoy about the urgency of the requests. The Delegation Chair responded that only some of the requests were signed and that there was some question as to the correctness of the meeting notice with respect to timeliness and meeting content. Commissioner DeVoy persisted explaining the largest transfers. Rep. Silber entered the discussion with concerns for the items affecting the contingency fund. Rep. Lang commented on the credit with respect to the \$47,000 transfer. Rep. Silber made a motion to approve all of the transfers except those affecting the Contingency fund. Rep. Sylvia raised the prospect of a legal challenge. Rep. Silber withdrew his motion. Commissioner DeVoy expressed concern about going negative on an account balance citing the County Attorney transfer. Rep Sylvia observed the Executive Committee can meet with 24 hour notice and deal properly with the transfers. Rep. Huot asked about the source of the illegal meeting concerns. His question went unanswered. The chair moved the discussion saying we want to hear the budget proposal. Rep. Fields returned to the transfer discussion asking if there were deadlines and or ramifications if action was not taken at this meeting. The Chair responded in the negative. The County Administrator inserted that the county's bills are due when incurred and line items require action before overspending them. Rep Silber asked the current balance of the contingency fund? The County Administrator responded \$183,000. This closed discussion on the transfer requests.

Budget Presentation: Commissioner DeVoy reviewed the budget presentation. County Administrator Debra Shackett reviewed the numbering system for the budget. Rep. Vadney asked the members to send their preferences for budget subcommittees to him. He stated the outside agencies would be discussed with the Delegation as a whole.

No further actions were taken.

Adjourn: The meeting adjourned at 7:45pm.

Respectfully submitted,



Jamie Ellsworth
Administrative Assistant



Executive Committee Meeting Minutes December 20, 2016 at 8:30 am

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

Organization of the committee: M/Howard, S/Spanos to nominate Rep. Sylvia as Chairman of the Executive Committee. Unanimous. **Motion passed.** M/Spanos, S/Abear to nominate Rep. Aldrich as Vice-chairman. M/Vadney, S/Aldrich to nominate Rep. Howard as Vice-chairman. A roll call vote was taken and the following voted for Rep. Aldrich: Rep. Abear and Huot. The following voted for Rep. Howard: Rep. Aldrich, Howard, Spanos, Sylvia and Vadney. Rep. Howard is the Vice-chairman of the Executive Committee. M/Vadney, S/Howard to nominate Rep. Abear as clerk of the Executive Committee. Unanimous. **Motion passed.**

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

Representative	2016.57	2016.61	2016.62	2016.63	2016.65	2016.66	2016.67	2016.69	2016.71	2016.82	2016.83	2016.67 (2nd vote)
Abear	N	Y	Y	N	Y	Y	N	Y	Y	Y	Y	N
Aldrich	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Howard	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y
Huot	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Spanos	Y	Y	Y	N	Y	Y	N	Y	Y	Y	Y	Y
Sylvia	Y	N	Y	N	Y	N	N	Y	Y	Y	Y	N
Vadney	Y	Y	Y	N	Y	Y	N	Y	Y	Y	Y	Y

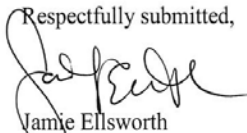
Rep. Huot stated for the record that the Executive Committee voted to not pay the help at Christmas. Rep. Sylvia thanked Rep. Huot for his opinion.

M/Vadney S/Aldrich to reconsider transfer request 2016.67. 5-2 Rep. Sylvia and Abear opposed. **Motion passed.**

No further actions were taken.

Adjourn: M/Huot, S/Aldrich to adjourn at 10:20 am.

Respectfully submitted,


Jamie Ellsworth
Administrative Assistant