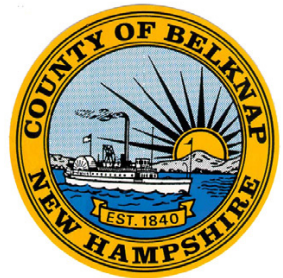


Belknap County New Hampshire



2019 Annual Report





Belknap County Seal

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

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

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

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

Belknap County, New Hampshire

HISTORY

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

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

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

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

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2019 Belknap County Officers

COMMISSIONERS

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

COUNTY ADMINISTRATOR

Debra A. Shackett

COUNTY TREASURER

Michael G. Muzzey

COUNTY ATTORNEY

Andrew Livernois

SHERIFF

Michael Moyer

REGISTER OF DEEDS

Judy McGrath

SUPERINTENDENT OF THE DEPARTMENT OF CORRECTIONS

Keith Gray

RESTORATIVE JUSTICE PROGRAM DIRECTOR

Mike MacFadzen

NURSING HOME ADMINISTRATOR

Shelley Richardson

ACCOUNTING MANAGER

Lori Sharp

FACILITIES MANAGER

Dustin Muzzey

Belknap County Delegation
(Legislative Delegation) (18)

District No. 1

Center Harbor, New Hampton (1)

Harry Viens

District No. 2

Gilford, Meredith (4)

Glen Aldrich

Harry H. Bean

Deanna Jurius

Jonathan Mackie

District No. 3

Laconia (4)

David Huot

Richard B. Beaudoin

Peter Spanos

Frank Tilton

District No. 4

Sanbornton, Tilton (2)

Dennis H. Fields

Timothy Lang

District No. 5

Alton, Gilmanton (2)

George Feeney

Peter Varney

District No. 6

Belmont (2)

John Plummer

Michael Sylvia

District No. 7

Barnstead (1)

Barbara Comtois

District No. 8

Alton, Barnstead, Gilmanton (1)

Raymond Howard, Jr.

District No. 9

Belmont, Laconia (1)

Charlie St. Clair

Executive Committee

Glen Aldrich-Barbara Comtois

Raymond Howard-David Huot-

Timothy Lang

Peter Spanos-Michael Sylvia

Belknap County Directory

Board of Commissioners 527-5400

Chairman: David D. DeVoy, 34 County Drive, Laconia, NH 03246 **Fax:** 527-5409

Vice Chairman: Glen Waring, 34 County Drive, Laconia, NH 03246

Clerk: Hunter Taylor, 34 County Dive, Laconia, NH 03246

County Treasurer 527-5400

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

County Administrator 527-5400

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

County Attorney 527-5440

Andrew Livernois, 64 Court Street, Laconia, NH 03246 **Fax:** 527-5449

Register of Deeds 527-5420

Judy McGrath, 64 Court Street, Laconia, NH 03246

Sheriff 527-5454

Michael Moyer, 42 County Drive, Laconia, NH 03246 **Fax:** 527-5469

Corrections Superintendent 527-5480

Keith Gray, 76 County Drive, Laconia, NH 03246 **Fax:** 737-1341

Restorative Justice Director 527-5493

Mike MacFadzen, 64 Court Street, Laconia, NH 03246 **Fax:** 527-5498

Accounting Manager 527-5400

Lori Sharp, 34 County Drive, Laconia, NH 03246 **Fax:** 527-5409

Maintenance Director 527-5490

Dustin Muzzey, 64 Court Street, Laconia, NH 03246 **Fax:** 527-5449

Nursing Home Administrator 527-5410

Shelley Richardson, 30 County Drive, Laconia, NH 03246 **Fax:** 527-5419

Human Resource Generalist 527-5400

Deb Laflamme, 34 County Drive, Laconia, NH 03246 **Fax:** 527-5409

Report of the County Commissioners

The Board of Commissioners successfully guided the County through another year of conservative operations. Financially, we are in excellent condition, with an increased fund balance and a level tax appropriation.

We were able to successfully negotiate three collective bargaining agreements this year which have dramatically improved employee morale. In a time of extreme workforce shortages this was a high priority for the Board.

One of the biggest decisions we made during 2019 was privatizing the dietary services in the nursing home. This has proven to be a cost saving solution and we were able to ensure that all employees were offered alternative employment. Several of them stayed right here, working for the new company and providing the same quality service to our nursing home residents.

As we write this report we're in the midst of the coronavirus pandemic and very focused with the quick changing federal stimulus packages and state health regulations, and so it will be more brief than usual!

We are extremely proud of the men and women who work for the County, never more than in the face of this national emergency. Their dedicated service is what keeps the organization running smoothly, efficiently, and with professionalism.

Sincerely,
2019 Board of Commissioners:

David DeVoy, Chairman
Glen Waring, Vice Chairman
Hunter Taylor, Clerk



Statement of Appropriations and Revenue as Voted

Belknap County

For the period beginning January 1, 2019 and ending December 31, 2019

Form Due Date: **September 1 (or 20 Days after a Supplemental Meeting)**

This form is to be used by the county to report the voted appropriations from any annual or special meeting. The Clerk of the County Convention and the Chairperson must sign the form and file, as required under RSA 24:24, with the Secretary of State. The completed form must be submitted to the Department of Revenue Administration by September 1 (per RSA 21-J:34) for the Annual Meeting or within 20 days after the vote taken at any supplemental meeting.

CERTIFICATION OF VOTE

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

Name	Position	Signature
Mike Sylvia	Chairperson	[Signature]
[Signature]	Clerk of County Convention	[Signature]

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

For assistance please contact:
NH DRA Municipal and Property Division
(603) 230-5090
<http://www.revenue.nh.gov/mun-prop/>



Appropriations

Account	Purpose	Article	Appropriations As Voted
General Government			
4110	County Convention Costs	1	\$7,900
4120	Judicial		\$0
4122	Jury Costs		\$0
4123	County Attorney's Office	1	\$912,467
4124	Victim Witness Advocacy Program		\$0
4130	Executive	1	\$392,112
4150	Financial Administration	1	\$269,336
4151	Treasurer		\$0
4153	Other Legal Costs		\$0
4155	Personnel Administration		\$0
4191	Planning and Zoning (Unincorp. Places)		\$0
4192	Medical Examiner		\$0
4193	Register of Deeds	1	\$418,974
4194	Maintenance of Government Buildings	1	\$676,842
4196	Insurance Not Otherwise Allocated		\$0
4198	Contingency	1	\$150,000
4199	Other General Government	1	\$181,075
General Government Subtotal			\$3,008,706
Public Safety & Corrections			
4211	Sheriff's Department	1	\$2,262,339
4212	Custody of Prisoners		\$0
4214	Sheriff's Support Services		\$0
4219	Other Public Safety		\$0
4230	Corrections	1	\$4,417,448
4235	Adult Probation and Parole	1	\$178,252
Public Safety & Corrections Subtotal			\$6,858,039
County Farm			
4301	Administration		\$0
4302	Operating Expenditures		\$0
4309	Other County Farm		\$0
County Farm Subtotal			\$0
County Nursing Home			
4411	Administration	1	\$11,528,900
4412	Operating Expense		\$0
4439	Other Health		\$0
County Nursing Home Subtotal			\$11,528,900



Appropriations

Account	Purpose	Article	Appropriations	As Voted
Human Services				
4441	Administration	1		\$7,590,173
4442	Direct Assistance			\$0
4443	Board and Care of Children			\$0
4447	Special Outside Services			\$0
4449	Other Human Services	1		\$52,905
Human Services Subtotal				\$7,643,078
Cooperative Extension Services				
4611	Administration	1		\$158,536
4619	Other Conservation	1		\$60,000
Cooperative Extension Services Subtotal				\$218,536
Economic Development				
4651	Administration			\$0
4652	Economic Development			\$0
4659	Other Economic Development			\$0
Economic Development Subtotal				\$0
Debt Service				
4711	Principal - Long-Term Bonds/Notes	1		\$111,406
4721	Interest - Long-Term Bonds/Notes	1		\$469,107
4723	Interest on Revenue Anticipation Notes			\$0
4750	Fiscal Agents' Fees			\$0
4760	Bond Issuance Costs			\$0
4790	Other Debt Service Charges			\$0
Debt Service Subtotal				\$580,513
Intergovernmental Transfers				
4800	Intergovernmental Transfers			\$0
Intergovernmental Transfers Subtotal				\$0
Capital Outlay				
4901	Land and Improvements			\$0
4902	Machinery, Vehicles, and Equipment			\$0
4903	Buildings	1		\$165,000
4904	Improvements other than Buildings			\$0
Capital Outlay Subtotal				\$165,000
Depreciation Expense				
4905	Depreciation			\$0
4906	Amortization			\$0
Depreciation Expense Subtotal				\$0



Appropriations

Account	Purpose	Article	Appropriations	As Voted
Interfund Operating Transfers				
4911	Transfers to General Fund			\$0
4912	Transfers to Special Revenue Fund			\$0
4913	Transfers to Capital Projects Fund			\$0
4914	Transfers to Proprietary Fund			\$0
4915	Transfers to Capital Reserve Fund			\$0
4916	Transfers to Trust and Fiduciary Funds			\$0
Interfund Operating Transfers Subtotal				\$0
Total Voted Appropriations				\$30,002,772



Estimated Revenues

Account	Source	Article	Estimated Revenue Ensuing Fiscal Year
Assessments/Taxes			
3110	Property Taxes (Unincorp. Places)		\$0
3111	Municipal Assessment		\$0
3120	Land Use Change Taxes (Unincorp. Places)		\$0
3180	Resident Taxes (Unincorp. Places)		\$0
3185	Yield Taxes (Unincorp. Places)		\$0
3186	Payments in Lieu of Taxes (Unincorp. Places)		\$0
3187	Payments in Lieu of Taxes		\$0
3189	Other Taxes		\$0
3190	Interest and Penalties on Delinquent Taxes (Unincorp. Places)		\$0
3191	Penalties on Delinquent Municipal Assessments		\$0
3200	Licenses, Permits, and Fees		\$0
Assessments/Taxes Subtotal			\$0
Licenses, Permits, and Fees			
3220	Motor Vehicle Fees (Unincorp. Places)		\$0
3230	Building Permits (Unincorp. Places)		\$0
3290	Other Licenses, Permits, and Fees		\$0
Licenses, Permits, and Fees Subtotal			\$0
From the Federal Government			
3319	Federal Grants and Reimbursements		\$0
From the Federal Government Subtotal			\$0
From the State of New Hampshire			
3351	Shared Revenue - Block Grant (Unincorp. Places)		\$0
3352	Incentive Funds		\$0
3354	Water Pollution Grants		\$0
3355	Housing and Community Development		\$0
3356	State/Federal Forest Land Reimbursements (Unincorp. Places)		\$0
3359	Other State Grants and Reimbursements	1	\$197,100
From the State of New Hampshire Subtotal			\$197,100
Revenue from Other Governments			
3379	Intergovernmental Revenues		\$0
Revenue from Other Governments Subtotal			\$0



New Hampshire
Department of
Revenue Administration

2019
MS-42

Estimated Revenues

Account	Source	Article	Estimated Revenue Ensuing Fiscal Year
Charges for Services			
3401	Sheriff's Department	1	\$420,000
3402	Register of Deeds	1	\$939,100
3403	County Corrections	1	\$402,500
3404	County Nursing Homes	1	\$12,326,635
3405	County Farm		\$0
3406	Cooperative Extension Service		\$0
3407	Maintenance Department		\$0
3409	Other Charges	1	\$12,200
Charges for Services Subtotal			\$14,100,435
Miscellaneous Sources			
3501	Sale of County Property		\$0
3502	Interest on Investments	1	\$5,000
3503	Rents of Property	1	\$267,000
3504	Fines and Forfeits		\$0
3505	Escheats		\$0
3506	Insurance Dividends and Reimbursements	1	\$43,000
3508	Contributions and Donations		\$0
3509	Other Miscellaneous Sources	1	\$45,000
Miscellaneous Sources Subtotal			\$360,000
Other Financial Sources			
3911	Transfers from General Fund		\$0
3912	Transfers from Special Revenue Fund		\$0
3913	Transfers from Capital Projects Fund		\$0
3914	Transfers from Proprietary Funds		\$0
3915	Transfers from Capital Reserve Fund		\$0
3916	Transfers from Trust and Fiduciary Funds		\$0
3934	Proceeds from Long-Term Bonds/Notes		\$0
Other Financial Sources Subtotal			\$0
Total Estimated Revenues			\$14,657,535

Budget Summary

Item	Ensuing Year
Total Voted Appropriations	\$30,002,772
(Less) Total Estimated Revenues	\$14,657,535
(Less) Fund Balance to Reduce Taxes	\$574,730
Amount Certified to be Raised by Taxes	\$14,770,507

INDEPENDENT AUDITORS' REPORT

To the Board of Commissioners
County of Belknap, New Hampshire

Additional Offices:

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

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of County of Belknap, New Hampshire, (the County) as of and for the year ended December 31, 2018, and the related notes to financial statements, which collectively comprise County of Belknap, New Hampshire's basic financial statements as listed in the Table of Contents.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of 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 Gunstock Area Commission, is based solely on the report of the other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion

* To view a full copy of the most recent audit report go to www.belknapcounty.org

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

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

Opinions

In our opinion, based on our audit and the report of the other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of County of Belknap, New Hampshire, as of December 31, 2018, 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 and certain pension and OPEB schedules 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

May 31, 2019

COUNTY OF BELKNAP, NEW HAMPSHIRE

STATEMENT OF NET POSITION

DECEMBER 31, 2018

	<u>Primary Government</u> <u>Governmental</u> <u>Activities</u>	<u>Gunstock Area</u> <u>Commission</u> <u>(Component Unit -</u> <u>April 30, 2018)</u>
ASSETS AND DEFERRED OUTFLOWS OF RESOURCES		
Current Assets:		
Cash and short-term investments	\$ 4,893,293	\$ 1,059,412
Restricted cash	50,675	-
Investments	-	262,408
Accounts receivable, net	1,446,783	100,918
Due from external parties	11,020	-
Inventory, net	31,588	694,243
Prepaid expenses	-	96,564
Total Current Assets	6,433,359	2,213,545
Noncurrent Assets:		
Capital assets:		
Land	144,829	2,197,595
Construction in progress	173,859	-
Capital assets, net of accumulated depreciation	15,469,728	12,241,618
Total Noncurrent Assets	15,788,416	14,439,213
Total Assets	22,221,775	16,652,758
Deferred Outflows of Resources:		
Related to pension	1,654,243	-
Related to OPEB	141,639	-
Total Deferred Outflows of Resources	1,795,882	-
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	24,017,657	16,652,758
LIABILITIES AND DEFERRED INFLOWS OF RESOURCES		
Current Liabilities:		
Accounts payable	2,034,727	409,802
Accrued expenses	338,825	311,959
Deposits payable	-	65,144
Restricted cash liability	3,505	-
Current portion of noncurrent liabilities:		
Bonds payable	131,824	905,000
Notes payable	12,167	-
Capital lease payable	24,363	264,516
Compensated absences	425,289	-
Total Current Liabilities	2,970,700	1,956,421
Noncurrent Liabilities:		
Bonds payable, net of current portion	7,668,176	4,195,000
Capital lease payable, net of current portion	53,389	277,917
Compensated absences, net of current portion	137,170	-
Net pension liability	13,531,537	-
Net OPEB liability	3,334,606	-
Total Noncurrent Liabilities	24,724,878	4,472,917
Total Liabilities	27,695,578	6,429,338
Deferred Inflows of Resources:		
Related to pension	1,139,170	-
Related to OPEB	736,946	-
Unearned revenue	-	1,515,800
Total Deferred Inflows of Resources	1,876,116	1,515,800
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	29,571,694	7,945,138
NET POSITION		
Net investment in capital assets	7,997,081	8,796,780
Restricted	68,730	-
Unrestricted	(13,619,848)	(89,160)
TOTAL NET POSITION	\$ (5,554,037)	\$ 8,707,620

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, 2018

		Program Revenues		Net (Expenses)	
		Charges for	Operating	Revenues and	Gunstock Area
	Expenses	Services	Grants and	Change in	Commission
			Contributions	Net Position	(Component Unit-
				Governmental	for the year ended
				Activities	April 30, 2018)
Governmental Activities:					
General government	\$ 2,815,600	\$ 945,819	\$ 86,359	\$ (1,783,422)	
Public safety	2,126,498	375,647	-	(1,750,851)	
Corrections	4,290,706	113,883	66,138	(4,110,685)	
Human services	6,620,124	-	339,164	(6,280,960)	
Cooperative extension	215,275	-	-	(215,275)	
Economic development	454,830	-	454,830	-	
Nursing home	10,964,895	12,520,802	-	1,555,907	
Interest	391,296	-	-	(391,296)	
Total Governmental Activities	\$ 27,879,224	\$ 13,956,151	\$ 946,491	(12,976,582)	
Component Unit:					
Gunstock Area Commission	\$ 11,264,734	\$ 10,541,248	\$ -		\$ (723,486)
Total Component Unit	\$ 11,264,734	\$ 10,541,248	\$ -		(723,486)
General Revenues:					
County taxes				14,880,726	-
Investment income				42,147	7,835
Miscellaneous				575,351	70,340
Total general revenues and transfers				15,498,224	78,175
Change in Net Position				2,521,642	(645,311)
Net Position:					
Beginning of year, as restated				(8,075,679)	9,352,931
End of year				\$ (5,554,037)	\$ 8,707,620

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

COUNTY OF BELKNAP, NEW HAMPSHIRE

GOVERNMENTAL FUNDS

BALANCE SHEET

DECEMBER 31, 2018

	<u>General Fund</u>	<u>Capital Projects Fund</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
ASSETS				
Cash and short-term investments	\$ 4,724,381	\$ 157,555	\$ 11,357	\$ 4,893,293
Restricted cash	50,675	-	-	50,675
Accounts receivable, net	1,445,489	-	1,294	1,446,783
Due from other funds	33,528	-	9,469	42,997
Inventory	<u>31,588</u>	<u>-</u>	<u>-</u>	<u>31,588</u>
TOTAL ASSETS	<u>\$ 6,285,661</u>	<u>\$ 157,555</u>	<u>\$ 22,120</u>	<u>\$ 6,465,336</u>
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable	\$ 1,997,704	\$ 36,463	\$ 560	\$ 2,034,727
Accrued expenses	166,082	-	-	166,082
Restricted cash liability	3,505	-	-	3,505
Due to other funds	<u>9,469</u>	<u>22,508</u>	<u>-</u>	<u>31,977</u>
Total Liabilities	2,176,760	58,971	560	2,236,291
Fund Balances:				
Nonspendable	31,588	-	-	31,588
Restricted	47,170	98,584	21,560	167,314
Assigned	1,974,918	-	-	1,974,918
Unassigned	<u>2,055,225</u>	<u>-</u>	<u>-</u>	<u>2,055,225</u>
Total Fund Balances	<u>4,108,901</u>	<u>98,584</u>	<u>21,560</u>	<u>4,229,045</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 6,285,661</u>	<u>\$ 157,555</u>	<u>\$ 22,120</u>	<u>\$ 6,465,336</u>

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

2019 Annual Report of the Belknap County Attorney

To the Citizens of Belknap County:

As the County Attorney for Belknap County, I am proud to report on the activities of my office during the past year.

As Belknap County Attorney, I am the chief law enforcement officer for the county. In that capacity, I oversee prosecutions of felony crimes (other than murder cases and certain drug cases handled by the Attorney General's Office) that occur in Belknap County. I also have supervisory responsibility over the local police prosecutors who prosecute misdemeanors in district court.

Our primary goal is to seek to ensure public safety, by holding those people who commit crimes accountable, and to seek justice for the victims of crime. In my role as County Attorney, I work closely with all 11 local police agencies in the County, as well as the State Police, County Sheriff's Office, the Attorney General's Drug Task Force, Fish & Game, State Police, Health and Human Services, Fire Marshalls, Liquor Enforcement, Land and Forests and Marine Patrol.

The strength of our office is the team of extraordinary and experienced people who serve the County in a variety of capacities. Our office staff is comprised of the County Attorney and four full-time prosecutors, two victim-witness advocates; an office administrator; and two legal secretaries (one is part-time). I am very proud of my staff and the work that we do on behalf of the people of Belknap County. We take our jobs in the Belknap County Attorney's Office very seriously and every member of the department is devoted to performing our mission with the highest level of professionalism.

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

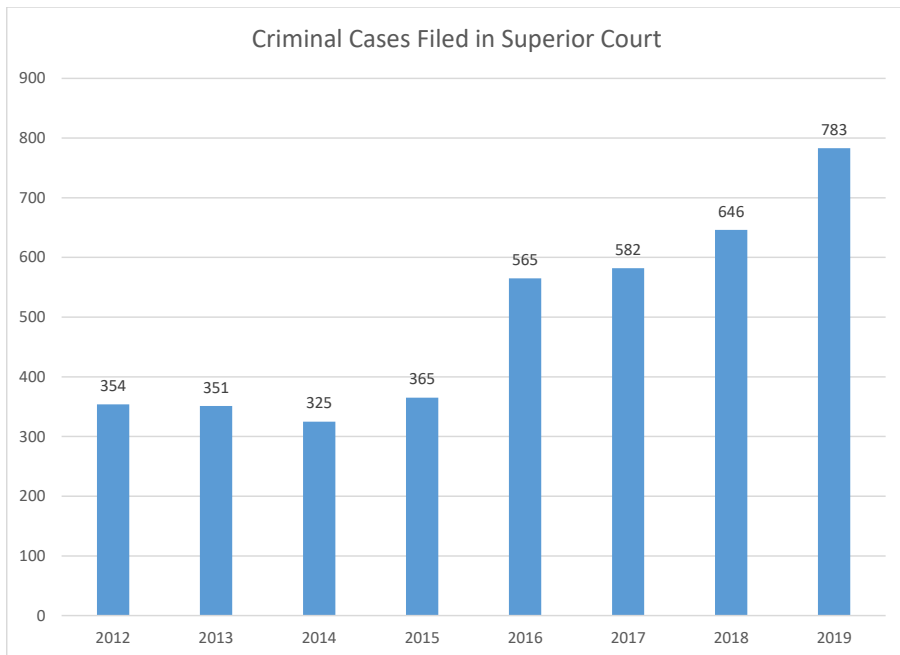
- Fairness – to see that the laws are executed fairly and impartially, without fear or favor toward any person, regardless of their social status, political affiliation, race, gender, etc.;
- Integrity – to ensure that our office is above reproach, and that nothing we do creates even an appearance of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

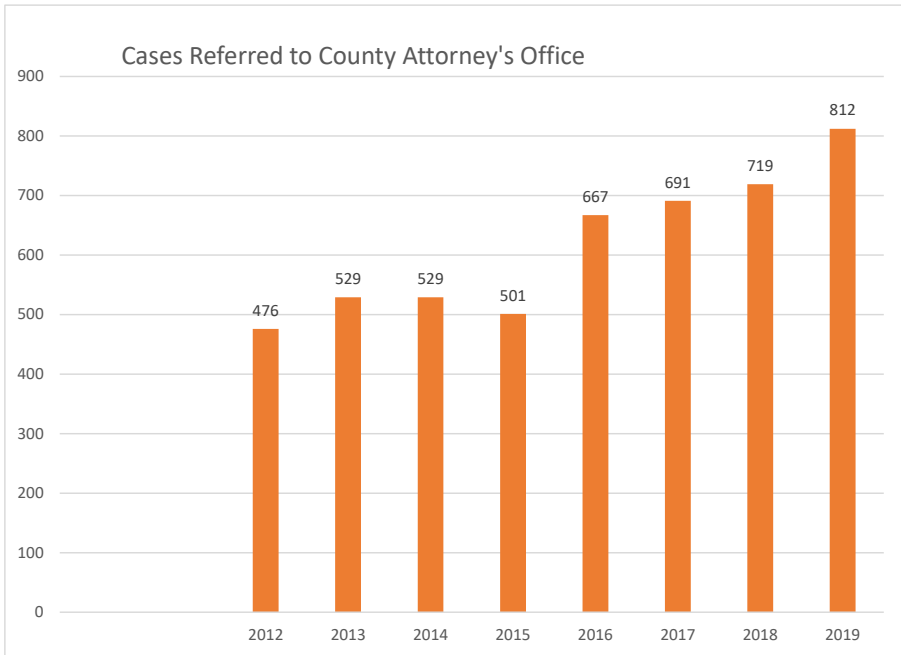
Crime does not stop when the work-day ends. And for that reason, as County Attorney, I am available 24 hours a day, 7 days a week, as a resource to provide legal advice and guidance to those police officers, to answer legal questions, and to respond to serious incidents, such as

shootings, drug overdoses, and other unattended deaths. My staff and I coordinate closely with those police agencies in the prosecutions of crimes.

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

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





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

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

Respectfully yours,

Andrew B. Livernois
Belknap County Attorney



Belknap County Department of Corrections 2019 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 communities:

This annual report provides me with an opportunity to deliver information about the Department of Corrections and provide insight into the types and numbers of detained individuals that entered our facility in 2019. The County Jail is responsible for providing for the care, custody and control of sentenced prisoners and pretrial defendants court ordered for detention.

Facility Information

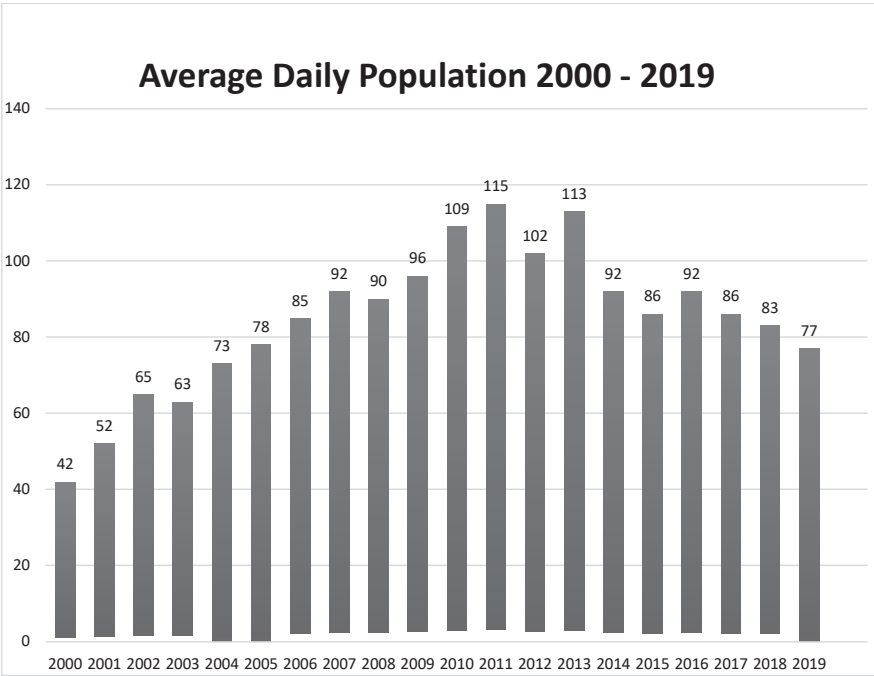
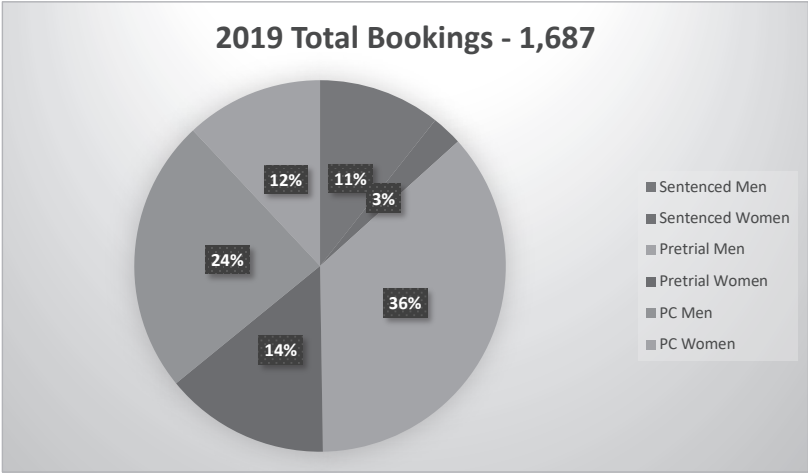
A county jail has been located on the current county complex since the 1860's. There have been many changes within the facility over the years with the latest occurring in 2017 when the Community Corrections Center (CCC) was constructed. The old jail cell block was constructed in 1890 and is still in use today as an indoor recreation area after repurposing during the CCC construction. Today, the Department of Corrections consists of a jail section and the CCC. The jail section includes additions that were constructed in the 1970's and 1980's. The jail houses medium and maximum security offenders while minimum security offenders are held in the CCC.

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 secure 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. 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 mowing lawns, snow removal, maintenance assistance, cleaning assignments, etc. Medium and maximum security inmates are never allowed outside of the secure perimeter of the facility without escort by a law enforcement official.

Incarceration Statistics for 2019

The average in-house daily population (ADP) of the County Jail in 2019 was 77 inmates. This was the lowest since 2004 when the ADP was 73. This is attributed to the implementation of bail reform initiatives in New Hampshire which caused fewer cash bail requirements for pretrial defendants. Also, in Belknap County, we began Pretrial Services which allows for many pretrial defendants to be supervised outside of the county jail while waiting for their cases to be adjudicated. The total number of bookings in 2019 was 1,687, eighteen fewer than in 2018. The number of sentenced prisoners totaled 219 with 175 males and 44 females. Pretrial defendants accounted for 835 bookings with 599 males and 236 females. There were also 590 Protective Custody (PC) holds during 2019 with 393 males and 197 females. Overnight holds and administrative transfers accounted for an additional 43 bookings.



Community Corrections

The Community Corrections Division is responsible for screening and monitoring inmates that qualify for alternative sentencing programs. Belknap County currently has two such programs; Work Release and Home Confinement.

The Work Release program is designed to assist minimum security offenders obtain employment in the community while serving their sentence. The participants are hired by local businesses as employees and live in the Community Corrections Center. Each participant requires a recommendation from the sentencing court. My Community Corrections staff will then determine if an inmate is appropriate for Work Release. Inmates are assisted with job searches, resume writing, transportation and money management while in the program. Eighteen different local employers participated in the Work Release program in 2019.

The Home Confinement program is also known as the Electronic Monitoring Bracelet (EMB) Program. The EMB Program is designed for qualified inmates to wear a GPS ankle device while living outside of the correctional facility. These inmates are also recommended by the sentencing court and screened by Community Corrections staff. The participants live in the community with an approved schedule that they must follow at all times.

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. In 2019, 77 individuals participated in these programs which also generated \$52,147 in revenue to the General Fund for Belknap County. Specifically, the Work Release Program provided \$43,265 while the EMB Program provided \$8,882. The EMB Program allows for additional cost savings to the county by eliminating food, clothing, healthcare and laundry requirements for incarcerated inmates.

Community Corrections Officers are also working with drug and alcohol treatment providers throughout New Hampshire. In 2019, we arranged for 53 inmates to enter long-term residential treatment programs. Most of these individuals are pretrial defendants having court ordered bail conditions requiring treatment as a condition for their release from custody.

Programs

Belknap County Department of Corrections offers dozens of different programs to inmates. These programs are designed to provide spiritual guidance, educational opportunities, lifestyle change, self-improvement and recreational options to incarcerated individuals. In 2019, we received grant funding from the NH Department of Education to participate in a Career and Technical Education program. This was our ninth year of involvement with this grant that provides certificates to those who complete the course. In 2019, 85 certificates were earned by participants. The courses include ServSafe, Servsafe Manager, OSHA-10, Lead Paint Removal and Microsoft Certification. These certifications have assisted many offenders in obtaining employment after their release from custody.

Over 150 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 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.

Corrections Opportunity for Recovery & Education

Inside of the CCC are sentenced inmates that have been court ordered to participate in the Corrections Opportunity for Recovery & Education (CORE) Program. The CORE program is designed to provide an opportunity for participants to realize and maximize their true potential through evidence based treatment, counseling and educational services. These participants have been identified as being at high-risk to re-offend due to substance dependency. Each participant receives services tailored towards their particular needs with a goal of returning each person back to the community with a life-long plan for recovery. In 2019, 37 inmates participated in CORE which includes a Work Release and Home Confinement component along with 12 months of aftercare services with continued supervision through the New Hampshire Probation & Parole Department.

Pretrial Services Program

2019 saw the first complete year of the Department of Corrections providing a Pretrial Services program. The Mission of the Belknap County Pretrial Services is to assist the courts in making more informed bail decisions through the use of an evidence-based risk assessment. Pretrial Services is committed to maximizing court appearances by pretrial defendants and ensure public safety. We also link many defendants to substance abuse treatment and mental health services. In 2019, 123 defendants were court ordered into Pretrial Services helping to lower the number of defendants inside the county jail.

2019 Reflection

I am honored to serve as the Superintendent of this Department. 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 county. With all sentenced inmates scheduled for a return to our communities, it is our duty to provide various services to improve the likelihood that each person will become a healthy, productive citizen with hope of a successful future.

Respectfully submitted,

Keith C. Gray

Keith C. Gray
Superintendent

Belknap County Sheriff's Department

2019 County Report

Mike Moyer – Sheriff

David Perkins - Chief Deputy

William Wright – Criminal Sergeant

Robert Nedeau – Civil Sergeant

Dispatch Supervisor – Nicole Kloetz



“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 2019 are highlighted below.

CIVIL PROCESS

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

TOTAL CIVIL PROCESS SERVED 2019: 2,850

FEES COLLECTED/RETURNED TO COUNTY 2019: \$100,583.19

PRISONER TRANSPORTS

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

TOTAL TRANSPORT 2019: **2435**

TOTAL IEA TRANSPORTS (CIVIL) 2019: **101**

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, prosecutor, and is a Sexual Assault Resource Team member; (1) Detective is assigned to respond to civil/family court warrants and various investigation assignments, and is assigned as a Belknap County Drug Task Force Investigator. The supervisor conducts various investigations and assumes the more complex/sensitive investigations (e.g.: internal affairs, County Attorney Investigations, Court Investigations) and is the commander of the Belknap County Drug Task Force . They conduct a majority of the county background investigations for the County Attorney's Office, County Administration and Sheriff's Office. They are also the main point of contact for any crimes/incidents that occur on the Gunstock property, and are a direct resource to the Courts.

Totals for Criminal Division Employees Only:

Arrests: **385** (Total BCSO arrest for year 2019: **555**)

Offenses: **180** (Total BCSO Incidents/Offenses for 2019: **213**)

Citations: **75**

Accidents: **1**

Civil Paperwork: **52**

Transports: **206** (includes Extraditions conducted specifically by Detective)

Calls for Service: **1,088**

Extraditions: **8** (coordinated, not all were conducted by Detectives)

COMMUNICATIONS

The communications center provides services for nine towns in Belknap County as well one contracted town in Merrimack County (Northfield). In addition to the local towns, the communications center takes calls and dispatches for the local Fish and Game Officers, Liquor Investigators, Medical Examiners and County Attorney's Office. The communications office is in operation 24 hours a day, 365 days a year. They provide State Police Online Telecommunication Systems (SPOTS) services for agencies without a dedicated SPOTS terminal. The communications center also relays information to the local patrol officers and agencies to ensure efficient and timely response to emergencies and request for services. At the end of 2019, we were able to hire an additional dispatcher to bring us to 8 full time Communications Specialists. This dispatcher will be used primarily on the third shift in order have 2 people in the center at once which is preferred.

DISPATCH CALLS FOR SERVICE 2019: **48,199**

CALLS FOR SERVICE (BCSO) 2019: **7,775**

CRIMINAL HISTORY REQUEST 2019: **90**

LOG NOTES 2019: **10,314**

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). In 2017 the Drug Court was moved to the Superior Court giving our deputies more responsibilities there. A significant part of the responsibilities of the Court security Staff is screening persons entering the facility to ensure that no dangerous or illegal weapons, materials or devices are brought into the court house. A summary of the items screened is shown below:

ITEMS	TOTAL	ITEMS	TOTAL
HANDGUN	0	KUBATON	1
AMMO/ROUNDS	0	SCREW DRIVER / WRENCH	1
AMMO CLIPS/MAGAZINES	0	MACE/CHEMICAL AGENTS	11
KNIVES	222	UMBRELLA	5
UTILITY KNIFE	4	WISE GRIPS	0
RAZOR	1	LEATHERMAN / MULTI-TOOL	9
SCISSORS	3	P-38	0
KNITTING NEEDLES	2	SYRINGE	0
SAFETY PINS	0	CHAIN	0
HANDCUFF KEYS	3	NAIL FILE	1
BRASS KNUCKLES	1	WIRE CUTTER	0
THROWING STAR	0	OTHER ITEMS *	34

* These "other items" include articles such as; 16 Nails, screws and drill bits, 8 metal forks, 3 flame torches, 2 credit card knives, 2 saw blades, 1 cane club 1 corkscrew, 1 pair of needle nose pliers, that where taken and returned.

BELKNAP REGIONAL SPECIAL OPERATION GROUP

The Belknap County Operations Group (BRSEG) is now in its 19th year of operation. The BRSEG 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: **14**

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

Respectfully submitted,

Mike Moyer

High Sheriff of Belknap County



Belknap County Restorative Justice

2019 Annual Report

The year of 2019 has been another successful year for the Restorative Justice Program. We have been working with the public schools in Belknap County for early intervention with kids identified as having issues with or struggling with alcohol, Marijuana and vaping. The problem with vaping has become a big problem effecting most of our schools and kids from all backgrounds. The health risks from vaping are just becoming known and this is a problem that most of the country is experiencing. We have seen an increase this year in the number of adult and juvenile referrals. The majority of these cases are drug or drug related cases.

The Recovery Court program is another program that we continue to be part of. As a team member we participate in providing support, recommendations and other information to set the goals for participants to be successful in the program and with their recovery.

The Restorative Pay Day Food Drive continues to be a success and we have collected and donated a large amount of non-perishable food and personal hygiene items to the food pantries in the area. We have had specific drives for New Beginnings Women's Shelter, the Got Lunch Program and the Boys and Girls Club, which have been very successful, to support these particular programs.

Community Service is a major component for both our Adult and Juvenile clients. During 2019 we had 2292.5 hours of community service. These community service projects consisted of a Pay Day Food Drive, gardening and cleanup projects throughout the county, assistance to elder members of the community with Spring and Fall cleanup projects, moving projects as well as several projects here at the county complex. The total represents an increase of volunteer hours of over 400 hours over 2018.

During 2019 we saw 80 total NEW referrals. These consisted of 28 juvenile, 15 adult misdemeanor, 29 adult felony, 7 education only referrals and one new collections case. We are currently serving 79 active clients consisting of 2 education only, 21 Juvenile, 18 misdemeanor, 2 collections cases and 36 felony clients. We are currently tracking 101 successfully completed clients. Only 21 of them have been re-arrested during the tracking period which is at the one, three and five year anniversary date of their program completion. This indicates that 79% of successfully graduated clients remain arrest free for the 5 year tracking period.

Our Juvenile Diversion program is currently going through the recertification process for accreditation with the NH Juvenile Diversion Network. 2019 recidivism rates have not yet been released but are expected to be similar to 2018 which was a 62% success rate with no new delinquencies at the 1 and 2 year mark after graduation.

We continue to look forward to working with our partners in the Corrections Dept., County Attorney's Office, law enforcement, the public schools and other community organizations in Belknap County, in the coming year to reduce crime, provide early intervention programs and make our communities safer.

Respectfully Submitted;

Michael A. MacFadzen, Director
Belknap County Restorative Justice

Belnap County Nursing Home

Annual Report 2019

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

Belnap County Nursing Home continues to provide service to the people of the Lakes Region since 1835. The Belnap 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 124 full or part-time employees render care and provide facility operations through the following divisions: Activities, Administrative, Housekeeping, Laundry, Maintenance, Nursing and Social Services. Belnap County also provides Dining Services by Glendale Senior Dining, Physical Therapy, Occupational Therapy and Speech Therapy services along with a collaborative Restorative Nursing Program.

The overall census for 2019 held steady with an average census of 89 residents per day. This represents a daily occupancy rate of 95%. The Belnap County Nursing Home served a total of 118 admissions in 2019. Belnap County accepts Private pay, Medicare and Medicaid payment resources.

The Belnap County Nursing Home annual inspection survey was performed in December by the New Hampshire Department of Health and Human Services. The Belnap County Nursing Home rates 3 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

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

- Painting and Art Classes for residents
- Nursing Home Week Activities
- Monthly Resident Spotlight Article
- Monthly Shooting Star for Employee Recognition
- One Enchanted Evening Dance
- Volunteer Appreciation Dinner
- Participated in the 12th Annual Rotary Exhibit April 27th
- Mother's Day Tea May 12th
- Aunt Henrietta Performance May 22nd
- Tie Dye fun on May 24th
- Bike Week Event/Motorcycle watching and BBQ on June 14th
- National Men's Health Week / Group Picture June 14th
- Father's Day Social June 16th
- Participated in Alzheimer's Awareness Day wearing purple on June 21st
- Music & Memory Classic Car Show featuring the Rockin' Daddios- September 10th
- Halloween Party and Costume Contest
- Veterans Day Remembrance Service – November 11th
- Annual Holiday Craft Fair
- Annual Tree Lighting
- Participated in the local Children's Charity Auction Dec. 6th
- Dec. 20th Santa visited BCNH and read the story *'Twas the Night Before Christmas*
- Christmas party for Residents

Staff Education:

- On May 17th, Belnap County Nursing Home hosted a total of 75 guests from fellow County facilities for the Patient Driven Payment Model (PDPM) one day seminar
- Trauma-Informed Care: A Change in Perspective
- Understanding Bloodborne Pathogens
- Fire Safety

Staff Education (continued):

- Dementia Management Training / New Dementia Regulations and Education
- Quality Assurance Performance Improvement (QAPI) for Healthcare Staff
- Infection Control/Antibiotic Stewardship
- Gait Belt Policy update/review
- Oral Dental Health- Dr. Blackwelder
- Trauma Informed Care
- Participated in LPN & LNA Job Fair March 6th at Salter School of Nursing and Allied Health
- BCNH was represented at the Salter School of Nursing & Allied Health Job Fair on June 26th
- Participated in a mandatory (mock) Emergency Preparedness Drill with St. Francis Rehabilitation Nursing Center on November 12th
- Second LNA class held at BCNH / Oct. 29 – Dec. 19th. (New MNA class coming in 2020)
- Plymouth High School resumed using our facility as a clinical sight
- Reasonable Suspicion Training/Impaired Employees
- Point Click Care (PCC) therapy tab added in our medical records system for Therapy Services
- Added software Healthcare Academy to e-learning system
- Director and Administrator took NARCAN class at Laconia Fire Department

Quality Assurance Performance Improvement (QAPI) Projects:

- Point Click Care Dashboard (Medical Records enhancement)
- Rapid Response for Emergency Preparedness
- Wandering & Elopement for memory impaired
- Water Management Testing
- Dining Experience

Building Improvements:

- Flooring project completed in Main Dining Room, Staff Dining Room, Sunroom and Staff Breakroom
- Painting throughout facility, new wall decorations, countertops and computer workstation
- Updated Room Signs throughout the Nursing Home
- Installed new water heater / updated our Water Management Filtration System
- Installation of Boiler/Steamer in kitchen
- Updated Video Surveillance System
- Updated Facility Assessment Binder and Survey Binder
- Gait Belts and Legends (You Are Here) placed throughout the building

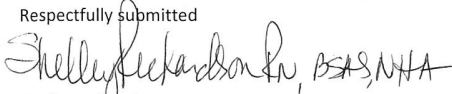
As we look to the future, Belknap County Nursing Home will focus on the following requirements and projects:

- Rules of Participation (ROP) Phase III

Closing out the year, Dianne Roberts, RN retired in December as Director of Nursing, and Lori Tetreault, RN, BSN was welcomed in the position.

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

Respectfully submitted



Shelley Richardson RN, BSAS, NHA

Belknap County Registry of Deeds

2019 Annual Report

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

The Register of Deeds is responsible for the management and protection of the public land records and the documents it contains pursuant to NH RSA 478:1. This relates to the buying and selling of property in Belknap County that dates back to 1765 when it was part of Strafford County.

Many types of documents are recorded in this office including deeds, mortgages, liens, attachments, survey plans, easements, condominium declarations and by-laws. These documents all become part of the permanent chain of title for the property. Records are preserved on microfilm as this practice continues to remain the most reliable and recommended form of archival preservation in addition to back-up of records to file servers.

Belknap County Registry of Deeds is happy to report the successful preservation/restoration of two historic Plat Books. The Plat Books, which date back to the early 1900's, contains surveys of some of the earliest subdivisions in the county. These Plat Books have been out of public access for many years due to their deteriorated state. With the support of the county commissioners and county delegation for this project, these restored plat books are once again available for public use and are preserved for the future generations of Belknap County.

Total volume of recording has increased this past year. A total of 14,588 documents were recorded in 2019. This represents an increase of 601 over the count from 2018. Approximately 50% of all recordings were filed electronically. This is a cost-effective, timely convenience for submitters.

Revenue generated by the Registry of Deeds is primarily derived from the Real Estate Transfer Tax (RETT), as well as Recording Fees, Surcharge Fees and Copy Fees. The Registry receives a 4% commission on the State of New Hampshire Real Estate Transfer Tax (RETT) and LCHIP Fee (Land and Community Heritage Investment Program). Revenue to the county for 2019 is as follows:

RETT 4% Commission & Recording Fees	\$950,248.00
Surcharge Fees	\$ 28,270.00
LCHIP 4% Commission Fee	\$ 10,458.00
Deposit Interest	\$ 509.00
TOTAL	\$989,485.00

The total operating cost of the office, including salaries and expenses, was \$410,463.00. The balance of \$579,022.00 was contributed to the Belknap County County's General Fund.

Thank you to full time staff members Caitlin Robertson & Terry Folsom, and part time staff member Cindy Beede, for their teamwork, dedication, and attention to detail that the office demands. I would also like to thank the Belknap County Commissioners, Belknap County Delegation and the Belknap County Administrative team for their continued support and assistance throughout the year.

Respectfully submitted,

Judith A. McGrath
Register



Meeting Minutes for the Executive Committee

January 4, 2019

Tan meeting at the request of the County Treasurer – **7-day notice required** – meeting scheduled for January 18th at 6:30 p.m.

In attendance – Rep. Howard, Rep. Aldrich, Rep. Comtois, Rep. Huot, Rep. Lang, Rep. Spanos, Rep. Sylvia

Nursing Home (NH) Revenues

Proshare money – IDN – historically we have been at 1.2 million dollars – we might need to be a little more conservative with that money, - counting on that money could be dangerous – Rep. Sylvia – it will make a difference setting the tax rate – it can cause some pain – not sure where we need to go with that.

Commissioner Devoy – NH thought they would get the proshare money one more year – IDN could be as low as 30% which will be 800k –

Rep. Lang – do we reduce the line?

Rep. Sylvia move to table 2nd Rep. Spanos – unanimous motion passes – line # 34040

Rep. Sylvia resident resource line very conservative

Medicare Part A – skilled resources – we may be losing candidates to other facilities – 7 to 9 beds

Nursing Home Expenses

Insurance – WC – Unemployment - recommended by State – forget conversation

Rep. Sylvia – actual spending from 2010 to now – 10.5 million – 11 million over the course of 9 years we are only up \$578k –

Rep. Comtois – back in 2010 to 2012 accounting in NH included a portion of County Admin and Finance dept were allocated to NH

Commissioner Devoy said it changed when he was elected back in 2015

Commissioner Devoy – say it was a 1 million over 9 years – NH is great at controlling cost – concurred by Rep. Sylvia

Rep. Sylvia TAN interest note – see page 191 – approximate interest is \$130k – this year they are estimating \$250k – for the total TAN believes total should \$180k not the \$250k – 2.5% is a reasonable rate to assume – Treasurer may get by with a larger one time borrowing – recommend we use a more reasonable number of \$187,500 – reduce \$150k to

Rep. Lang – would split the difference and would be okay with 2.75% interest rate –

Rep. Spanos – would like to defer to Commissioner Devoy's point – agency vacancies – poor performance we prepare the budget on staffing and for every dollar spent on wages we spend one dollar in benefits

Rep. Lang motion to reduce interest line #24700 59810 to 99,533 and line # 14700 59810 will now be \$469,107 2nd by Rep. Spanos – unanimous – motion passes

Rep Howard – FT wages –

Rep. Lang – 7% increase – why? 8 FT positions

Rep. Howard – PT wages – Commissioner Devoy – we spent almost 10k more

Rep. Comtois motion to change line item # 51200 – PT wages to \$28000 – 2nd Sylvia – vote 5 to 1 opposed Rep. Huot, in favor – Rep. Aldrich, Rep. Comtois, Rep. Howard, Rep. Lang, Rep. Spanos, Rep. Sylvia – motion passes

Rep. Sylvia OT line # 51400 to \$1,200 2nd Comtois – 4 to 3 motion carries – Rep. Aldrich, Rep. Comtois, Rep. Howard, Rep. Sylvia in favor - opposed is Rep. Huot, Rep. Lang, Rep. Spanos

Commissioner Devoy – we have over 500 lines in NH – if we reduce like this, we could end up ½ million less than what is budgeted in NH

Rep. Sylvia motion to change all sick time incentive lines to what is on sheet handed out by Ms. Shackett – 2nd Rep. Lang - amend motion to round up to next dollar – unanimous motion passes

Rep Sylvia - Bed Tax will be driven by the ProShare – leaves us in the same quandary of how much we are going to get – Ms. Shackett we will not know how much we are going to get until June – Commissioner Devoy says we will get same amount –

Rep. Sylvia motion to reduce line 53000 NH Bed Tax by \$5,000 2nd Comtois –

Rep. Spanos – not a significant amount loathes to reduce – the only source of information is Commissioner Meyers – he would not like to tamper with line – Rep Sylvia we are the appropriating authority – Commissioners are the Managers – Rep. Lang waiver is for 5 years – number should be the same –

Rep. Sylvia amend motion to \$722,138 2018-year end 2018 numbers 2nd Rep. Comtois – 4 to 3 – motion passes in favor Rep. Aldrich, Rep. Comtois, Rep. Howard, Rep. Sylvia opposed - Rep. Huot, Rep. Lang, Rep. Spanos

Rep. Lang 5.5% of numbers comes out to \$677K – ProShare number is based on NH revenues – Rep. Comtois – questioning the 5.5% number – Admin cannot answer why the number is higher at 2018-year end than what the 5.5% calculation comes out to

Rep. Comtois – what is the Revenue # you are basing it on

Ms. Shackett it will take them a while to figure it out and will get back to us on why the discrepancy.

Rep. Spanos – cannot vote for motion because it may need to be lower, would like to get the answer before voting

Rep. Comtois would like to know what the AR at – 10.8 million includes reduction of 5%

Rep. Howard – would like a clarification of what revenue numbers the ProShare tax is based on – all NH revenues related residents living in NH

Commissioner Devoy – it is only \$50K we are talking about

Ms. Shackett - Discussion about how bed tax is calculated – county records when billed – is tax based on actual monies received???

Rep. Huot discussion at the state level in 2013 it is not fair to say that the amount it rises, and falls is not in direct correlation between bed tax and pro share amount –

Auditing Services – Medicare Cost Report – Medicaid Report – are they usually in the Audit line item – yes

Rep. Sylvia motion to adjust line # 53501 pre-employment to \$7,500 2nd Rep. Comtois 4 to 3 – motion passes in favor Rep. Aldrich, Rep. Comtois, Rep. Howard, Rep. Sylvia - opposed - Rep. Huot, Rep. Lang, Rep. Spanos

Commissioner Devoy – higher turnover when economy is hot

Rep. Lang – agrees that medical field is hot – will have pressure on employment –

Rep. Sylvia motion to reduce item # 54352 ELEC EQUIP-REPAIRS & MAINT to \$300 – 2nd Comtois – unanimous – motion passes

Rep. Sylvia – motion to reduce item # 55600 dues & subscription by \$5200 2nd Rep. Aldrich – 2 to 5 motion fails – in favor Rep Aldrich, Rep Sylvia – opposed – Rep Comtois, Rep. Howard, Rep Huot, Rep Lang, Rep Spanos

Rep. Sylvia motion to reduce item# 56110 prof. development to \$15k – 2nd Rep. Aldrich – unanimous motion passes

Motion to adjourn Rep Huot 2nd Rep Aldrich unanimous – 9:35 pm



Meeting Minutes for the Executive Committee January 7, 2019 @ 6:33 p.m.

In attendance: Rep. Howard, Rep. Comtois, Rep. Huot, Rep. Lang, Rep. Spanos, Rep. Sylvia

Absent: Rep. Aldrich

Restorative Justice

Rep Howard – question on training line – Dept Head – 4 of them would like to go to paid training – White House reinstated the juvenile restorative justice that lapsed under Obama –

Rep. Sylvia motion to reduce office supplies – by \$300 2nd Rep. Comtois – 3 to 3 vote – motion fails

Rep. Sylvia – Rep. Comtois – Rep Howard in favor – Rep. Spanos, Rep. Lang, Rep. Huot

Dept of Corrections 6:50 p.m.

Grants – some of the grants went from a county jurisdiction to state jurisdiction

Rep. Comtois regarding telephone revenue line– they got video presentation – 5 year contract we didn't have to pay – they would receive our phone revenue – if we hit a certain level we would see some revenue – 135 events/month they would see revenue from that – no cost to county – Video calls are monitored – also cut down on contraband coming into jail – phone system is not working properly – Under older system we had recognized an average of \$15k per year – switching to newer system was not about cost savings but about reduction in movement of inmates and less contraband coming into jail

2017-2018 CO's (correction officers) had 8 FT resign – evening shifts – working very hard long hours forced OT – Fridays & Saturdays

2 FT Nurses – One 32-hour PT – still open since last April 2018 –

\$425 per 8-hour shift for an LPN –

\$66,309 CO – FT \$82,616 – FT Nurse - What did we budget for hourly cost – approximately \$26 per hour

Rep Howard what would savings be if these positions were filled –

Jail population – 2017 avg - 86 2018 avg - 83 – 2019 avg - with bail reform in state should see avg daily population drop – jail population today is 77 – feels dept has been short staffed forever – currently only down 1 CO because last resignation just occurred

PT – pretrial coordinator \$41362 – PT programming assistant \$25768 – asking for another

2 FT – 2 PT in this budget –

CO'S –

Rep. Howard If you had an add 'l FT CO how much of the PT and OT would be reduced

2 FT and 1 PT nurse – eliminate PT and turn into FT position –

Contracted Nursing Services – is included in PT nurses – Contracted Services is not an employee of the county, but the others are

Rep. Comtois reduce PT wages by \$50k – 2nd Sylvia – motion fails 3 to 3

Rep. Sylvia – Rep. Comtois – Rep Howard in favor – Rep. Spanos, Rep. Lang – Rep. Huot

Rep. Lang reduce PT wages by \$35k and OT wages by \$10k – 2nd Comtois –

Vote 4 to 2 motion passes

Rep. Spanos – Rep. Comtois – Rep Howard Rep Lang in favor – Rep. Sylvia – Rep. Huot against

Program Services – New Horizons – decided not fill position until 2018 budget process was completed

2018 – 31 participants – gone through 3 phases – 5 have returned due to other crimes

2016 – 19 participants – 6 people have returned to county jail

2017 31 participants –

Believes program has been successful – starting to become main facet of jail in Belknap county – mgr. @ DD went through program has been clean and sober over 12 months Superintendent Gray says recidivism rates are lower – to-date no one has completed the program in full

CORE designed for 20 – must be sentenced through court - to go into program

Rep. Sylvia – superintendent – come back reoffending – no one has gone through the complete program Superintendent Gray there is no way to keep track of anyone reoffending if they are committed to another jail, state, county, etc.

Rep. Comtois – Where are the 31 participants at – Superintendent Gray – they are in the program – some sentencing did not give aftercare – w/out probation/supervision he cannot track the participants – how many are in aftercare – answer – 11 – Superintendent Gray cannot track 20 of them –

Rep. Spanos – is there anyway to qualify them to track recidivism – Super – said in 2015 recidivism rate was 70% for people sentenced with no program – Commissioner Devoy said they know that if they did not have core program recidivism rate would be 72% - he stated that it is true that they could be in someone else's jail or dead, but they are not coming back to us

Rep. Howard – what is the recidivism rate of inmates not going through the core program – Commissioner Devoy jumped into answer – only the bad apples that keep reoffending – Rep. Howard –

so from that comment only what is the recidivism rate of inmates not going through the program – Superintendent Gray is not saying that at all

Rep Huot – what was the contract price for 2018 if we did not receive free services – Superintendent thinks \$220K –

Rep. Howard – is that a set price – Superintendent Gray it goes up about 3% per year

Rep. Sylvia – so you don't know how many people are going to take the program – what would if were 15 or 40 will there be a rate increase? Superintendent Gray if it is 40 there will not be a rate increase, but if it is only 15, he would have to go back and renegotiate the contract

Rep. Comtois does Horizon appear anywhere else in the expense report? Superintended Gray yes, but they are different people and are not part of the Core program – we really do not know what the actual recidivism rate is at the county jail – Superintendent Gray agreed – but reiterated stats from above – Rep. Comtois – comparing 2015 rate to today is really comparing apples and oranges

Rep. Comtois requested real recidivism rate for years 2016-2018 not just the Core numbers

Rep. Huot – we don't care how much it is going to cost our people, we only care how many people are we going to get back – if they don't come back it will save us money

Rep Comtois – question about recidivism – in 2015 we did not have Core program and we had recidivism rate of 72%, but today when we ask what the rate is, they can only tell us the rate of those going through the Core program

Rep. Lang – 51 people have gone through program with an aggregate recidivism rate of 23% - we are reducing the rate of growth

Rep. Sylvia – we are cutting recidivism and adding staff and there is nothing more permanent than staff – Superintendent Gray referred to Sullivan County and said when CO's left, they did not fill those positions – He will do the same thing

Rep Comtois if our numbers are heading downward and bail reform is going into effect today, why are you hiring new staff? Rep Huot they are down 1, Rep Comtois this is an additional staff on top of what they already have – Rep. Lang looking at turnover this should help with consistency - Rep Comtois – it is my understanding that we were never even close to full staff until November of 2018

Rep Lang – IDN money will be used to offset Core program – Rep Howard will the IDN money going through Genesis – Superintendent Gray money will be coming in various ways

Rep. Huot – discussing parenting classes – under inmate programs –

Rep Howard motion to reduce line item #56005 to 20k a reduction of \$28,500 2nd Rep. Spanos –

Vote 5 to 1 motion passes

Rep. Spanos – Rep. Comtois – Rep Howard - Rep Lang - Rep. Sylvia in favor — Rep. Huot against

General operating supplies - # of intoxicated people – Rep. Howard – were any talks taken place regarding discussion last year

Need leadership training for senior CO's – a serious matter if we have any serious issues

Rep Howard -- questioned training line – Superintendent - Leadership academy in Texas – Jail conference around the country – next year it is in Louisville, KY - we do send some to police training – we take advantage of the free training – FBI leader course was in Gilford, NH last year –

Uniforms – had to outfit a lot of officer's

Motion to adjourn – Rep Spanos – 2nd Rep Comtois – unanimous – 9:11 pm



Meeting Minutes for the Executive Committee January 11, 2019

In attendance: Rep. Howard, Rep. Aldrich, Rep. Comtois, Rep. Lang, Rep. Spanos, Rep. Sylvia

Absent: Rep. Huot

6:32 pm meeting called to order

Nov 14th minutes – 1st Rep. Aldrich – Rep. Sylvia – unanimous

Dec 27th, 28th, & Jan 4th minutes – 1st Rep. Spanos – 2nd Rep. Lang – unanimous

Rep. Howard – is new handout everything YTD and is anything encumbered in Revenues

Ms. Shackett – everything is up-to-date on Revenues

Primex Holiday – notified 2 days ago around \$136K – with most of it coming from WC – will apply to 2018 numbers

Regarding the bed tax – Lori stated that they had overpaid the State and it was because of a manual formula that needed to be done regarding Medicare B

Rep. Comtois 1st 2nd Rep. Lang reduce the bed tax line to \$678K #25100-53000 - unanimous

Nursing Home Maintenance

Gemini Electric is company used for generator service – discussion on Contracted Services – Ms. Richardson explained who each contractor was for each service listed

Rep. Lang 8% increase in line – should be around 5%

Rep Lang 1st Rep. Comtois 2nd – reduce FT Wages in Maintenance to \$83k – unanimous

Rep. Sylvia – 1st – OT wages dropped by 1K to make it 2K – 2nd Rep. Lang – 4 to 2 motion passes – Rep. Sylvia, Rep. Comtois, Rep. Aldrich, Rep Howard in favor – Rep. Spanos – Rep. Lang opposed

Rep Sylvia – 1st reduce Uniform by \$100 – 2nd Rep. Comtois – 5 to 1 with Rep. Lang opposed

Rep Sylvia 1st 2nd Rep Aldrich reduce gas/diesel by \$500 – 5 to 1 with Rep. Lang opposed

NH Rehab

Rep. Sylvia 2nd Rep Aldrich – reduce Uniform by \$200 – in NH Rehab – unanimous

Rep. Sylvia 2nd Rep Aldrich – General Operating Supplies – reduce by \$200 – motion fails - Rep. Aldrich, Rep. Sylvia, Rep. Howard - in favor – Rep Spanos, Rep. Lang, Rep. Comtois opposed

NH Dietary

Rep. Lang – FT wages why 10.18% increase – no second – really not an increase over actual

Rep. Sylvia – reduce PT line – to 110K – 2nd Rep. Comtois – unanimous – motion passes

Ms. Richardson – 3 vendors are bidding on dietary drop in \$200k in other counties –

Rep Spanos – dilemma he has – represents a change in approach – we do not want to undercut something so basic as food – the cuts would incentivize the county to go with an outside vendor –

Rep. Lang – looking at the previous years – PT wages have been on a downward trend – why the county thinks it is going to spike so badly – Why???? Operational nothing has changed – Rep. Lang – Union – just have a rough idea that it may fall into this ballpark -

Ms. Shackett - Dietary Manager is working and covering all these vacancies

Rep. Comtois 1st Rep. Sylvia 2nd reduce uniform line to \$1,400 – unanimous

Rep Sylvia 1st Rep. Aldrich 2nd – reduce dishware line by \$500 to \$4k – unanimous

Rep. Sylvia – Commissioners encumbered money for a double deck oven – instead of encumbering money for the Steamer – both the commissioners and Ms. Richardson decided that the oven was more important than the dangerous steamer

Rep. Comtois 1st reduce new equipment by \$5k - 2nd Rep. Sylvia – 2 to 4 motion fails

NH – Nursing Department

7 FT Nurses through school – cost per student \$1,557

Rep. Sylvia – history at it's highest - \$2.482 in 2017

Ms. Shackett – in order to avoid hiring outside agencies

Rep. Sylvia – motion to reduce FT wages to 2.5 million – amend motion to 2.55 – no second

Rep. Lang motion to reduce FT wages to 2.6 million – 2nd Rep. Spanos – 5 to 1 – Rep. Sylvia opposed

Rep Lang motion to reduce OT to 200K 2nd Rep Spanos – unanimous

Rep. Comtois motion to reduce PT wages by \$25K – 2nd Rep. Sylvia – 4 to 2 motion passes – Rep Comtois, Rep. Aldrich, Rep. Sylvia, Rep Howard - -- Opposed – Rep. Spanos, Rep. Lang

Rep. Sylvia 1st – Rep. Lang – reduce payroll tax line to \$294,908 and retirement line to \$336,279 – unanimous motion passes

Rep. Sylvia 1st – Rep. Aldrich – reduce Uniform line to \$6K – unanimous –

66 employees eligible for \$200 uniform allowance – motion was based on average

Rep. Sylvia why F&F were so high \$36K – what line was the call bell originally on as it was an \$80k item

Ms. Shackett – will need to take some time to figure out what line it was on in 2017 and 2018?

Rep. Howard – what was the original? – Rep Sylvia – line # 25140-57500 inconsistent with call bell

NH Laundry

Discussion regarding FT wages and number of people working – 3-FT employees

1st Comtois – 2nd Aldrich – reduce FT wages to page # 245 \$87,607 - unanimous

1st Sylvia 2nd Aldrich – reduce OT to \$300 – unanimous

1st Sylvia 2nd Lang – reduce retirement to \$10,261 - unanimous

NH – Housekeeping

Rep Sylvia – reduce dental by 1K – 2nd Rep Aldrich – 3 to 3 motion fails – Rep. Sylvia, Rep. Aldrich, Rep. Howard in favor ----- Opposed was Rep. Comtois, Rep. Lang, Rep. Spanos

Rep. Comtois – How much do NH employees pay toward health insurance? Answer \$0.00 – This benefit is part of their wages – they should understand what is actually being paid to them - Health Insurance - \$17K difference between single plan and family plan

Rep. Sylvia motion to reduce general operating by \$500 2nd Rep. Lang – unanimous

NH - Hairdressing

Rep. Howard – regarding PT wages and sick time incentive – Ms. Shackett – Commissioners made a policy that permanent PT employees who are scheduled to work more 20 hours but less than 40 hours per week are entitled to receive this and other benefits except Health Insurance

IT Dept

Rep. Lang motion to remove \$13,875

Rep. Comtois reduce MS Office to \$11,000 and line # 53440 by IT \$18470 and reduce line 53435 by \$13875 to 22945 2nd Rep Lang unanimous – new IT bottom line is \$174725 – Ms. Shackett to allocate the 60/40 split on above changes to be handed to us at next meeting

11,536,252 is bottom line for NH budget

Motion to adjourn 1st Rep Lang 2nd Rep Aldrich 9:37 pm - unanimous



Meeting Minutes for the Executive Committee

January 14, 2019

In attendance: Rep. Howard, Rep. Aldrich, Rep. Sylvia, Rep. Comtois, Rep Huot, Rep. Spanos

Absent: Rep. Lang

Meeting called to order at 6:30 pm

Sherriff's Dept

Rep. Sylvia motion to remove extra dispatch position from budget - 2nd Rep Aldrich – reduction in dispatcher FT and all related fields – is a reduction of \$41,586 – vote 4 to 2 motion carries – Rep Aldrich, Rep Howard, Rep Sylvia, Rep. Comtois – opposed Rep Huot, Rep. Spanos

Rep Comtois motion to amend Court Security line 14211-34012 to \$200,000 – a \$25,000 increase 2nd Rep Sylvia – 5 to 0 motion passes – Rep Spanos absent

Motion to change sick time to 7987 – change from previous sheet – 1st Rep Sylvia 2nd Rep Aldrich - unanimous

Rep Sylvia motion to remove \$5K from Special Op Team 2nd Rep Spanos – 5 to 1 – Rep Howard opposed

Rep Comtois motion to reduce Communication R&M by 5K 2nd Rep Aldrich – vote 4 to 2 motion passes – Rep Sylvia, Rep Howard, Rep Aldrich, Rep Comtois – opposed -Rep Spanos, Rep Huot

Final Budget Details

Discussion about Fund Balance – 2017 was \$700k – today it is 2,600,000 with approximately another \$250k going into 2018 Fund Balance – this does not include any IDN money that will be put into Fund Balance – using \$1,000,000 will give us a Fund Balance of approximately \$1.85 million

Rep. Sylvia motion to require permission to move between line items any transfers greater than \$500 – 2nd Rep. Comtois – motion amended – see below

Rep Aldrich – will you consider changing line transfer amount to \$1,000 - Rep Sylvia - if there are lines that are in that tight of margin, it won't happen until September

Rep. Sylvia motion to recommend appropriations shall be detailed to individual line items – county commissioners must get permission to/from executive committee \$1,000 as amended – Budget as follows: \$29,144,306 in expenses - revenues from Departments \$14,617,435 - \$1,000,000 from Fund Balance – amount to be raised by taxes - \$13,526,771 – 2nd Rep. Comtois

Vote 5 to 1 motion passes – Rep Huot opposed – in favor – Rep. Sylvia, Rep Comtois, Rep. Aldrich, Rep Howard, Rep. Spanos

Motion to adjourn Rep Huot, 2nd Rep Spanos – 10:20 pm



Meeting Minutes for the Delegation

January 18, 2019 @ 7:00 p.m.

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

In attendance: Rep. Howard, Rep. Aldrich, Rep. Sylvia, Rep. Comtois, Rep. Huot, Rep. Spanos, Rep. Bean, Rep. Beaudoin, Rep. Feeney, Rep. Fields, Rep. Jurius, Rep. Mackie, Rep. St. Clair, Rep. Tilton, Rep. Varney, Rep. Viens

Absent: Rep. Plummer – away on business

Meeting called to order at 7:00 pm

M/Rep Lang S/Rep Fields 2nd – approve minutes of Dec 13 – Rep Sylvia discussion regarding committee put together for the Gunstock Committee – the Gunstock Commissioners wanted full delegation to be part of committee – leaving the subcommittee intact - unanimous

Budget –

Rep Sylvia - Delegation chose to have subcommittee done by exec committee – Rep Howard Chair of the Executive Committee to read a statement: The committee went line by line and met with all dept heads and Commissioners – for a total of about 23.5 hours – 1.2million IDN money so it is not really a 2M – line transfer authority gives us a better understanding to know where the deficiencies are

The budget has increased 1.1m a year an average of 4.25% per year – it has outpaced the annual COLA

Rep Sylvia to explain IDN – Integrated Delivery Network – program established by Medicaid a waiver of SS rules – 5 year \$60m project– to build a network of providers in the state and sets up 7 regions in the state – the networks cross county lines -money is not controlled by any elective officials – they go to non-profits – demonstration project is in year 3 –establish a network of mental health and substance abuse disorder – in theory they are to be self-sufficient – they are in the progress of building it out – Community Health Services Network LLC - the County will be an associate member

M/Rep Lang, S/Rep Huot- Shall the ruling of the chair be upheld, and Rep. Lang be ruled out of order? – Motion Fails – 5 to 12

Voting in the affirmative: Rep. Aldrich, Rep. Comtois, Rep. Howard, Rep. Sylvia, Rep. Varney

Voting against the ruling: Rep. Bean, Rep. Beaudoin, Rep. Feeney, Rep. Fields, Rep. Huot, Rep. Jurius, Rep. Lang, Rep. Mackie, Rep. Spanos, Rep. St. Claire, Rep. Tilton, Rep. Viens

M/Rep Lang, S/Rep Tilton – motion to allow Commissioners to transfer between line items within a department and transfer up to \$1K interdepartmentally before they need approval – Motion passed

Voting for the motion: Rep. Bean, Rep. Beaudoin, Rep. Feeney, Rep. Fields, Rep. Huot, Rep. Jurius, Rep. Lang, Rep. Mackie, Rep. Spanos, Rep. St. Claire, Rep. Tilton, Rep. Viens, Rep. Varney

Voting against the motion: Rep. Aldrich, Rep. Comtois, Rep. Howard, Rep. Sylvia

M/Rep. Howard, S/Rep. Aldrich - to accept the executive committee report recommending the 2019 County Budget as detailed by individual lines totaling an appropriation of \$29,144,306, with revenues estimated to be \$14,617,535 plus \$1,000,000 from undesignated fund balance.

Voting in the affirmative: Rep. Aldrich, Rep. Comtois, Rep Howard, Rep. Sylvia, Rep. Varney

Voting against the motion: Rep. Bean, Rep. Beaudoin, Rep. Feeney, Rep. Fields, Rep. Huot, Rep. Jurius, Rep. Lang, Rep. Mackie, Rep. Spanos, Rep St. Claire, Rep. Tilton, Rep Viens

M/Rep Huot, S/Rep Lang – unanimous meeting adjourned 9:04 p.m.



Meeting Minutes for the Executive Committee January 18, 2019

Chair Howard called the Executive Committee meeting to order at 6:32 p.m. on the above date at 34 County Drive, Laconia, NH. Representative Lang let the pledge of allegiance.

In Attendance: Rep. Howard, Rep. Aldrich, Rep. Sylvia, Rep. Comtois, Rep Huot, Rep Spanos, Rep. Lang
County Treasurer Muzzey on phone

Motion to approve Minutes – 1/7/19 – unanimous

1/11/19 – unanimous – 1/14/19 – unanimous with correction of names Reps abstained on various dates where they were not present

County Treasurer Muzzey speaking to request to borrow a TAN up to \$15,000,000 for 2019 – initial borrowing will be in the \$8,000,000 range – when speaking with bond council interest rates will be between 2.5% and 3%

Deputy Treasurer is not present – Rep. Sylvia Statue 29:8 says Treasurer shall appear in person to borrow money

Rep. Howard – Mr. Muzzey is the deputy treasurer supposed to be here – he had not spoken to her and had assumed the finance dept would have contacted her

Commissioner Devoy recommends we reschedule the meeting – Deputy treasurer after being contacted by the County Administrator – her email came back that she was on vacation and the Treasurer himself was in Florida

RSA 24:13 our report will say that there were no transfers out contingency in 2018 1st Rep Sylvia 2nd Rep Aldrich – unanimous

Motion to adjourn 1st Rep Aldrich, 2nd Rep Huot – unanimous 6:45 pm



Meeting Minutes for the Delegation

February 5, 2019 @ 7:00 p.m.

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

In attendance: Rep. Aldrich, Rep. Bean, Rep. Beaudoin, Rep Comtois, Rep Fields, Rep Howard, Rep. Jurius, Rep. Lang, Rep. Mackie, Rep. Plumer, Rep. Spanos, Rep. Tilton, Rep. Varney, Rep Viens, Rep. Sylvia, Rep Huot, Rep St. Clair, Rep Feeney

Pledge Rep Howard

M/Rep Howard – hold use of fund balance remove \$1,000,000 from bottom line - no second

M/Rep Huot – County convention budget – S/Rep Lang – 17 to 1 – Rep Howard voting against

M/Rep Sylvia, S/Rep Aldrich – County Attorney – reduce the Medical Examiner line by \$2,000 motion fails 12 to 6

M/Rep Sylvia, S/Rep Howard – County Attorney – reduce the Witness & Legal Expert line by \$3,000 motion fails 13 to 5

M/Rep Lang, S/Rep St. Claire – accept county attorney budget \$912, 467

County Admin

M/Rep Sylvia, S/Rep Comtois – wages OT – reduce by \$1k – unanimous

M/Rep Sylvia, S/Rep Comtois reduce legal \$5k – motion fails 15 to 3

M/Rep Huot, S/Rep Tilton increase legal services line by \$5k – motion fails 13 to 5

M/Rep Sylvia, S/Rep Aldrich reduce dues & subscriptions by \$2,800 to \$4k motion fails 16 to 2

M/Rep Sylvia, S/Rep Howard reduce professional development by \$1,600 - motion fails 14 to 4

M/Rep Lang, S/Rep Fields - bottom line \$392, 112 – 15 to 3 motion passes

Information Technology

M/Rep Sylvia, S/Rep Howard - reduce 14135 #54352 – R&M by \$1k - motion passes 17 to 1

M/Rep Sylvia, S/Rep Aldrich - reduce 147135 #56680 New Equipment by \$7,625 – motion fails 17 to 1

M/Rep Lang, S/Rep Fields bottom line \$181, 075 for IT dept 17 to 1 motion passes

Finance Dept

M/Rep Sylvia, S/Rep Aldrich reduce Deputy treasurer #51200 by \$120 - motion passes 16 to 2

M/Rep St Claire, S/Rep Howard approve finance dept bottom line \$269,336 - motion passes unanimous

Registry of Deeds

M/Rep Huot, S/Rep Spanos increase line #53422 to \$40k – motion passes – 11 to 7

M/Rep Sylvia, S/Rep Jurius – travel line # 56130 reduce by \$300 – motion fails – 13 to 5

M/Rep Sylvia, S/Rep Aldrich – office supplies line # 56200 reduce by \$100 – motion fails 13 to 5

M/Rep Huot, S/Rep Lang approve registry of deeds bottom line \$418,974 – motion passes 14 to 4

County Maintenance

Rep Plumer – line #54100 – electricity new electric rate cost – our contract for electricity – a modest increase an estimate working with engineering – now have stable environment

What line do rebates go under – Dustin \$33k from boiler - \$4/\$2k for ovens – receiving at least \$35k in rebates this year – rebate money will go under County Admin – Ins Rebates –

M/Rep Mackie, S/Rep Huot increase electric to \$142k - motion fails 10 to 8

M/Rep Sylvia, S/Rep Aldrich – line # 54500 reduce by \$1k – motion fails 11 to 7

M/Rep Sylvia, S/Rep Aldrich - line # 57200 reduce by \$10k – motion fails 16 to 2

M/Rep Lang, S/Rep Fields – approve bottom line \$676,842

Contingency

M/Rep Lang, S/Rep Spanos – increase contingency by \$75k to \$150k – motion passes 11 to 7

M/Rep Lang, S/Rep Spanos – approve bottom line contingency \$150k - motion passes 10 to 8

M/Rep Lang, S/Rep Spanos adjourn 9:25 pm.

Note: hand votes taken on final line items



Meeting Minutes for the Executive Committee February 5, 2019

Chair Howard called the Executive Committee meeting to order at 6:31 p.m. on the above date at 34 County Drive, Laconia, NH. Representative Aldrich led the pledge of allegiance.

In Attendance: Rep. Howard, Rep. Aldrich, Rep. Sylvia, Rep. Comtois, Rep. Huot, Rep. Spanos, Rep. Lang

County Treasurer Muzzey was on the phone and Deputy Treasurer Carmen Lorentz was in attendance

County Treasurer Muzzey speaking to request to borrow a TAN up to \$15,000,000 for 2019 – initial borrowing will be in the \$8,000,000 range – when speaking with bond council interest rates will be between 2.5% and 3%

Rep Sylvia – At the December 11, 2018 meeting he had notes that you said interest rates would be 2.25% to 2.5 % - after speaking with others it will probably more like 2.5% to 2.75%

M/Rep Lang, S/Rep Aldrich – motion to borrow up \$15,000,000 in tax anticipation notes. - Unanimous

Request from Commissioners to approve audit for county

Rep Lang – are you putting it out to bid? No, under a 5-year contract expires 2021/2022

Rep Sylvia – the audit is due 90 days after close of fiscal year – will the executive committee be allowed to ask the auditors questions - Yes

M/Rep Lang, S/Rep Huot – to authorize the commissioners to engage in an audit pursuant to RSA 28:3-a unanimous

M/Rep Lang, S/Aldrich - motion to adjourn – unanimous 6:41 pm



Meeting Minutes for the Delegation February 19, 2019 @ 7:00 p.m.

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

In attendance: Rep. Aldrich, Rep. Bean, Rep. Beaudoin, Rep Comtois, Rep Fields, Rep Howard, Rep. Jurius, Rep. Lang, Rep. Mackie, Rep. Plumer, Rep. Spanos, Rep. Tilton, Rep. Varney, Rep Viens, Rep. Sylvia, Rep Huot, Rep Feeney

On the Phone – Rep St. Clair – alone in a motel – Toledo, OH

Pledge Rep Howard

M/Rep Lang S/Rep Aldrich – to allow Rep St. Clair to participate in the meeting by phone RSA 91a 2-b motion passes 15 to 2

M/Rep Lang, S/Rep Aldrich – approve minutes of Jan 18, 2019 and Feb 5, 2019 – motion passes 17 to 0

Sheriff Department

M/Rep Bean S/Rep Spanos increase the Sheriff's budget by \$41,586 for a dispatcher position – motion passes 17 to 1 – in favor - Rep. Aldrich, Rep. Bean, Rep. Beaudoin, Rep Comtois, Rep Fields, Rep Feeney, Rep Howard, Rep. Jurius, Rep. Lang, Rep. Mackie, Rep. Plumer, Rep. Spanos, Rep. Tilton, Rep. Varney, Rep Viens, Rep Huot, – Rep St. Clair – voting against Rep Sylvia

M/Rep Tilton S/Rep Huot – increase New Equipment line 56680 by \$2,315 – motion fails 12 to 5 – in favor, Rep Fields, Rep. Lang, Rep. Tilton, Rep Huot, Rep St. Clair – voting against Rep. Aldrich, Rep. Bean, Rep. Beaudoin, Rep Comtois, Rep Feeney, Rep Howard, Rep. Jurius, Rep. Mackie, Rep. Plumer, Rep. Spanos, Rep. Varney, Rep Sylvia

M/Rep Howard S/Rep Aldrich – reduce Special Operations line # 53905 by \$10k – motion fails 16 to 2 – voting against - Rep. Aldrich, Rep. Bean, Rep. Beaudoin, Rep Comtois, Rep Fields, Rep Feeney, Rep Howard, Rep. Jurius, Rep. Lang, Rep. Mackie, Rep. Plumer, Rep. Spanos, Rep. Tilton, Rep. Varney, Rep Viens, Rep Huot, – Rep St. Clair – voting in favor , Rep Howard, Rep Sylvia

M/Rep Lang, S/Rep Sylvia – approve bottom line for Sheriff Dept - \$2,262,339 – motion passes 17 to 1 - in favor - Rep. Aldrich, Rep. Bean, Rep. Beaudoin, Rep Comtois, Rep Fields, Rep Feeney, Rep. Jurius, Rep. Lang, Rep. Mackie, Rep. Plumer, Rep. Spanos, Rep. Tilton, Rep. Varney, Rep Viens, Rep Huot, Rep St. Clair, Rep Sylvia – voting against Rep Howard

Corrections Dept

M/Rep Sylvia, S/Rep Howard – reduce FT wages line #51100 by \$110,000 – motion fails 11 to 7 in favor - Rep. Aldrich, Rep. Bean, Rep Comtois, Rep Howard, Rep. Varney, Rep Viens, Rep Sylvia – voting against Rep. Beaudoin, Rep Feeney, Rep Fields, Rep. Jurius, Rep. Lang, Rep. Mackie, Rep. Plumer, Rep. Spanos, Rep. Tilton, Rep Huot, Rep St. Clair

M/Rep Aldrich, S/Rep Huot – approve bottom line for correction department - \$4,417,448 motion passes 10 to 8 - in favor - Rep. Beaudoin, Rep Feeney, Rep Fields, Rep. Jurius, Rep. Lang, Rep. Mackie, Rep. Spanos, Rep. Tilton, Rep Huot, Rep St. Clair - voting against - Rep. Aldrich, Rep. Bean, Rep Comtois, Rep Howard, Rep. Plumer, Rep. Varney, Rep Viens, Rep Sylvia

Restorative Justice

M//Rep Huot, S/Rep Fields – approve bottom line in restorative justice of \$178,252 – motion passes 10 to 8 - in favor - Rep. Beaudoin, Rep Feeney, Rep Fields, Rep. Jurius, Rep. Lang, Rep. Mackie, Rep. Spanos, Rep. Tilton, Rep Huot, Rep St. Clair - voting against - Rep. Aldrich, Rep. Bean, Rep Comtois, Rep Howard, Rep. Plumer, Rep. Varney, Rep Viens, Rep Sylvia

Health & Human Services

M/Rep Howard, S/Rep Sylvia – reduce line item #53500 by \$133,468 – motion fails 11 to 7 - in favor - Rep. Aldrich, Rep. Bean, Rep Feeney, Rep Howard, Rep. Mackie, Rep. Varney, Rep Sylvia – voting against Rep. Beaudoin, Rep Comtois, Rep Fields, Rep. Jurius, Rep. Lang, Rep. Plumer, Rep. Spanos, Rep. Tilton, Rep Viens, Rep Huot, Rep St. Clair

M/Rep Lang, S/Rep Jurius – increase line # 53560 by \$800k – amend to \$720k – motion passes 10 to 8 in favor - Rep. Beaudoin, Rep Feeney, Rep Fields, Rep Jurius, Rep. Lang, Rep. Mackie, Rep. Spanos, Rep. Tilton, Rep Huot, Rep St. Clair - voting against - Rep. Aldrich, Rep. Bean, Rep Comtois, Rep Howard, Rep. Plumer, Rep. Varney, Rep Viens, Rep Sylvia

M/Rep Lang, S/Rep Spanos – approve bottom line of \$ 7,590,173 – motion passes 14 to 4 - in favor - Rep. Aldrich, Rep. Bean, Rep. Beaudoin, Rep Fields, Rep Feeney, Rep. Jurius, Rep. Lang, Rep. Mackie, Rep. Plumer, Rep. Spanos, Rep. Tilton, Rep Viens, Rep Huot, – Rep St. Clair – voting against Rep Comtois, Rep Howard, Rep. Varney, Rep Sylvia

M/Rep Comtois, S/Rep Jurius – motion to adjourn – motion passes 14 to 4 - in favor - Rep. Aldrich, Rep. Bean, Rep. Beaudoin, Rep Comtois, Rep Fields, Rep Feeney, Rep. Jurius, Rep. Mackie, Rep. Plumer, Rep. Spanos, Rep. Tilton, Rep Viens, Rep Huot, Rep St. Clair –Voting against – Rep Howard – Rep Lang – Rep Varney – Rep Sylvia

Adjourn 9:10 p.m.



Meeting Minutes for the Delegation

February 20, 2019 @ 7:00 p.m.

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

In attendance: Rep. Aldrich, Rep. Bean, Rep. Beaudoin, Rep Comtois, Rep Fields, Rep Howard, Rep. Jurius, Rep. Lang, Rep. Mackie, Rep. Plumer, Rep. Spanos, Rep. Tilton, Rep. Varney, Rep Viens, Rep. Sylvia, Rep Huot, Rep Feeney

On the Phone – Rep St. Clair – alone in a van at rest area – Rochester, NY

Absent – Rep Viens – Select board Meeting

Pledge Rep Lang

M/Rep Lang, S/Huot – to allow Rep. St. Clair to participate by phone – motion passes 14 to 2 – in favor - Rep. Aldrich, Rep. Bean, Rep. Beaudoin, Rep Comtois, Rep Fields, Rep. Jurius, Rep. Lang, Rep. Mackie, Rep. Plumer, Rep. Spanos, Rep. Tilton, Rep. Varney, Rep Huot, Rep Feeney – voting against - Rep Howard, Rep. Sylvia

M/Rep Fields, S/Rep Plumer – to increase line # 14660 55020 by \$10k to \$70k – motion fails 9 to 8 - in favor - Rep. Beaudoin, Rep Fields, Rep. Mackie, Rep. Plumer, Rep. Tilton, Rep Huot, Rep Feeney, Rep St. Clair – voting against - Rep. Aldrich, Rep. Bean, Rep Comtois, Rep Howard, Rep. Jurius, Rep. Lang, Rep. Spanos, Rep. Varney, Rep. Sylvia

M/Rep Huot, S/Rep St. Clair – to increase line # 14660 55025 to \$32k – motion fails 9 to 8 – in favor - Rep. Beaudoin, Rep Feeney, Rep Fields, Rep. Lang, Rep. Spanos, Rep. Tilton, Rep Huot, Rep St. Clair – voting against - Rep. Aldrich, Rep. Bean, Rep Comtois, Rep Howard, Rep. Jurius, Rep. Mackie, Rep. Plumer, Rep. Varney, Rep. Sylvia

M/Rep St. Clair, S/Rep Fields – to increase line # 14650 55035 to \$20k – motion fails 13 to 4 – in favor - Rep Fields, Rep. Tilton, Rep Huot, Rep St. Clair – voting against - Rep. Aldrich, Rep. Bean, Rep. Beaudoin, Rep Comtois, Rep Feeney, Rep Howard, Rep. Jurius, Rep. Lang, Rep. Mackie, Rep. Plumer, Rep. Spanos, Rep. Varney, Rep. Sylvia

M/Rep Lang, S/Rep Spanos – to approve bottom line for outside agencies of \$271,441 – motion passes 12 to 5 – in favor - Rep. Aldrich, Rep. Bean, Rep. Beaudoin, Rep Comtois, Rep Feeney, Rep Fields, Rep. Jurius, Rep. Lang, Rep. Mackie, Rep. Plumer, Rep. Spanos, Rep Huot, – voting against - Rep Howard, Rep. Varney, Rep. Tilton, Rep St. Clair, Rep. Sylvia

M/Lang, S/Rep Sylvia – to approve bottom line for debt service of \$580,513 – motion passes 16 to 1 - in favor - Rep. Aldrich, Rep. Bean, Rep. Beaudoin, Rep Fields, Rep Howard, Rep. Jurius, Rep. Lang, Rep. Mackie, Rep. Plumer, Rep. Spanos, Rep. Tilton, Rep. Varney, Rep Huot, Rep Feeney, Rep St. Clair, Rep. Sylvia – voting against - Rep Comtois

M/Lang, S/Rep Sylvia – to approve bottom line for capital projects/improvements of \$165,000 – motion passes – 17 to 0

M/Rep Lang, S/Rep Huot – to approve bottom line for nursing home debt service of \$105,028 – motion passes 17 to 0

M/Rep Howard, S/Rep Aldrich – to approve bottom line for nursing home admin of \$1,670,534 – motion passes 17 to 0

M/Rep Lang, S/Rep Aldrich – to approve bottom line for nursing home maintenance of \$615,916 – motion passes 16 to 1 - in favor - Rep. Aldrich, Rep. Bean, Rep. Beaudoin, Rep Comtois, Rep Fields, Rep. Jurius, Rep. Lang, Rep. Mackie, Rep. Plumer, Rep. Spanos, Rep. Tilton, Rep. Varney, Rep Huot, Rep Feeney, Rep St. Clair, Rep. Sylvia – voting against - Rep Howard

M/Rep Lang, S/Rep Howard – to approve bottom line for nursing home for rehabilitation service of \$193,765 – motion passes 17 to 0

M/Rep Lang, S/Rep Huot – to approve bottom line for nursing home dietary department of \$1,347,870 – motion passes 16 to 1 - in favor - Rep. Aldrich, Rep. Bean, Rep. Beaudoin, Rep Comtois, Rep Fields, Rep Howard, Rep. Jurius, Rep. Lang, Rep. Mackie, Rep. Plumer, Rep. Spanos, Rep. Tilton, Rep. Varney, Rep Huot, Rep Feeney, Rep St. Clair,— voting against - Rep. Sylvia

M/Rep Sylvia, S/Rep Comtois – reduce line # 25410 51100 to \$2,500,000 – motion fails 14 to 3 – voting against - Rep. Aldrich, Rep. Bean, Rep. Beaudoin, Rep Feeney, Rep Fields, Rep. Jurius, Rep. Lang, Rep. Mackie, Rep. Plumer, Rep. Spanos, , Rep. Varney, Rep. Tilton, Rep St. Clair, Rep Huot,— in favor - Rep Comtois, Rep Howard, Rep. Sylvia

M/Rep Lang, S/Rep Spanos – to approve bottom line for nursing home hairdressing department of \$24,367 – motion passes 13 to 4 - in favor - Rep. Aldrich, Rep. Beaudoin, Rep Comtois, Rep Feeney, Rep Fields, Rep. Jurius, Rep. Lang, Rep. Mackie, Rep. Plumer, Rep. Spanos, , Rep. Tilton, Rep St. Clair, Rep Huot,— voting against - Rep. Bean, Rep Howard, Rep. Varney, Rep. Sylvia

M/Rep Huot, S/Rep Fields – increase line # 25410 51400 to \$275,000 – motion fails 13 to 4 – voting against - Rep. Aldrich, Rep. Bean, Rep Comtois, Rep Feeney, Rep Howard, Rep. Jurius, Rep. Lang, Rep.

Mackie, Rep. Plumer, Rep. Spanos, , Rep. Varney, Rep. Tilton, Rep. Sylvia – in favor - Rep. Beaudoin, Rep Fields, St. Clair, Rep Huot

M/Rep Lang, S/Rep Aldrich – to approve bottom line for nursing home nursing department of \$6,015,851 – motion passes 13 to 4 – in favor - Rep. Aldrich, Rep. Bean, Rep. Beaudoin, Rep Feeney, Rep Fields, Rep. Jurius, Rep. Lang, Rep. Mackie, Rep. Plumer, Rep. Spanos, , Rep. Tilton, Rep St. Clair, Rep Huot,— voting against - Rep Comtois, Rep Howard, Rep. Varney, Rep. Sylvia

M/Rep Lang, S/Rep Jurius – to approve bottom line for nursing home laundry department of \$162,373 – motion passes 12 to 5 – in favor - Rep. Aldrich, Rep. Beaudoin, Rep Feeney, Rep Fields, Rep. Jurius, Rep. Lang, Rep. Mackie, Rep. Plumer, Rep. Spanos, , Rep. Tilton, Rep St. Clair, Rep Huot – voting against - Rep. Bean, Rep Comtois, Rep Howard, Rep. Varney, Rep. Sylvia

M/Rep Lang, S/Rep Aldrich – to approve bottom line for nursing home housekeeping department of \$6,015,851 – motion passes 14 to 3 – in favor - Rep. Aldrich, Rep. Bean, Rep. Beaudoin, Rep Comtois, Rep Feeney, Rep Fields, Rep. Jurius, Rep. Lang, Rep. Mackie, Rep. Plumer, Rep. Spanos, , Rep. Tilton, Rep St. Clair, Rep Huot,— voting against - Rep Howard, Rep. Varney, Rep. Sylvia

M/Rep Lang, S/Rep Field – to approve bottom line for nursing home physician/pharmacy department of \$657,000 – motion passes 14 to 3 – in favor - Rep. Aldrich, Rep. Beaudoin, Rep Comtois, Rep Feeney, Rep Fields, Rep. Jurius, Rep. Lang, Rep. Mackie, Rep. Plumer, Rep. Spanos, Rep. Tilton, Rep. Varney, Rep St. Clair, Rep Huot,— voting against - , Rep. Bean, Rep Howard, Rep. Sylvia

M/Rep Lang, S/Rep Jurius – to approve bottom line for nursing home activities department of \$322,593 – motion passes 12 to 5 – in favor - Rep. Beaudoin, Rep Comtois, Rep Feeney, Rep Fields, Rep. Jurius, Rep. Lang, Rep. Mackie, Rep. Plumer, Rep. Spanos, , Rep. Tilton, Rep St. Clair, Rep Huot,— voting against - Rep. Aldrich, Rep. Bean, Rep Howard, Rep. Varney, Rep. Sylvia

M/Rep Lang, S/Rep Spanos – to approve bottom line appropriation of \$30,002,772 – motion passes 12 to 5 – in favor - Rep. Aldrich, Rep. Beaudoin, Rep Feeney, Rep Fields, Rep. Jurius, Rep. Lang, Rep. Mackie, Rep. Plumer, Rep. Spanos, , Rep. Tilton, Rep St. Clair, Rep Huot,— voting against - Rep. Bean, Rep Comtois, Rep Howard, Rep. Varney, Rep. Sylvia

M/Rep Lang, S/Rep Fields – to move amount of \$574,730 from fund balance - motion passes 11 to 6 – in favor - Rep. Beaudoin, Rep Feeney, Rep Fields, Rep. Jurius, Rep. Lang, Rep. Mackie, Rep. Plumer, Rep. Spanos, , Rep. Tilton, Rep St. Clair, Rep Huot,— voting against - Rep. Aldrich, Rep. Bean, Rep Comtois, Rep Howard, Rep. Varney, Rep. Sylvia

M/Rep Comtois, S/Rep Lang – to increase the insurance/rebate revenue line by \$40,000 to a total of \$43,000 – motion passes 17 to 0

M/Rep Lang, S/Rep Spanos – to approve a total revenue number of \$14,657,535 – motion passes 17 to 0

M/Rep Lang, S/Rep Fields – to approve amount to be raised by taxation of \$14,770,507 – motion passes 11 to 6 – in favor - Rep. Beaudoin, Rep. Feeney, Rep. Fields, Rep. Jurius, Rep. Lang, Rep. Mackie, Rep. Plumer, Rep. Spanos, , Rep. Tilton, Rep. St. Clair, Rep. Huot, – voting against - Rep. Aldrich, Rep. Bean, Rep. Comtois, Rep. Howard, Rep. Varney, Rep. Sylvia

M/Rep Lang, S/Rep Aldrich – to approve transfer authority within the dept with a limit of \$1,000 between departments – motion passes 17 to 0

M/Rep Huot, S/Rep Lang – motion to adjourn – motion passes 17 to 0

Adjourn 10:00 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Barbara Comtois', written over a horizontal line.

Barbara Comtois

Belknap County Delegation Clerk



Meeting Minutes for the Delegation

April 23, 2019 @ 7:50 p.m.

Chair Sylvia called the Belknap County Delegation meeting to order at 7:50 p.m. on the above date at 34 County Drive, Laconia, NH.

In attendance: Rep. Aldrich, Rep. Bean, Rep. Beaudoin, Rep Comtois, Rep Fields, Rep Howard, Rep. Jurius, Rep. Mackie, Rep. Spanos, Rep. Tilton, Rep Viens, Rep. Sylvia, Rep Huot, Rep Feeney, Rep St. Clair

Absent – Rep Lang, Rep Plumer, Rep Varney

Pledge Rep Tilton

M/Rep Spanos – S/Rep Aldrich to approve meetings 2/19 & 2/20 – motion passes unanimous

Teamsters Support Staff CBA Cost Items

M/Rep Huot S/Rep St. Clair to approve teamsters support staff CBA cost items

Rep Mackie – 7.5% what is average person paying for health insurance – single \$13.66/week - family plan \$33/week

Motion Fails – 6 to 9 – voting in favor: Rep. Beaudoin, Rep Fields, Rep. Tilton, Rep Viens, Rep Huot, Rep St. Clair – voting against: Rep. Aldrich, Rep. Bean, Rep Comtois, Rep Howard, Rep. Jurius, Rep. Mackie, Rep. Spanos, Rep. Sylvia, Rep Feeney

Rep Sylvia – meeting at Gunstock – Gov proposal 1-time \$ available – parking lot is waiting for pavement that would improve operation over there – directed to Rep on Finance

Motion to adjourn – Rep Comtois S/Rep Aldrich

Adjourn 8:26 pm



Meeting Minutes for the Executive Committee

April 23, 2019

Chair Howard called the Executive Committee meeting to order at 6:32 p.m. on the above date at 34 County Drive, Laconia, NH. Representative Aldrich let the pledge of allegiance.

In Attendance: Rep. Howard, Rep. Aldrich, Rep. Sylvia, Rep. Comtois, Rep Spanos,

Absent: Rep. Lang

Rep Huot arrived 6:55 p.m.

Motion to approve Minutes – 1/18/19 & 2/5/19 – unanimous

Executive committee reviewed year-to-date financials as compared to budget.

Items discussed:

1. Negotiation of new lease with State of NH and State Probation office – lease runs out in June – are we compliant with ADA
2. Work release is coming in ahead of projections
3. \$313k expected for 1st quarter Medicare
4. Nursing Home up charged other for point click care training – monies were recorded in Misc. Sources
5. Another bill is coming for auditing services - \$5k to be split between general and nursing home
6. 13K in legal line was for TAN borrowing
7. County Maintenance OT line almost all expended due to snow plowing
8. Water usage is going down in the jail
9. Sherriff's department send Dave Perkins to FBI school
10. Corrections dept had two CO's resign, one is out on leave – already expended 50% of the OT budget – starting wage for our CO's is higher than most in the state – other counties are having a hard time filling positions also
11. Current level of inmates is at 83
12. Changeover to private company for NH Kitchen scheduled for middle of May
13. Nursing home activities – OT – picking up extra hours to work in Kitchen – not allocating to correct dept.
14. 2018 encumbrances are rolled into figures – how much does that skew that bottom line?

Motion to adjourn Rep Comtois – 2nd Rep Huot

Adjourn 7:46 pm



Meeting Minutes for the Delegation Gunstock & Teamsters Contract June 24, 2019

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

In attendance: Rep. Aldrich, Rep. Bean, Rep. Beaudoin, Rep Comtois, Rep Feeney, Rep Fields, Rep Howard, Rep Huot, Rep. Jurius, Rep. Lang, Rep. Plumer, Rep. Spanos, Rep. St. Clair, Rep. Tilton, Rep. Sylvia

Absent – Rep Mackie, Rep Varney, Rep Viens

Pledge Rep Lang

M/Rep. Lang – S/Rep. Fields to authorize the County Treasurer to issue notes on the concurrence of not less than 4 members of the Gunstock Area Commission of not more than \$950,000 to be paid back no later than 4/1/2020

Discussion

Voting in Favor: Rep. Aldrich, Rep. Bean, Rep. Beaudoin, Rep Comtois, Rep Feeney, Rep Fields, Rep Huot, Rep. Jurius, Rep. Lang, Rep. Plumer, Rep. Spanos, Rep. St. Clair, Rep. Tilton, Rep. Sylvia

Voting Against: Rep Howard

14 to 1 – Motion Passes

Meeting recessed 8:10 p.m.

Chair Sylvia called the Belknap County Delegation meeting back to order at 8:25 p.m.

In attendance: Rep. Aldrich, Rep. Bean, Rep. Beaudoin, Rep Comtois, Rep Feeney, Rep Fields, Rep Howard, Rep Huot, Rep. Jurius, Rep. Lang, Rep. Plumer, Rep. St. Clair, Rep. Tilton, Rep. Sylvia

Absent – Rep Mackie, Rep Spanos, Rep Varney, Rep Viens

Commissioner Devoy – presenting cost items

M/Rep. Comtois – S/Rep. Sylvia - to table - both have withdrawn their motion to table

Teamsters Support Staff CBA Cost Items

Contract ended on December 31, 2018

M/Rep. Comtois – S/Rep. Sylvia - to table - both have withdrawn their motion to table

Teamsters Support Staff CBA Cost Items

Contract ended on December 31, 2018

M/Rep. Lang S/Rep. Huot – to approve Teamsters Support Staff CBA Cost Items

Chair denied – to reconsider same cost items as was voted down in April

Rep Tilton – challenges chair

Voting for: Rep. Bean, Rep. Comtois, Rep. Howard, Rep Sylvia – Voting against: Rep. Aldrich, Rep. Beaudoin, Rep Feeney, Rep Fields, Rep Huot, Rep. Julius, Rep. Lang, Rep. Plumer, Rep. St. Clair, Rep. Tilton - 4 to 10 Ruling of chair fails

Voting for Contract: Rep. Aldrich, Rep. Bean, Rep. Beaudoin, Rep Feeney, Rep Fields, Rep Huot, Rep. Julius, Rep. Lang, Rep. Plumer, Rep. St. Clair, Rep. Tilton - Voting against: Rep. Comtois, Rep. Howard, Rep Sylvia - Motion Passes 11 to 3

Motion to adjourn 9:08 p.m.



Meeting Minutes for the Executive Committee

August 7, 2019

Chair Howard called the Executive Committee meeting to order at 6:31 p.m. on the above date at 34 County Drive, Laconia, NH. Representative Spanos led the pledge of allegiance.

In Attendance: Rep. Howard, Rep. Aldrich, Rep. Sylvia, Rep. Comtois, Rep. Lang, Rep. Spanos,

Absent: Rep. Huot

Motion to approve Minutes M/Rep. Sylvia, S/Rep. Spanos – 4.23.2019 – unanimous – Rep Lang abstained

Revenues

Unanticipated Revenue - \$106k in one-time money putting us ahead of schedule

Interest Earned – above budgeted amount this is due to Pro-Share money & starting year with more cash than anticipated

RE Transfer Tax – only posted through June 30 and is not as of Aug 02 as stated on the report

Dispatch Services – believes we will only collect the \$30k recorded

HHS Recoveries – money the state is collecting from audits

Medicaid Incentive – payment we get quarterly to supplement for those in NH w/out insurance

Expenses

How many vacancies are there? 32 Vacancies counted – need to exclude dietary aide vacancies from number

The Kitchen is now run by a private company

How much accrued vacation time is in the FT wages line for NH-Dietary? – Ms. Shackett will break out

Accrued vacation time is not included in budget numbers

Travel under County Admin – due to Ms. Shackett traveling to Concord for subcommittee meetings

Discussion regarding transfer w/in department – Are the transfers being made? No, we are staying within the dept budget

Sherriff Dept

FT Wages – two positions were being charged to FT Dispatch lines and are now reclassified to FT Wages – need to know how long this has been happening? How many years has the monies been misappropriated?

Two extra light packages were in budget for Vehicle/Vehicle Lease number should have a surplus

Corrections Dept – short 4 CO's. Since the bail reform has happened other counties are emptying out. Our inmate population is remaining consistent – mid 80's.

Medical Services – big expenses earlier in the year

DHHS – what is the new rate? Still do not know, as State has no budget

Bed Tax line short by \$12k, Ms. Shackett believes we should come in within budget.

A lot of disciplinary issues in Nursing Home (NH) Admin.

They still do not have a Union contract – employee contributions for health insurance is a huge sticking point.

RN's are not unionized.

Contracted Services - \$45 to \$65/ hour – 13-week contracts – Ms. Shackett says cost is higher than what we pay including retirement, health insurance, payroll taxes, and wages.

Interdepartmental Allocation – charge to county jail for laundry services

NH Housekeeping – never factored in shift differential

Medicaid B – a function of receiving more revenue

Running deficit on OT in Activities dept – LN's are covering.

M/Rep. Comtois S/Rep. Lang to adjourn 8:31 p.m.



Meeting Minutes for the Executive Committee November 6, 2019

Chair Howard called the Executive Committee meeting to order at 6:05 pm. on the above date at 34 County Drive, Laconia, NH. Representative Comtois let the pledge of allegiance.

In Attendance: Rep. Howard, Rep. Sylvia, Rep. Comtois, Rep Spanos

Absent: Rep Huot, Rep Aldrich, Rep. Lang

Motion to approve Minutes M/Rep. Sylvia, S/Rep. Spanos – 8.07.2019 – unanimous

Revenues

Sheriff Dept. – will not receive more grant money but have several grants in pipeline that will be presented in the 2020 budget.

Nursing Home – receiving more Medicaid B patients

Expenses

County Attorney

Spots Terminal – never get a bill for it from the State

Finance

Wages – Full Time – they understated amount needed in budget

Registry of Deeds

Postage – believes it is charged quarterly – number was higher at August meeting Why? – as the County Attorney's office uses postage it is charged back to his department – How often is the adjustment made – monthly – Quarterly rental fee is \$98

PT Wages – she is only using person on busy weeks

County Maintenance

Cleaning services – why does it show we are going to go over budget by \$800? If we keep on spending the monthly amount, they will be at \$11,538

Contracted Services – for various items listed in the budget

FT Wages - we will be over \$400

Water and Sewer bill is going down due to reduced usage at the Corrections Facility

Heating Fuel going over a little – natural gas – Electric is going down

Building & Improvements – last \$4,900 will be spent – on what?

Vehicle R & M – older dump truck

Sheriff

FT Wages – they just noticed mid-2019 that the Sheriff Admin Front Desk and Civil Clerk have always been classified to the wrong account

Court Security – due to elevator issues they needed to bring in more security

Why is there a high volume for the medical – cannot answer why, it is due to corrections dept as they are the transport

FT Dispatchers – short 1 FT dispatcher - using PT people to fill vacancies

Contracted Services – running over – IMC (computer system) they had arrangements with a company, and received an unexpected invoice was sent from prior year that they owed.

Investigative Supplies – expect a purchase before end of year for stock

Travel – Expedition – extraditing – just picked up someone from VA

Vehicle R & M – see Aug minutes

Correction

Staffing level – multiple vacancies – 1 CO – holding to about 80 inmates – only 22 people in jail are sentenced the rest are pre-trial

Training – comfortable with YE projections and is planning to spend budget amount

New Equipment – he is going to be over budget – he is buying a special device for restraining inmate

HHS

DHHS – when State budget was adopted – we budgeted for a 5% increase it was about 8%

NH Admin

Bed Tax – related to revenues – Pro Share money – the more we bring in the more we are taxed

NH Maintenance

New Equipment

Unexpected purchase due to water quality – regarding new rules

Commissioner believes it is okay to go over budget as it is still part of the NH

NH – Nursing

Vacancies – 17

Employee changed health care coverage

SURPLUS – 1M - \$500k – Pro-Share - \$150K – Contingency

M/Rep. Comtois S/Rep. Sylvia to adjourn 7:04 p.m.



Meeting Minutes for the Delegation December 30, 2019 @ 9:30 a.m.

Chair Sylvia called the Belknap County Delegation meeting to order at 9:03 a.m. on the above date at 34 County Drive, Laconia, NH.

In attendance: Rep. Aldrich, Rep. Beaudoin, Rep Comtois, Rep Howard, Rep. Jurius, Rep. Lang, Rep. Plumer, Rep. Sylvia, Rep Huot, Rep. St. Claire

Absent: Rep. Bean, Rep Fields, Rep. Mackie, Rep. Spanos, Rep Viens, Rep. Tilton, Rep. Varney, Rep Feeney

Pledge Rep. Lang

Discussion on Collective Bargaining Agreement for Nursing Home

M/Rep Huot, S/Rep St. Claire – approve cost items for Nursing Home Collective Bargaining Agreement

M/Rep Lang, S/Rep Aldrich – motion to table – motion passes 7 to 3 – voting for: Rep. Aldrich, Rep. Beaudoin, Rep Howard, Rep. Jurius, Rep. Lang, Rep. Plumer, Rep. Sylvia, – voting against: Rep Comtois, Rep Huot, Rep. St. Claire

Discussion on Collective Bargaining Agreement for Corrections Department

M/Rep Lang, S/Rep Aldrich – motion to table – motion passes 6 to 4 - voting for: Rep. Aldrich, Rep. Beaudoin, Rep Howard, Rep. Lang, Rep. Plumer, Rep. Sylvia, – voting against: Rep Comtois, Rep. Jurius, Rep Huot, Rep. St. Claire

M/Rep Comtois, S/Rep Lang – to adjourn

Adjourn at 10:25 a.m.



Meeting Minutes for the Executive Committee

December 30, 2019 @ 10:34 a.m.

Chair Howard called the Belknap County Delegation meeting to order at 10:34 a.m. on the above date at 34 County Drive, Laconia, NH.

County Convention - 14110

M/Rep. Lang S/Aldrich – motion to approve \$6,900 motion passes 6 to 0

IT Department – 014135

M/Rep. Lang S/Rep. Hout – motion to approve \$185,614 motion fails 3 to 3 – voting in favor Rep. Lang, Rep. Huot, Rep. Aldrich – voting against Rep. Howard, Rep. Sylvia, Rep. Comtois

M/Rep. Lang S/Rep. Hout – motion to approve \$185,614 motion motions passes 5 to 1 - Rep. Lang, Rep. Huot, Rep. Aldrich, Rep. Howard, Rep. Sylvia – voting against Rep. Comtois

2019 Budget was not overspent - \$6,600 was encumbered from 2018

County Administration – 014130

Revenues - #35000 – returned money from Primex –

Rep. Lang – why the add'l increase of \$50k – Ms. Shackett – looked at the previous years and felt it was a good estimate

Rental Income – leases are on year to year contracts – with an increase in each year.

M/Comtois S/Lang – reduce line item 52280 employee recognition – by \$10,000 to \$11,200 motion passes 5 to 1 - Rep. Lang, Rep. Huot, Rep. Aldrich, Rep. Howard, Rep. Comtois – voting against Rep. Sylvia

#53200 Legal Services – M/Lang S/Aldrich – reduce by \$4,000 to \$21,000 - motion passes 5 to 1 - Rep. Lang, Rep. Huot, Rep. Aldrich, Rep. Howard, Rep. Comtois – voting against Rep. Sylvia

#55600 – Dues & Subscriptions – M/Lang S/Comtois reduce line item to \$6,800 - motion passes 5 to 1 - Rep. Lang, Rep. Sylvia, Rep. Aldrich, Rep. Howard, Rep. Comtois – voting against Rep. Huot

#52280 – M/Comtois S/Lang reduce line by an additional \$2,800 to \$8,400 – motion passes 4 to 2 - Rep. Lang, Rep. Aldrich, Rep. Howard, Rep. Comtois – voting against Rep. Huot, Rep. Sylvia

M/Lang S/Aldrich - new bottom line for County Admin - \$422,539 – motion fails 5 to 1 – voting against Rep. Sylvia, Rep. Huot, Rep. Aldrich, Rep. Howard, Rep. Comtois – voting for Rep. Lang

M/Comtois S/Lang motion to adjourn -12:29