



BELKNAP COUNTY COMMISSIONERS
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Chairman
Laconia

Glen Waring
Vice-Chairman
Gilmanton

Stephen Hodges
Clerk
Alton

Commission Meeting Minutes January 29, 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 January 8, 2024 (public and non-public) as written. Second by Commissioner Hodges 3 - 0. **Motion passed.**

Calendar: Review of January/February calendar. Commissioners changed their February meeting dates to Tuesday, February 13, 2024 and Monday, February 26, 2024.

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

| <u>Document Date</u> | <u>Document</u> |
|----------------------|-----------------------|
| 1/10/2024 | Payroll & AP Manifest |
| 1/17/2024 | Payroll & AP Manifest |
| 1/24/2024 | Payroll & AP Manifest |

Department Update, Restorative Justice: Restorative Justice Director Michael MacFadzen reviewed his budget presentation to the delegation and stated there are no new positions or other new spending. Currently, he has one intern studying/working in the department from Plymouth State University. Director MacFadzen reported an uptick in the number of juvenile cases being referred from both the schools and through the State juvenile program. There has been a steady increase in adult cases as well. The department has seen an increase in community service projects this year and Director MacFadzen listed numerous projects Restorative Justice has participated in. Director MacFadzen updated the Board on case numbers, which represents an increase of 15 total cases. The increases are across the juvenile, misdemeanor, and felony level cases. The largest increase is at the felony level and Director MacFadzen expects this to continue

to trend in this direction throughout 2024. Director MacFadzen answered the Commissioners questions, and they thanked him for the update.

Acceptance of Donations: Commissioners reviewed the request(s) to accept a donation from Betty Percival in memory of John Richardson for \$50 for the resident council trust fund, a \$50 donation from Robert and Stepanie Ewens in memory of John Richardson for the resident council fund and lastly a \$100 donation from Charles and Ruth Criger in memory of John Richardson for the resident council trust fund. Vice Chair Waring made a motion to approve the three donations as presented. Second by Commissioners Hodges who also commented on what a great man John Richardson was and some fond memories he had of growing up in the same neighborhood as Mr. Richardson and expressed how happy he was to accept the donations. 3 – 0. **Motion passed.**

Sheriff William Wright explained a request to accept a donation from the NH American Federation of Labor and Congress of Industrial Organizations (NH-AFL-CIO) relative to the Mountain Bicycle Program and their offer to purchase a Thule T2 Pro 2 XTR Trailer Hitch Mount bike rack, (2-place, lockable) valued at \$599.95 and is respectfully asking the board to accept. Vice Chair Waring made a motion to accept the donation as presented. Second by Commissioner Hodges. 3 – 0. **Motion passed.**

Review of TOC Grant – Sheriff’s Department: Sheriff William Wright and Deputy Chief James McIntire explained this ongoing grant and request for procurement for the Sheriff’s box vehicle. The original grant called for \$135,000 in radio communications equipment and \$45,000 for mechanical. Once the RFP was put out, it was determined that more money would be needed for mechanical, thus, the State wanted the County to re-write. Due to this, the vendor who quoted the job (Sheepdog and Halligan) dropped out. Only two companies responded to the RFP to begin with. The state is requiring the county to write an amendment to the scope of work and resubmit that paperwork. (No change in the \$181,000 from the State for grant monies), but they are requiring the county to justify why they are now asking for less radio and more vehicle bases. (The money is still there until 2025). Sheepdog and Halligan have withdrawn but have not returned the money that the county gave as a down payment, or any of the equipment that may have been purchased with those monies. Discussion ensued regarding a withdrawal clause in their contract, legal review, if they were authorized to spend the funds to name a few. Sheriff Wright felt that this move was criminal on their part. County Administrator Shackett explained that counsel is currently reviewing and will provide an update once she hears back. Further discussion ensued.

Financial update: Finance Director Lori Sharp reviewed the revenues. Currently, there is \$708,809 excess in revenues. On the expense side, there is a \$1,286,888 surplus. If you add these numbers to the estimated fund balance, it projects a total fund balance for December of \$5,464,907. Director Sharp projected the cash flow for 2024 and the need to borrow in anticipation of taxes by April 2024 based on her projections. An Executive Committee meeting will need to be scheduled for the Treasurer to request permission to borrow in anticipation of taxes (TAN). Director Sharp answered the Commissioners questions, and they thanked her for the update.

Other business – Request for new ARPA funded project: Facilities Director Jon Bossey

reviewed his request to use ARPA funding for the Nursing Home Building Controls System and VAV boxes suggesting the funding would come from either the Solar Project or the Courthouse Basement Renovation, preferably the Solar Project. Director Bossey explained in detail what the control system controls (equipment) and the direct impact on heating and cooling costs. Something needs to be done to resolve this issue at the Nursing Home. Facility staff are not able to keep the building at a consistent and tolerable state for the employees or residents as well as the system being outdated, no longer serviceable, parts are very difficult to source, all of which are very inefficient and costly. Discussion ensued and the Commissioners asked Jon to provide cost estimates at the next meeting. Director Bossey will put out RFPs for these two items to obtain numbers. County Administrator Shackett asked for the Commissioners permission to add this to the list, then move forward with seeking Delegation approval. Discussion ensued. Commissioners discussed using \$200,000 from surplus and adding the rest in the 2024 budget to get this fixed in a timely manner. If we go through the RFP process now, the work can be done in the spring, the Solar project can stay as it is and this is in compliance with the fund balance policy.

Public Comment: There was none.

Non-public Session per NHRSA 91-A:3, II (a): Vice Chair Waring made a motion to enter nonpublic session pursuant to NHRSA 91-A:3, II (a). Second by Commissioner Hodges. Roll call vote: Spanos: Y, Waring Y, Hodges Y. The Commission entered nonpublic session at 6:20 pm.

Adjourn: – The meeting adjourned at 6:50 pm.

Respectfully submitted,
Angela Bovill
Executive Assistant