



BELKNAP COUNTY COMMISSIONERS  
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**Peter Spanos**  
Chairman  
Laconia

**Glen Waring**  
Vice-Chairman  
Gilmanton

**Stephen Hodges**  
Clerk  
Alton

## Commission Meeting Minutes March 18, 2024 ~ 5:15pm

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

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

**Minutes:** Motion by Vice Chair Waring to approve the meeting minutes from March 4, 2024 as written. Second by Commissioner Hodges 3 - 0. **Motion passed.**

**Calendar:** Commissioners reviewed their calendar.

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

<b><u>Previously Signed Documents</u></b>	
<b><u>Document Date</u></b>	<b><u>Document</u></b>
3/6/2024	Payroll & Accounts Payable Manifest
3/7/2024	Tax Anticipation Note (TAN) for 2024
3/14/2024	Incumbancy Certificate
3/14/2024	Payroll & Accounts Payable Manifest

**Department Update:** There was none.

**Request to award bid - Sidewalk Replacement:** Facilities Director Jon Bossey reported two vendors submitted bids for the "Sidewalk Replacement" RFP. GMI Asphalt for \$28,860 and Breton Construction for \$20,940. Discussion ensued regarding project and the funding. Motion by Chair Spanos to approve and enter into a contract with Breton Construction for \$20,940 for sidewalk replacement(s) as presented. Second by Vice Chair Waring. 3 - 0. **Motion passed.**

**Request to award bid - Asphalt Maintenance:** Facilities Director Jon Bossey reported three vendors submitted bids for the "Asphalt Maintenance" RFP. Superior Seal Coat for \$33,690, North American Infrared for \$35,600 and Premier Asphalt for \$50,476. Director Bossey said that these bids were compared apples to apples as far as scope, product, etc. Discussion ensued. Motion by

Chair Spanos to approve and enter into a contract with Superior Sealcoat for \$33,690 for asphalt maintenance project(s) as presented. Second by Vice Chair Waring. 3 - 0. **Motion passed.**

**GMP (guaranteed maximum price) for Courthouse Basement Project:** Facilities Director Jon Bossey reviewed the Belknap County Courthouse Basement Renovations project spreadsheet with broken down costs to include Bauen Corporations GMR of \$1,798,716. County Administrator Debra Shackett said that amount can be reduced by \$5,000 per her and Director Bossey's meeting with Bauen bringing the GMP to \$1,793,716. Administrator Shackett also stated \$1.5 million has been carried over in the ARPA project list for this purpose; options for runover were discussed. Director Bossey said Bauen's number is a "guaranteed maximum" and they would be able to complete the project by the end of July 2024. Discussion ensued and all agreed this renovation is (finally) a great use of space in the Belknap County Courthouse. Motion by Vice Chair Waring to approve the project (as presented to Bauen with GMR of \$1,793,716) with the contingency that it remains in line (Director Bossey manages numbers) with the available ARPA funds. Second by Commissioner Hodges. 3 - 0. **Motion passed.**

**Request to implement non-union wage increases consistent with all union groups (3.6%):** County Administrator Debra Shackett explained the 2024 budget was recommended and approved with 3.6% "merit" increase for all non-union employees and seeks authorization to implement the wage increases for non-union employees for 2024 to be in line with the union contracts. Commissioners wanted verification that this is contingent upon a satisfactory evaluation. Administrator Shackett confirmed correct. Discussion ensued. Motion by Vice Chair Waring to implement the wage increases for non-union employees (with a satisfactory valuation) for 2024 as presented. Second by Commissioner Hodges. 3 - 0. **Motion passed.**

**Request to authorize Environmental Services Director to sign vehicle title & registration:** Finance Director Lori Sharp explained the Nursing Home needs to transfer a title and registration over (vehicle title reads "Belknap County Sheriff's Department") to "Belknap County." This will make it a government vehicle, not a police vehicle (cruiser will be turned over to the Nursing Home). Director Sharp stated whoever is designated as the "signor" must be the same person that goes to the city and the State to sign the title/paperwork to have it titled to "Belknap County." The request is for RJ Pauley, Environmental Services Director at Nursing Home be the designee to sign. Discussion ensued. Motion by Chair Spanos to authorize RJ Pauley to sign the title on behalf of Belknap County. Second by Vice Chair Waring. 3 - 0. **Motion passed.**

**Financial update:** Finance Director Lori Sharp provided the Commissioners with an updated 2024 cash flow projection spreadsheet and reported that the tax anticipation note (TAN) closed on 03/14/24 with Bank of America at 4.55%. Director Sharp reviewed the revenue to current date as well as the YTD expenditures. Discussion ensued. Commissioners thanked Director Sharp for the update.

**Sheriff's Department request to accept award for MDT grant:** Sheriff William Wright received notification from the NH Highway Safety Agency that their grant application for the Mobile Data Terminals (MDT's) has been approved. This is a 25/75 match and the 25% is in the 2024 budget (\$14,601.94 in IT budget 56680). Monies from this grant will equip six county cruisers with MDT's which allows the deputies to have workstations in their vehicles and direct access to the State Police Online Telecommunication System (SPOTS) and IMC live. Discussion ensued. Motion by Chair Spanos to accept the awarded grant as presented. Second by Commissioner Hodges. 3 - 0. **Motion passed.**

**Sheriff's Department request to award contract for MDT purchases:** Sheriff William Wright solicited bids for the MDT's from local vendors for the project and discussed in detail the various responses. After reviewing all the bids, Sheriff Wright recommends awarding the contract for MDT purchase to Glacier. Sergeant Douglas Trottier provided additional information. Discussion ensued. Motion by Chair Spanos to award the MDT purchase to Glacier (approval of expenditure of \$44,557.76, County will be reimbursed for \$29,955.82 leaving the county's contribution of \$14,601.94 which is in 2024 budget) as presented Second by Vice Chair Waring. 3 - 0. **Motion passed.**

**Sheriff's Department - Recommendation to award license agreement to Industrial Tower & Wireless, LLC for Antenna Site:** Sheriff William Wright is asking for approval to sign the lease agreement for antenna site with Industrial Tower & Wireless, LLC for the tower at 831 Hemlock Brook Road, Bridgewater, NH. This is a 5-year lease with a monthly fee of \$350. Sheriff Wright stated the County will have prime space on the top of the antenna. Commissioner Waring asked if counsel has reviewed the contract. Discussion ensued. Motion by Vice chair Waring to approve the lease contingent upon satisfactory review by County Administrator and/or legal counsel. Second by Commissioner Hodges. 3 - 0. **Motion passed.**

**Sheriff's Department recommendation to award contract for tactical command post vehicle:** Deputy Chief James McIntire reviewed the grant funds received by the State of NH – Dept. of Homeland Security for \$181,585 to refurbish the 2005 Kodiak C4500 Tactical Command Post Vehicle. After the Commissioners accepted the grant in October of 2023, the NH Grants Management System conducted their final review and requested an amendment letter explaining distribution of funds. As a result in that delay, the contractor that was awarded the bid, Sheepdog and Halligan LLC withdrew from the process. Fast forward to proper paper being submitted, the NH Grants Management Bureau has been given final approval. An RFP was advertised, and Deputy Chief McIntire is recommending Chef Units and Truck Builders LLC be awarded the project totaling \$165,237.88. To utilize the \$181,585, the NH Grants Management System requires approval of the \$181,585 to assure it is earmarked for this project. Discussion ensued. Motion by Vice Chair Waring to approve and award contract to Chef Units & Truck Builders LLC for \$165,237.88 as presented. Second by Commissioner Hodges. 3 - 0. **Motion passed.** Motion by Commissioner Waring to allow additional expenditures up to the full project amount of \$181,585 contingent upon any excess funding being approved by the NH Grants Management System Bureau. (This allows Sheriff Dept. to spend over the quote of \$165,237.88 if other expenses are discovered during refurbishment up to the full accepted amount of \$185,585) Second by Commissioner Hodges. 3 - 0. **Motion passed.** Sheriff Wright reported the matter of recovering the money paid to Sheepdog & Halligan LLC (\$26,000) is a civil matter (not criminal) for the County's legal counsel to pursue, which they have been instructed to do so by the Commissioners.

**Other business:** There was none.

**Public Comment:** There was none.

**Adjourn:** The meeting adjourned at 6:20 pm.

Respectfully submitted,  
*Angela Bovill*  
Executive Assistant