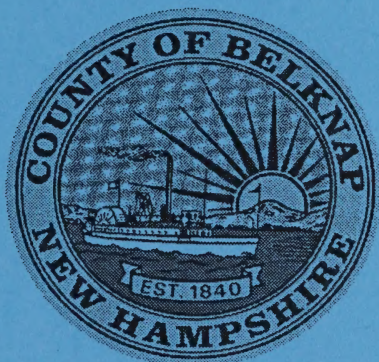


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Belknap County
New Hampshire
2003
Annual Report of the
Belknap County Commissioners



For the Year Ending
December 31, 2003



Annual Report of the
Belknap County Commissioners
For the Year Ending
December 31, 2003



Commissioner Mark E. Thurston
Chairman

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2003



Commissioner Christopher D. Boothby
Vice Chairman



Commissioner Philip P. Daigneault
Clerk

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2003 Belknap County Officers

COMMISSIONERS

Mark E. Thurston, Chairman – Sanbornton
Christopher D. Boothby, Vice-Chairman – Meredith
Philip P. Daigneault, Clerk – Laconia

COUNTY TREASURER

Robert E. Corbin – Belmont

COUNTY ATTORNEY

Lauren J. Noether – Tilton

SHERIFF

Daniel Collis - Laconia

CLERK OF SUPERIOR COURT

Dana W. Zucker – Gilford

JUDGE OF PROBATE

Christina M. O'Neill – Laconia

REGISTRAR OF PROBATE

Estelle J. Dearborn – Laconia

DEPUTY REGISTRAR OF PROBATE

Lorraine V. Robie – Laconia

REGISTRAR OF DEEDS

Rachel M. Normandin – Laconia

DEPUTY REGISTRAR OF DEEDS

Judith A. Livernois – Sanbornton

COUNTY ADMINISTRATOR & FINANCE OFFICER

Nancy E. Cook – Weirs

**SUPERINTENDENT OF THE DEPARTMENT OF
CORRECTIONS**

Joseph R. Panarello – Hillsborough

RESTORATIVE JUSTICE PROGRAM DIRECTOR

Brian J. Loanes

NURSING HOME ADMINISTRATOR

Karen J. Painter – Alton

HUMAN SERVICES ADMINISTRATOR

Carol N. Schonfeld – Gilmanton

COUNTY CHIEF MEDICAL EXAMINER

Thomas A. Andrew – C.M.E.

SUPERINTENDENT OF BUILDINGS & GROUNDS

D. William Jenkins – Thornton

COUNTY CHAPLAIN

Reverend Harry Woodley

CITIZEN'S COUNCIL ON CHILDREN & FAMILIES

EXECUTIVE DIRECTOR

Alan Robichaud – Belmont

2003
Belknap County Convention
(Legislative Delegation)

District No. 29

Center Harbor, New Hampton, Tilton and Sanbornton
Omer C. Ahern Jr. - Robert J. Laflam
Francine Wendelboe

District No. 30

Meredith and Laconia

Glenn Dewhirst - James Fitzgerald - Donald Flanders
Robert Holbrook - David Lawton - Stephen Nedeau
Thomas Rice

District No. 31

Belmont, Gilford, Gilmanton, Alton, and Barnstead
Janet Allen - Gordon Bartlett - Laurie Boyce
Charles Clark - James Pilliod - David Russell
John Thomas - Michael Whalley

Executive Committee

Gordon Bartlett - Glenn Dewhirst
Thomas Rice Jr. - Robert G. Holbrook
David Russell - John H. Thomas
Donald Flanders

Belknap County Directory

Board of Commissioners	527-5400
Chairman: Mark E. Thurston, 34 County Drive, Laconia, NH 03246	Fax: 527-5409
Vice Chairman: Christopher D. Boothby, 34 County Drive, Laconia, NH 03246	
Clerk: Philip P. Daigneault, 34 County Drive, Laconia, NH 03246	
County Treasurer	527-5400
Robert E. Corbin, 34 County Drive, Laconia, NH 03246	Fax: 527-5409
County Chief Administrator and Finance Officer	527-5400
Nancy E. Cook, 34 County Drive, Laconia, NH 03246	Fax: 527-5409
County Attorney	527-5440
Lauren J. Noether, 64 Court Street, Laconia, NH 03246	Fax: 527-5449
Registrar of Deeds	527-5420
Rachel Normandin, 64 Court Street, Laconia, NH 03246	Fax: 527-5429
Sheriff	527-5454
Daniel Collis, 42 County Drive, Laconia, NH 03246	Fax: 527-5469
Corrections Superintendent	527-5480
Joseph R. Panarello, 76 County Drive, Laconia, NH 03246	Fax: 527-5489
Restorative Justice Program Director	527-5454
Brian J. Loanes, 42 County Drive, Laconia, NH 03246	Fax: 527-5469
Human Services Administrator	527-5470
Carol N. Schonfeld, 64 Court Street, Laconia, NH 03246	Fax: 527-5471
Maintenance Supervisor	527-5490
D. William Jenkins, 64 Court Street, Laconia, NH 03246	Fax: 527-5449
Nursing Home Administrator	527-5410
Karen J. Painter, 30 County Drive, Laconia, NH 03246	Fax: 527-5419
UNH Cooperative Extension Administrator	527-5475
Amy Ouellette, 36 County Drive, Laconia, NH 03246	Fax: 527-5477
Conservation District Director	527-5880
Jan Hooper, 719 North Main Street, Room #203, Laconia, NH 03246	Fax: 528-8783
Economic Development Council Executive Director	524-3057
Eliza Leadbeater, 64 Court Street, Laconia, NH 03246	Fax: 524-0314
Belknap County Citizen's Council Executive Director	528-3185
Alan Robichaud, One Mill Plaza, Laconia, NH 03246	Fax: 528-3635

MINUTES OF THE BELKNAP COUNTY DELEGATION MEETING OF
MARCH 3, 2003

PRESENT: Reps. Nedeau, Wendelboe, Laflam, Pilliod, Thomas, Whalley, Russell, Boyce, Bartlett, Fitzgerald, Rice, Dewhirst, Holbrook, Allen and Ahern.

Chairman Bartlett opened the meeting at 7:00 pm, recognizing Gunstock Commission Chairman Chuck Lowth. Chairman Lowth gave a background history of Gunstock Ski Area and the road to where we are today with the facility. Chairman Lowth then handed the floor and presentation to Gunstock General Manager, Greg Goddard.

General Manager Goddard gave his presentation for the request of the County for capitol improvements to Gunstock Ski Area. He gave a 5-point Plan:

- 1) New summit lift - hi speed detachable quad instead of current triple lift, which would increase number of people to 2400 per hour and cut lift time to 5.8 minutes.
- 2) Take existing lift at Pistol and renovate and extend lift another 100 feet and increase number of people to 1800 per hour.
- 3) terrain improvements.
- 4) snow making improvements for a second line to summit to assist and back-up current line.
- 5) night lighting and relocation of terrain park and half-pipe. A total of over 25 acres to be up graded.

A total cost was placed at \$3.8 million to be issued in a 20-year note.

Following the presentation, Chairman Bartlett asked the Delegation if they had any questions. Several reps. asked questions about the increase in people, cars, and the financial aspect on the county in long and short range terms. It was also discussed about the original bond Gunstock Ski Area obtained in 1985. General Manager Goddard said that the next couple of years will be the highest payments on this bond, but after 2006, the fees will go down, and that 2010 will be the end of the bond.

Chairman Bartlett then opened the floor for audience questions:

Bill Ray of Laconia and President of the Belknap Ski Club backed the improvement plans.

Jack Stephenson of Gilford passed out a letter on his concerns about the improvements. He is generally agreeable to the need for improvements, but questioned the way to do them.

Peter Hertz of Laconia backs the improvement plan.

Woodbury Fogg of Belmont also backs the improvement plans.

Nancy Cook of Laconia asked if the Gunstock Commissioners ratified the plan (which they said they did) and also asked if it would be wiser to save the money over the course of a couple of years as good faith. General Manager Goddard said that it wasn't usual to save money up because of the need to keep up with the other ski areas can't wait and may end up costing more in the long run. Ms. Cook also asked if the new lifts would cause a bottle-neck at the top of the mountain and if there would be a need to groom other trails due to the increase? General Manager Goddard did not see any problems that would arise.

Councilman Fred Toll of Laconia was concerned about the affects of global warming and the ski area's snow making capability. General Manager Goddard stated that with the advances in snow making capabilities, they would be able to make snow even if the temperature was above freezing.

No further questions coming from the audience, Chairman Bartlett thanked everyone who came out this evening and announced the next meeting will be March 10, 2003 at 7:00 pm, at which time we will be voting on the 2003 Belknap County Budget, which will also include this request from the Gunstock Commissioners.

No further business coming before the Delegation, Chairman Bartlett moved and Rep. Nedeau seconded that the Delegation be adjourned. Motion passed unanimously and meeting was closed at 8:25 pm.

Respectfully submitted,
Rep. Glenn E. Dewhirst, Secretary

BELKNAP COUNTY DELEGATION MINUTES OF MARCH 10, 2003

PRESENT: Reps. Nedeau, Laflam, Pilliod, Thomas, Clark, Whalley, Russell, Boyce, Bartlett, Fitzgerald, Dewhirst, Holbrook, Flanders, Allen and Ahern

Chairman Bartlett opened the meeting at 7:10 pm for the finalization of the 2003 Belknap County Budget.

Chairman Bartlett recognized the chairmen of the various budget committees to present their section of the Belknap County budget as follows:

Rep. Holbrook presented Commissioner's Budget (\$445,491, Finance Budget (\$218,915, Citizen's Council (\$280,391, County Attorney (\$430,302), Registry of Deeds (\$541,018, Medical Referee (\$18,000, Maintenance Department (\$274,101), Human Services (\$4,642,898), Cooperative Extension (\$138,825), Delegation Expense (\$7,000), Conservation District (\$75,352), Genesis (\$7,500), Community Action Program (\$45,905) and Economic Development (\$75,000).

Rep. Flanders presented the Sheriff's Department Budget (\$1,900,937), Restorative Justice (\$136,724), and Corrections Department (\$2,146,226).

Rep. Fitzgerald presented the Gunstock Budget of \$1,055,001.

Rep. Clark presented the Lakes Region Mutual Aid budget \$354,963.

Chairman Bartlett presented the Airport Authority budget for \$1.

Rep. Pilliod presented the Nursing Home Revenue and Expenditures of \$7,167,746.

Rep Ahern, seconded by Rep. Laflam, made a motion to reduce the request of \$5,000 from Family Planning to the previous year's budgeted \$4,000. Discussion followed and the reason given for the increase was due to the increase of pharmaceutical costs. A vote was taken and it was decided 13 against and 2 for the motion. Motion failed.

Rep. Thomas asked the County Attorney about adding to Chapter 399 for Gunstock to accept private monetary donations. After brief discussion, it was decided that Rep. Thomas will work on a draft at the state level.

Gunstock General Manager Greg Goddard said that Gunstock has accepted private properties abutting as donations, which are covered by the current law, but Rep. Thomas said that there is no mention about monetary donations, thus the reason for a bill to be filed.

A request from the Registry of Deeds for \$51,150, was brought before the Delegation as follows:

- 1.) plan card conversion \$4,500
- 2.) reimburse county for laser optical scanning \$42,000
- 3.) laptop computer \$1,800
- 4.) MITA copier \$2,850

Motion to accept the request was made by Rep. Flanders, seconded by Rep. Laflam. Vote was unanimously in favor. Motion passes.

Motion to adopt the year 2003 Belknap County Budget authorizing General Fund Expenditures in the amount of \$13,344,881 and Nursing Home Expenditures in the amount of \$7,167,746, making the 2003 Belknap County Budget \$20,512,627. Give the Belknap County Treasurer Bob Corbin authorization to raise revenue by taxation in the amount of \$10,914,416, was made by Rep. Thomas, seconded by Rep. Nedeau. Vote was unanimously in favor. Motion passes.

Motion to the effect that all funds appropriated for all line items of the year 2003 Belknap County Budget shall be nontransferable without prior approval of the Executive Committee or the full County Convention in accordance with RSA 24:14. The one exception is that the Commissioners are authorized to transfer funds within each department from one line to another in an amount not to exceed \$5,000 on any given instance. A report of said transfers submitted to the County Convention monthly was made by Rep. Thomas, seconded by Rep. Holbrook. Vote was unanimously in favor. Motion passes.

Motion to authorize the Clerk to make such monetary changes to the budget as may be necessary to submit the final budget to the Department of Revenue Administration was made by Rep. Thomas, seconded by Rep. Flanders. Vote was unanimously in favor. Motion passes.

An up-date on the OCU/Nursing Home Roof was requested from Chairman Bartlett, but County Commissioner Thurston asked if an Executive Session was possible to discuss this issue. It was decided to postpone the up-date until this future session.

Motion to authorize the County Treasurer, upon an affirmative vote of no less than four members of the Gunstock Area Commission, to issue serial notes or bonds in an amount not to exceed three million eight hundred thousand dollars (\$3,800,000.00) of serial notes and bonds for the purpose of the planning, acquisition, construction and improvements to lifts, snowmaking, trails and associated structures to be completed as set forth in the document titled "Request for Financing Authority - Lift Trail and Snowmaking Improvements for Gunstock" dated February 16, 2003. Said borrowing shall mature not more than 20 years from date of issue. Any notes or bonds issued pursuant thereto shall be in accord with New Hampshire laws (1959) Chapter 399:15, as amended and the form, details and particulars of said notes or bonds other than maturity thereof shall be determined by the Gunstock Area Commission. The full faith

and credit of the county of Belknap, New Hampshire shall be pledged to the payment of the obligations issued pursuant hereto. Said notes or bonds shall contain and express that fees, fares, and tolls will be collected until the maturity thereof in acceptance with the provisions of Chapter 399 of the laws of 1959 as amended was made by Rep. Fitzgerald, seconded by Rep. Boyce. Discussion followed, at which time Rep. Whalley presented an amendment, seconded by Rep. Nedeau, which wanted to change the maturity of the bond issue from not more than 20 years to not more than 15 years. Rep. Whalley discussed his reasons behind the amendment, which would be, lower interest rates and an overall savings of \$600,000. It was at this time that Commissioner Thurston asked for permission for the Commissioners and Department heads to retire. Permission was granted and they retired from the room. Gunstock General Manager Greg Goddard spoke on the amendment and discussion followed. Rep. Nedeau withdrew his second, but the motion was seconded by Rep. Ahern. A vote on the Whalley amendment was held with four in favor and eleven against. Motion fails. The original motion was voted on, by roll call, which was unanimously in favor. Motion passes.

A motion to authorize Gunstock Area Commission to accept and/or receive any private gift either monetary or property if so approved in RSA 399:10J was made by Rep. Thomas, seconded by Rep. Nedeau. Discussion followed and vote was taken. Motion passes unanimously in favor.

No other business coming before the Delegation, Rep. Nedeau moved and Rep. Russell seconded adjournment. Vote was unanimous and the meeting was ended at 8:40 pm.

Respectfully submitted,
Rep. Glenn E. Dewhirst, Secretary

Belknap County Convention Meeting Minutes
Of April 16, 2003

PRESENT: Reps. Nedeau, Wendelboe, Pilliod, Thomas, Clark, Whalley, Boyce, Bartlett, Fitzgerald, Rice, Dewhirst, Flanders and Ahern.

A non-public meeting was opened at 7:05 pm. Commissioner Thurston was recognized to request a line item transfer in the Nursing Home Department \$40,000, from line 5140-0130 RN Salaries to 5140-0340 Contracted Nursing Services. Motion was made by Rep. Pilliod, seconded by Rep. Clark to accept this transfer. Vote was taken with a majority in favor. Motion passed.

Commissioner Thurston gave a brief introduction of the reason for the meeting, and handed over the proceedings to Mr. Tim Grant from Provan & Lorber. Mr. Grant gave a presentation covering the problems that are currently being found at the Belknap County Complex and Nursing Home from the 1986 renovations and the 1997 building project, mainly with the roofs.

Discussion followed about how to fix the gross mistakes in the nursing home building project and if there would be any legal actions able to had against the Construction Company, sub-contractors and/or clerk of the works. Also, discussion was raised about what problems would arise with placement of nursing home residents when the whole roof will be taken off and built correctly. The major thought would be that these residents would have to be housed in other nursing homes, some as far away as an hour and a half drive.

It was also thought that maybe it would affect only half the resident population at one time. Time period was also discussed and that the total project would be completed before snow flies the end of 2003.

Commissioner Thurston concluded the meeting by informing the Delegation that they will need to meet in the near future to start the financial process rolling once everything is figured out.

No further business coming before the Delegation, meeting was closed at 8:22 pm.

Respectfully submitted,
Rep. Glenn E. Dewhirst, Secretary

DELEGATION MINUTES OF JUNE 16, 2003

PRESENT: Rep. Ahern, Rep. Allen, Rep. Bartlett, Rep. Boyce, Rep. Flanders, Rep. Holbrook, Rep. Nedeau, Rep. Russell, Rep. Rice, Rep. Pilliod, Rep. Clark and Rep. Dewhirst.

The public hearing with the Gunstock Area Commissioners was called to order at 7 pm.

Mr. Greg Goddard, Gunstock Area Director, gave a review of the last year and discussed the request for working funds. He also told the Delegation that Gunstock has paid the County \$227,000 this year. He then gave an overview of the Gunstock 2003/2004 operating plan.

Questions were fielded by Mr. Goddard from the Delegation.

A motion was made by Rep. Holbrook, seconded by Rep. Rice that "Pursuant to the authority of Chapter 399:15, 1959 NH Laws as amended, to authorize the Belknap County Treasurer to issue notes, on the concurrence of not less than four members of the Gunstock Area Commission, in the amount of seven

Hundred Fifty Thousand Dollars (\$750,000.00) on such terms and conditions as shall be negotiated by the Gunstock Area Commission. Said notes are issued in anticipation of revenues at Gunstock Ski Area and shall contain an express provision that all fees, fares, and tolls as authorized by statute shall continue to be collected until such notes have matured. The Gunstock Area Commission shall pay the principal and interest on said notes out of revenues collected by Gunstock Area."

Roll Call was taken, and the vote was unanimous in favor. Motion passed.

After the vote, Mr. Goddard gave a brief talk with pictures on the current construction going on at the Area.

A motion to adjourn was made by Rep. Bartlett, seconded by Rep. Dewhirst. So moved at 7:55 pm.

The public hearing on the roof replacement and proposed bond of \$3.8 million was called to order at 8:00 pm by Chairman Bartlett.

The Delegation first took up the business of transfers. First was the nursing home transfer from line items 5140-0131 Jail Nurse \$12,000, 5140-0130 RN salaries \$48,000 and 5140-0150 LNA salaries \$40,000 (total of \$100,000) to line item 5140-0340 contracted nursing services \$100,000. Motion was

made by Rep. Flanders, seconded by Rep. Nedeau. Vote was unanimous in favor. So moved.

Culvert replacement of \$3,000 from contingency (1-9900-0001) to maintenance (01-4160-0927). Was moved by Rep. Rice, seconded by Rep. Dewhirst. Vote was unanimous in favor. So moved.

Enhanced ProShare: \$217,194 left (excess revenue in NH Budget) - supplemental appropriation in next 2 months. Commissioner Thurston discussed this item as the costs to transfer our nursing home residents while the construction is underway, and he also discussed the transportation for the nursing staff to the Rockingham County Nursing Home as well as the costs Rockingham County will be charging (just over \$16 per day) per resident. Motion was made by Rep. Bartlett, seconded by Rep. Boyce to appropriate this money. Vote was unanimous in favor. So moved.

Commissioner Boothby gave an update on the on-going Department of Corrections CBA. Meetings are still on going as of this date with the Commissioners not agreeing to the fact finder's report.

Public hearing on the roof replacement and \$3.8 million proposed bond was held with Commissioner Thurston giving an overview of how the problems were initially discovered, the proposed construction schedule and the proposed expense and debt schedule.

Commissioner Thurston then introduced Mr. Tim Grant from Provan & Lorber as the engineer and planner. Mr. Grant gave a brief overview of what the problems were at the facility and the remedies recommended. He then gave the floor to Mr. Randy Remick of Bonnette, Page and Stone, who will be serving as construction manager. Mr. Remick also gave a brief talk on what will be going on during the re-construction.

It was moved by Rep. Nedeau, seconded by Rep. Pilliod to approve the \$3.8 million bond for the Belknap County Roof Replacement not to exceed 15 years. The floor was then opened for public discussion.

Mr. Bob Durfee of Laconia, a structural engineer, asked about the roof trusses. He said it sounded like a lot of money to replace, why not just repair? Mr. Tim Grant answered that due to poor construction and lack of meeting the original requirements, plus the hidden problems that always arise, it was better to replace than try to repair with the possibility of problems further down the road. Mr. Durfee also asked about the missing vapor barriers. Mr. Grant said that it would be easier to lift the current roof base with all electrical, water and such in place and start new above than to repair and try to fix this issue and make more work and possibly more headaches.

No other questions coming from the audience or Delegation, a roll call vote was taken. The vote was unanimous in favor. Motion passed.

No further business coming before the Delegation, a motion to adjourn was made by Rep. Flanders, seconded by Rep. Pilliod. Vote was unanimous. The public hearing was closed at 9:10 pm.

Respectfully submitted,
Rep. Glenn E. Dewhirst, Secretary

BELKNAP COUNTY DELEGATION MINUTES
FOR AUGUST 14, 2003

PRESENT: Reps. Nedeau, Laflam, Pilliod, Boyce,
Bartlett, Rice, Dewhirst,
Holbrook, Flanders, Allen and Ahern.

Chairman Bartlett called the meeting to order at 7:13 pm. Chairman Bartlett turned the meeting over to County Commissioner Mark Thurston. Commissioner Thurston gave welcome and opening remarks and gave the floor to Commissioner Boothby, who in turn gave an update on the Department of Corrections contract negotiations, which just reached the 1-year anniversary and is currently at an impasse. Questions followed, mainly concerning retroactivity, which was agreed not to occur when the new contract agreement is reached.

The floor was then returned to Commissioner Thurston, who in turn handed the floor to Commissioner Daigneault, who gave the Delegation notice that Nursing home contract negotiations will commence in September. He also gave the Delegation an update of the OCU/nursing home roof progress. He stated that after an initial slow start, that the construction is now on track and hopefully be completed for residents to return by Christmas.

The floor was then returned to Commissioner Thurston, who then went over the supplemental appropriation request and the reasons behind the transfers. Questions followed and a motion was made to adopt the Year 2003 Belknap County Budget authorizing General Fund Expenditures in the amount of \$13,391,601, General Fund Revenue in the amount of \$15,398,647, Nursing Home Expenditures in the amount of \$7,732,644 and Nursing Home Revenues in the amount of \$5,725,598, making the 2003 Belknap County Budget \$21,124,245. Motion was made by Rep. Nedeau, seconded by Rep. Boyce. Roll Call vote was unanimous 11-0 in favor.

Motion was made by Rep. Nedeau, seconded by Rep. Boyce to give the Belknap County Treasurer Bob Corbin authorization to raise revenue by taxation in the amount of \$10,914,416. Voice vote was unanimous in favor.

Commissioner Thurston discussed the mid-year review transfers, namely:

From Finance line 4100 310 legal in the amount of \$25,000 to Contingency line 9900 1 contingency in the amount of \$25,000

From Corrections line 6100 192 overtime in the amount of \$37,000 to Corrections line 6100 131 new CO position in the amount of \$37,000

Motion was made by Rep. Flanders, seconded by Rep. Nedeau to accept these transfers. Vote was unanimous in favor.

A motion was made by Rep. Flanders, seconded by Rep. Nedeau to authorize the Clerk to make such monetary changes to the budget as may be necessary to submit the final budget to the Department of Revenue Administration. Vote was unanimous in favor.

No further business to come before the Delegation, Chairman Bartlett motioned, seconded by Rep. Dewhirst to adjourn. Vote was unanimous in favor, meeting adjourned at 7:40 pm.

Respectfully submitted,
Rep. Glenn E. Dewhirst, Secretary

EXECUTIVE COMMITTEE MEETING MINUTES

9/10/03

Present: Rep. Bartlett, Thomas, Dewhirst, Holbrook, Russell, Nedeau, and Rice.

Chairman Bartlett informed the Executive Committee that the Sheriff's Department requested the purchase of a new cruiser, and in doing so, needed the approval for the purchase and transfer of money within the 2003 Belknap County Budget to offset this purchase.

Vote was taken and motion passed unanimously

Respectfully submitted,
Rep. Glenn E. Dewhirst, Secretary

DELEGATION MEETING MINUTES OF 10/23/03

Present: Rep. Bartlett, Thomas, Dewhirst, Allen, Russell, Holbrook, Fitzgerald, Boyce, Pilliod and Whalley.

Meeting was opened at 7:00 pm by Chairman Bartlett for the business of selecting a Gunstock Ski Area Commissioner.

Rep. Fitzgerald handed out a job description on the duties of the Commissioner to each Representative to look over.

Interviews were conducted by the Delegation, first with Mr. Charles Lowth of Meredith.

Mr. Lowth gave his thoughts on his background, term as Commissioner, and future plans for the ski area. Questions followed for Mr. Lowth from the Delegation.

The second candidate was Capt. Ralph Rosen, who also gave a brief review of his background and his connection with Gunstock during his 14 years as a Delegation member. He also gave his ideas for the future of Gunstock, with questions from the Delegation following.

Both candidates were thanked for their interest at the end of their respective interviews and told they would be informed as to the vote by mail.

After the candidates left, discussion among the Delegation followed. A vote by secret ballot was held, and after the tally, it was voted that Mr. Charles Lowth received the majority of votes and will continue as a Gunstock Ski Area Commissioner for another term.

Rep. Russell motioned, seconded by Rep. Bartlett, to close the meeting. Vote was unanimous and meeting ended at 8:30 pm

Respectfully submitted,
Rep. Glenn E. Dewhirst, Secretary

BELKNAP COUNTY DELEGATION MEETING
MINUTES FOR DECEMBER 15, 2003

PRESENT: Reps. Bartlett, Thomas, Boyce, Fitzgerald, Nadeau, Pilliod, Laflam, Ahern, Flanders, Holbrook, Dewhirst, Clark and Rice.

Chairman Bartlett called the meeting to order at 7:10 pm. He then passed the gavel to Commissioner Mark Thurston for the purpose of presenting the preliminary 2004 Belknap County Budget.

Commissioner Thurston welcomed everyone to the meeting and introduced all the Department Heads. He then gave an up-date on the Nursing Home roof situation. The residents will be moving back in on December 18th, in time for Christmas.

Commissioner Thurston also gave an update on the Dept. of Corrections Collective Bargaining Agreement, which expired 12/31/2002. An agreement was reached for a 5-year contract (2003-2007).

Commissioner Thurston gave an update on the Nursing Home Collective Bargaining Agreement, which would have expired 12/31/2003. An agreement was reached for a 4-year contract (2004-2007).

Commissioner Thurston gave an update on the Sheriff's Dept. Collective Bargaining Agreement, which currently runs 2002-2005, and stated the Board offered to open contract on health insurance. This would mirror the insurance of the Jail and Nursing Home.

Commissioner Thurston presented requested transfers for Year 2003:

From Contingency 9900-0001 \$20,000 to
Commissioners 4100-310
legal

From Contingency 9900-0001 \$6,000 to
Commissioners 4100-902
OCU/Nursing Home Roof

From Contingency 9900-0001 \$20,000 to Jail
6100-451 Medicine & drugs

Motion was made by Rep. Flanders, seconded by Rep. Holbrook. Vote was unanimous in favor.

From Sheriff's Dept. 4140-0334 L.E. Fed. Grant
\$6,961 to Sheriff's Dept 4140-0192 Deputies
Overtime.

Motion was made by Rep. Nadeau, second by Rep. Thomas. Vote was unanimous in favor.

From Corrections 6100-130 CO Wages \$31,000 to Correct. 6100-451

Medicine & drugs

From Corrections 6100-141 Jail Nurse \$20,000 to Correct. 6100-451

Medicine & drugs

From Corrections, 6100-141 Jail nurse \$16,000 to Correct. 6100-339

Misc. service contracts

From Contingency 9900-0001 for \$5,450 to CO Wages 6100-0130.

Motion made by Rep. Flanders, seconded by Rep. Boyce. Vote was

Unanimous in favor.

From Nursing Home 5140-0131 jail nurse \$7,812 to Nursing Home

5140-0130 RN salaries

From nursing home 5140-0140 LPN salaries \$20,000 and 5140-0131 jail

Nurse \$10,000 (total \$30,000) to nursing home 5140-0150 LNA salaries

From nursing home 5140-0131 jail nurse \$26,188 and 5140-0232 health

Insurance \$6,812 (total \$33,000) to Maintenance 5110-0339 Misc. service contracts.

From dietary food for \$8400 to Maintenance misc contracts 5110-0339.

Motion made by Rep. Thomas, seconded by Rep. Clark. Vote was Unanimous in favor.

The Registry of Deeds requested a resolution pursuant to NH RSA 478:17,11 (c) for the following items:

- a) Reimburse the county for the entire laser/optical-scanning lease \$45,000
 - b) Flat file storage units for plans (3 large cabinets + 1 closed base + Freight) \$3,100
 - c) electronic embosser for certified copies \$1,150
 - d) electronic check signer \$875
 - e) MITA lease copier KM-4035 \$3,234
 - f) purchase of Muratec plain paper fax machine \$1,375
- TOTAL \$54,734.00

Motion made by Rep. Thomas, seconded by Rep. Nadeau. Vote was unanimous in favor.

Commissioner Thurston updated the Delegation on the retirement of Barbara Hunter at the Co-op Extension. There is no replacement in the foreseeable future due to funding.

Commissioner Thurston requested a vote on the Community Development Block Grant for the second

round of the 2003 Housing and Public Facilities Grant at \$460,763. This was approved and involves the Lakeport Commons - to acquire and rehab 18 low-income housing units in Lakeport for Ozanam Place. Motion was made by Rep. Boyce, seconded by Rep. Pilliod. Vote was unanimous in favor.

Chairman Bartlett then recognized Belknap County Treasurer Robert Corbin, who in turn requested that the Delegation authorize the borrowing in anticipation of taxation in the amount of \$11,773,150. Motion was made by Rep. Laflam, seconded by Rep. Thomas. Vote was unanimous in favor.

Motion was made by Rep. Flanders, seconded by Rep. Holbrook, to accept the cost of the Dept. of Corrections contract ratification for 2003 for \$5,450. Vote was unanimous in favor.

Motion for a continuing resolution authority to authorize the County Departments to expend up to 25% of the Year 2003 appropriation until the Year 2004 County Budget is adopted was made by Rep. Nedeau, seconded by Rep. Dewhirst. Vote was unanimous in favor.

Commissioner Thurston discussed the federal reimbursements of pro-share monies and the lack of those coming to the county at the amount of \$2.3 million. It was agreed that more needed to be done on the state level in trying to get more funds from the

federal government and not to place added burdens on property taxes.

Commissioner Thurston asked for an up-grade and new job description for Frank DeNauw from Grade 5 Step 8 to a Grade 5 Step 11, with a raise of \$1,430. Motion was made by Rep. Thomas, seconded by Rep. Flanders. On a voice vote, majority passed motion.

Rep. Laflam asked a question about the panic alarm in the Sheriff's Dept. budget. Commissioner Thurston explained the need and that it was a grant from Homeland Security.

Rep. Pilliod said we are aware of the pro-share problem, but it would help to have a basic break down explanation. Commissioner Thurston asked Nursing Home Administrator Karen Painter if she would be able to do some sort of a flow chart. She replied it would be no problem.

No further business coming before the Delegation, Rep. Boyce motioned, seconded by Rep. Holbrook, that we adjourn. Motion passed unanimously.

Meeting was closed at 8:15 pm.

Respectfully submitted,
Rep. Glenn E. Dewhirst, Secretary,

Belknap County Commissioners

The year 2003 brought many unexpected occurrences to Belknap County. Some met with great anticipation while others with apprehension.

Among those met with apprehension was the Hell's Angels World Run that occurred the last week of July. The unknowns of such an event prompted considerable planning by Sheriff Dan Collis in concert with Chief Tom Oetinger of the Laconia Police Department. A \$250,000.00 grant obtained by Sheriff Collis through Homeland Security enabled the securing of personnel and technical assistance to provide for a safe and rather transparent week for the citizen's of Belknap County and hopefully an enjoyable time for those who visited the area.

Sheriff Collis was also instrumental in the initiation of the Belknap Regional Special Operations Unit. The unit comprises volunteer police officers from departments throughout the County and will be called to service in the event of extraordinary situations. An armored personnel carrier was purchased for a modest sum and will be used as a command post as well as for the transportation of personnel and equipment.

The Commissioner's had the unpleasant task of vacating some 50 residents of our nursing home in order

that extensive repairs to the roof be undertaken. Fortunately, we were able to transfer those patients to Rockingham County. However, the logistics of staff, hours and daily trips to the seacoast did, to say the least, take its toll on nursing home personnel. The patients, all volunteers, seemed to enjoy "Camp Rockingham" as it was affectionately referred to but after approximately six months were eager to return to the familiar surroundings of Belknap County. Our many thanks to the Rockingham County Commissioners and to Bill Sturtevant, Director of their nursing home for their help and understanding. Enough cannot be said for those Belknap County personnel who unselfishly endured long hours and the trips to and from Rockingham. They are most certainly to be commended for answering the call and for going above and beyond. Thank you all.

The year saw the successful completion of negotiations with the State Employees Association with regard to the collective bargaining agreements of the Nursing Home and the Department of Corrections. The four-year contracts took effect the first of the year, 2004.

Christopher Boothby was elected President of the New Hampshire Association of Counties at its annual meeting in October. Congratulations to Christopher and the very best to you during the long road ahead!

In closing, the Commission wholeheartedly thanks the County Delegation for their continued support and commitment to new and innovative programs and ideas in the service of communities throughout our County.

We would be remiss in not mentioning those people who comprise the workforce of Belknap County Government. Their commitment to quality service and an untiring work ethic are truly a credit to the people they serve. Thank you.

Respectfully,
Mark E. Thurston, Chairman
Christopher D. Boothby, Vice Chair
Philip 'Bud' Daigneault, Clerk

REPORT OF THE
COUNTY ADMINISTRATOR & FINANCE
OFFICER

To the Honorable Belknap County Commissioners:

I respectfully submit the Administrative and Finance report for the year ending December 31, 2003.

Financially the county is in sound shape. We've efficiently managed operations through increased revenue and cutting expenditures producing an undesignated fund balance of approximately \$4,637,000 million dollars (\$3.2 million was a carryover from 2002). We utilized \$1,000,000 in surplus funds in 2003 to reduce the County tax rate and offset borrowing in 2004. The department heads were instrumental in exercising fiscal responsibility and maximizing revenue opportunities netting a surplus of \$1,013,000 in 2003. Enclosed are the audited financial statements relating to operations for 2003 accompanied by the Commissioner's proposed budget for the calendar year 2004. The audit was much more extensive due to the new fraud and GASB 34 reporting requirements.

The bulk of our year dealt with roof construction issues and bonding \$3.7 million to pay for it. Litigation is pending to recoup some of this money. Half of our residents were relocated to Rockingham County for six months causing headaches in staffing and relocation issues.

The County faced ridiculous health insurance increases of over 30% during our budget process. After an exhaustive search the board decided to switch all employees over to the NHMA Trust with the Blue Cross Three Tier Plan. A big thank you to Marie Mora, my Assistant Finance Officer, who became an overnight expert on health insurance along with her day to day workload.

Another big project is the Annual County Report. It now has a slightly different look, thanks to Angela Bell, the Commissioners Administrative and Accounting Assistant. She continues to think outside the box and make it a bit more creative (if it's possible to make county government more creative).

We continue to receive a qualified opinion from Bond Council on our Tax Anticipation Note (TAN) sales done twice a year. Belknap County continues to maintain a strong Moody's credit rating of A3 (along with all accounts insured and collateralized).

The County was not successful in drawing down Proportional Share Payments (PSP) in 2003 even though it was budgeted in the Nursing Home. The PSP money helps to offset the additional costs incurred by caring for Nursing Home residents. These funds have been instrumental in financing the Nursing Home deficits caused by inadequate Medicaid rates and we will continue to lobby our Congressional Delegation to preserve this method of compensation.

The Department of Corrections and Nursing Home Collective Bargaining Agreements were successfully negotiated in 2003 with four-year

contracts on both. The big debate was health insurance and pay increases.

The Commissioners were successful in negotiating another one-year lease with the Administrative Offices of the Court (AOC) for the rental of the top floor of the Court House for the Superior Court.

Gunstock Recreational Area was able to produce the annual \$150,000 payment plus an additional \$76,545. The County Convention entered into a Memorandum of Understanding in May 2000 whereby the County assumes the majority of Gunstocks' bonded debt, over \$5 million dollars. This allowed Gunstock to concentrate on infrastructure and capital improvements without carrying the huge debt.

I'd like to thank the Department heads as they continue to work on their web sites listed under belknapcounty.org. It has tons of good information about our services and county government in general.

Three Community Development Block Grants (CDBG's) are in various stages of development. The first project in the later stages of implementation and will provide \$1,000,000 to Belknap County and Economic Development who will lend it to VUTEk, Inc., a manufacturer of super-wide high resolution ink-jet printers. The second is the acquisition of low-income housing with Ozanam at Lakeport Landing for \$500,000. The third is the Building Capacity Grant for Economic Development for \$15,000.

A special thanks to all county employees and specifically my staff for the excellent service they provide to Belknap County. Sometimes with so much

work on our desks we forget to say the words or show our appreciation. It's a pleasure and privilege to serve the Belknap County citizens; County Commissioners, and County Convention.

Respectfully submitted,
Nancy E. Cook, Chief
Administrative & Finance Officer

County of Belknap Budget Report December 31, 2003

	2003	2003	2004	2002/03
Revenue	Original	Audit	Proposed	Gunstock
Charges for Services	Budget			<u>Audited</u>
				<u>7,140,456</u>
Program Initiatives	20,000	20,000	20,000	
Proshare Reserve	0	0	0	
Rent	235,867	235,867	235,867	
Citizens Council (New)	274,472	280,391	238,871	
County Attorney	55,373	55,373	55,373	
Interest	100,000	100,000	100,000	
Registry of Deeds	902,150	1,202,150	1,004,025	
Sheriff's Department	333,764	724,264	340,990	
Juvenile Restorative Justice (New)	143,806	136,724	100,677	
Department of Corrections	68,000	68,000	96,000	
Human Services	316,972	372,517	394,017	
Nursing Home	7,111,746	6,035,737	7,982,331	
Surplus/Carryforward	750,000	0	1,000,000	
Gunstock	150,000	226,545	150,000	
Miscellaneous/Outside Agencies	62,400	62,400	62,400	
Taxes - Cities & Towns	<u>10,949,644</u>	<u>10,914,416</u>	<u>11,773,150</u>	
Total Revenues	<u>21,474,194</u>	<u>20,434,384</u>	<u>23,553,701</u>	
Cost of Operations				<u>3,625,002</u>
Profit from Operations				<u><u>3,515,454</u></u>

Expenditures

Commissioners	224,721	442,455	290,184	
Finance Office	218,915	218,400	249,498	
Citizens Council (New)	274,472	215,718	285,161	
County Attorney	433,507	408,132	450,636	
Register of Deeds	539,621	578,304	577,558	
Sheriff's Department	1,503,937	1,584,000	1,527,004	
Juvenile Restorative Justice (New)	143,806	110,200	125,472	
Medical Referee	18,000	12,633	18,000	
Maintenance	274,101	267,363	293,835	
Human Services	4,709,589	4,009,300	4,689,956	
Department of Corrections	2,090,225	2,108,289	2,289,183	
Gunstock	1,055,001	1,050,745	1,034,854	
BCNH Transfer of Funds	1,621,676	1,013,361	2,339,135	
Outside Agencies	697,546	707,200	748,169	
County Delegation	7,000	5,235	7,000	
OCU Debt-Principle	189,600	189,600	289,600	
OCU Debt/TAN-Interest	260,731	132,945	256,125	
Contingency/Carryforward	100,000	29,600	100,000	
Nursing Home	7,111,746	6,737,471	7,982,331	
General				1,432,613
Administrative				1,674,352
Total Expenditures	21,474,194	19,820,951	23,553,701	3,106,965
Net Income(Loss)				408,489

2003 General Fixed Assets

	Balances January 1	Additions	Reclass	Deletions	Balances December 31
Land and Improvements	144,829.00	0.00	0	0.00	144,829.00
Buildings and Improvements	6,462,665.34	2,900.00	0	0.00	6,465,565.34
Machinery and Equipment	1,623,515.49	97,630.68	0.00	-45,385.00	1,766,531.17
Less:					
Const. In Progress	0.00	810,502.72	-810,502.72	0.00	0.00
Depreciation	-4,466,952.10	-284,289.73		45,385.00	-4,796,626.83
Totals	8,231,009.83	911,033.40	-810,502.72	0.00	3,580,298.68

Proprietary Fixed Assets

	Nursing Home Fund	Additions	Reclass	Deletions	Balances December 31
Land and Improvements	49,474.48	0.00	0	0.00	49,474.48
Buildings and Improvements	7,548,589.88	51,642.05	0	0.00	7,600,231.93
Roads and Parking	0.00	0.00	0	0.00	0.00
Machinery & Equip.	691,970.33	40,142.90	0	0.00	732,113.23
Office Equipment	192,283.17	21,163.99	0	0.00	213,447.16
Vehicles	8,157.48	76,335.00	0	-17,397.00	67,095.48
Construction in Prog.	-0.40	0.00	0	0.00	-0.40
Total	8,490,474.94	189,283.94	0.00	-17,397.00	8,662,361.88
Less: Accum Depreciation	-2,538,971.38	-287,636.35	0.00	17,397.00	-2,809,210.73
Net Book Value	5,951,503.56	-98,352.41	0.00	0.00	5,853,151.15

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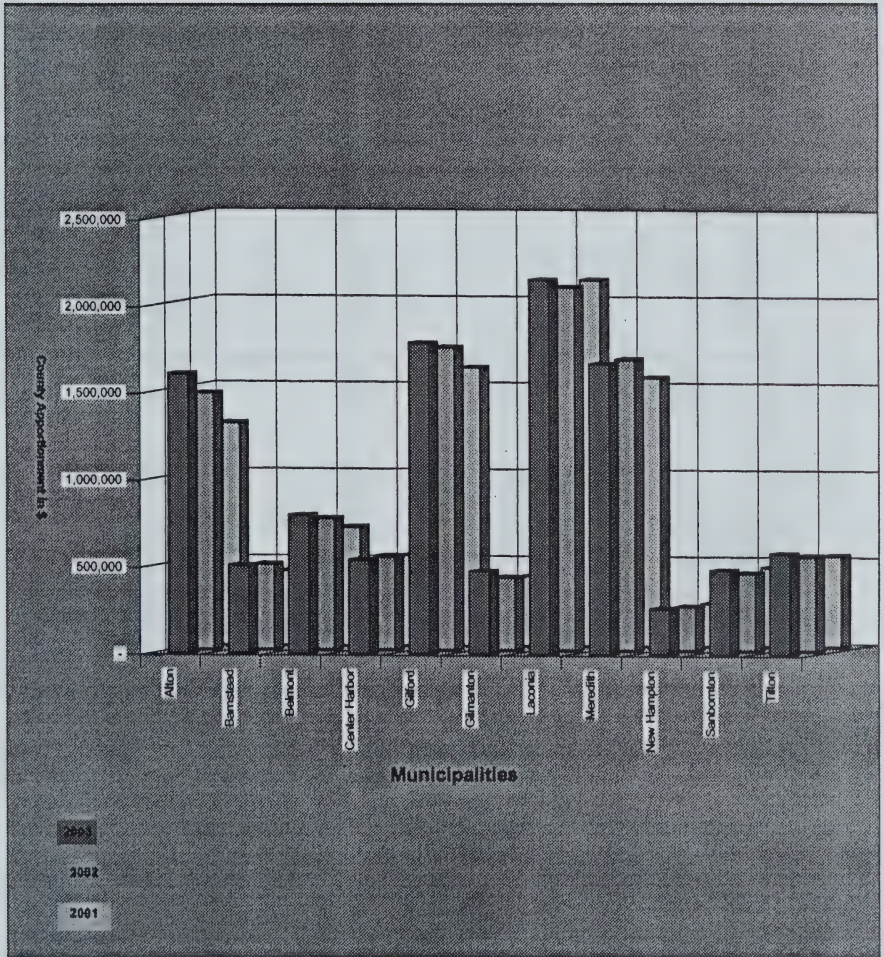
Belknap County

2003	% Proportion To County Tax	Apportionment of County Budget
Alton	14.7416000%	1,608,956
Barnstead	4.6728000%	510,006
Belmont	7.3198000%	798,919
Center Harbor	4.9751000%	543,008
Gilford	16.4224000%	1,792,409
Gilmanton	4.3981000%	480,027
Laconia	19.8206000%	2,163,304
Meredith	15.3614000%	1,676,605
New Hampton	2.4396000%	266,270
Sanbornton	4.4847000%	489,484
Tilton	5.3638000%	585,428.00
TOTALS	100.0000000%	10,914,416

2002		
Alton	14.1088000%	1,475,252
Barnstead	4.7229000%	493,835
Belmont	7.2353000%	756,534
Center Harbor	5.1580000%	539,329
Gilford	16.6718000%	1,743,246
Gilmanton	4.0232000%	420,678
Laconia	20.0515000%	2,096,627
Meredith	16.0487000%	1,678,093
New Hampton	2.4313000%	254,224
Sanbornton	4.3019000%	449,813
Tilton	5.2466000%	548,599.00
TOTALS	100.0000000%	10,456,230

2001		
Alton	13.0622449%	1,280,958
Barnstead	4.3892830%	430,438
Belmont	6.9419412%	680,766
Center Harbor	5.2952575%	519,283
Gilford	16.3407741%	1,602,470
Gilmanton	4.1034381%	402,407
Laconia	21.5450183%	2,112,828
Meredith	15.7738849%	1,546,877
New Hampton	2.5184336%	246,972
Sanbornton	4.6638533%	457,364
Tilton	5.3658711%	526,208.00
TOTALS	100.0000000%	9,806,571

BELKNAP COUNTY TAX



**County of Belknap, New Hampshire
Balance Sheet
All Fund Types & Account Groups
December 31, 2003**

County of Belknap, New Hampshire
Balance Sheet
All Fund Types & Account Groups
December 31, 2003

	Govt/Fiduciary Fund Types				Business Type Activities			Totals	Totals
	General	Capital Projects	Other Govt Funds	Home Fund	Nursing	Nursing Nonmajor	Enterprise	Govt Funds	Gunstock (Audited)
Assets									
Cash	\$4,362,122	\$2,684,266	\$3,108	900		3,201		\$7,053,597	\$321,477
Investments	45,595							45,595	
Accounts receivable	234,478		0		44,641			279,119	77,530
Due from other govts					241,095			241,095	3,439,000
Due from other funds	1,503,019				1,355,050			2,858,069	
Inventory					24,652			24,652	157,001
Prepaid expenses									183,364
Long term assets/Accts. Rec.	1,203,786							1,203,786	
Restricted cash.									
Property, plant & equip, net	71,905				\$0			71,905	8,306,807
Restricted investments									
Capital Assets, net					6,718,101			6,718,101	
retire. Of long-term oblig.							\$0	0	
Total Assets	\$7,420,905	\$2,684,266	\$3,108	\$8,394,439	\$3,201	\$0	\$12,485,179	\$18,495,919	\$12,485,179
Liabilities									
Accounts payable	\$94,649	\$338,893		94,663				\$528,205	\$422,670
Accrued expenses	200,871		0	209,693				410,564	235,810
Retainage payable		67,272						67,272	
Due to other gov'ts	1,104,858			1,472,361				1,104,858	
Due to other funds		1,355,050	64					2,827,475	
Deferred revenues	107,302							107,302	209,226
Pay from restricted assets	1,275,691				455,000			1,275,691	
Current portion of bonds payable					2,721			455,000	
Current portion of capital leases								2,721	
Gen obligation bonds & notes payable				6,035,000				6,035,000	5,145,490
Capital leases payable				1,258				1,258	
Compensated absences				113,743				113,743	
Total Liabilities	2,783,371	1,761,215	64	8,269,438	0	0	6,013,196	12,929,089	6,013,196

	Govt/Fiduciary Fund Types			Business Type Activities			Totals	
	General	Capital Projects	Other Govt Funds	Nursing Home Fund	Nonmajor Enterprise	Govt Funds	Gunstock (Audited)	Totals
Fund Balances								
Invested in capital assets, net of debt				224,122		224,122		8,240,244
Invest in component unit							0	1,055,556
Contributed capital							0	-2,823,817
Retained earnings								
Unreserved, reported in:								
General fund	4,637,534				3,201			
Special revenue funds	0		3,044					
Capital projects funds	0	923,051						
Total Fund Balances	\$4,637,534	\$923,051	\$3,044	\$0	\$3,201	\$5,566,830		\$6,471,983
Total Liab & Fund Balances	\$7,420,905	\$2,684,266	\$3,108	\$8,269,438	\$3,201	\$18,495,919		\$12,485,179

Note: Amounts reported for governmental activities in the statement of net assets are different because:

- Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds 4394546
- Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds. Long-term liabilities at year end consist of:
 - Bonds Payable -26563000
 - Capital leases payable -4578
 - Other long-term obligations -1829500
 - Accrued interest on long-term obligations -24110
 - Compensated absences -161524

REPORT OF THE BELKNAP COUNTY ATTORNEY

To the Honorable Commissioners and Delegation of
Belknap County:

Though we lost one of our assistant attorneys to another prosecutor's office and then lost the replacement to yet another county attorney's office, we are back up to staff with three attorneys (including myself). Despite being short staffed for three months, we currently maintain 366 open cases files, comprising a total of 676 criminal charges. These open and pending files include on-going cases, new cases initiated this year as well as old cases which have had to be reopened to litigate new post trial motions, habeas corpus petitions, sentencing violations, probation restitution issues and the like. In addition to this caseload, the office handled innumerable inquiries from law enforcement and assisted in many investigations (which may or may not result in prosecution). The office also rendered assistance in several district court cases as well as responded to daily inquiries from members of the public or other agencies.

The attorneys in the office took 41 defendants to jury trials, with a total of 97 charges brought before the petit juries. Jury work involves extensive preparation in advance of trial which includes meetings with investigators and civilian witnesses/victims. It includes ongoing preparation during the trials and well after court hours. It also frequently involves litigating issues in multiple hearings prior to the actual jury trial. Some of these pretrial hearings such as suppression or dismissal hearings may themselves take days with a number of witnesses. Even the simplest felony trial is likely to take two days and it is not uncommon for more complex cases to last a week or more, exclusive of pretrial proceedings. We had a number of extended jury trials this year, one alone lasted four weeks and involved hundreds of exhibits. Simultaneously, in the other courtroom another attorney was trying a two week long case involving charges of attempted murder, also with a huge number of exhibits.

This past year, for grand jury presentation,

approximately 537 criminal charges were reviewed. Out of those, 498 matters were actually presented to the grand jury with 485 indictments rendered and a number of subpoenas and resolutions returned by the nine sitting grand juries as outlined in Appendix "A". These numbers are an increase of approximately 110% from 2000 where 227 indictments were returned and an increase from 2002 where 389 indictments were returned. The office also processed 21 misdemeanor complaints separate from felonies. We still have a trial "de novo" system in this state where a person convicted of a misdemeanor in district court may appeal for an entirely new trial before a jury in the superior court.

This office lends legal expertise 24 hours a day to law enforcement agencies across the county, including advising officers on search warrants, ongoing investigations, charging decisions, untimely deaths and developments in the area of criminal law. The office is involved in many cases from initial report and investigation, through arrest and court presentation to post trial hearings. Many times attorneys and the victim witness coordinator are called out after hours to a crime scene or unattended death.

At times it has been necessary to assist police with actual appearances in district court. Our felony caseload is not such that we can do this with any frequency. But our police departments are grappling with significant and complex legal issues without having the necessary expertise. We do sponsor training programs throughout the year for law enforcement and for child protective workers.

The Victim/Witness coordinator assists victims and witnesses from the pre-indictment stages of a case, through trial and beyond. In addition to keeping victims apprised of the criminal process, the coordinator assists victims with compensation claims and notifications of parole, probation or other post-trial hearings. The program has endeavored to foster better communications between victims and other criminal justice agencies. In the year 2003, the coordinator assisted victims in acquiring compensation in the amount of \$11,354 through the state Victim Compensation Fund.

Respectfully submitted

Lauren J. Noether County Attorney

APPENDIX A

<u>Charge Type</u>	<u>Number of Indictments</u>
Assault and Related Offenses	56
Breaches of the Peace and Related Offenses	3
Child Pornography	20
Controlled Drug Act	87
Destruction of Property	12
Enforcement, Requirements and Penalties	1
Falsification in Official Matters	10
Fraud	57
Criminal Liability for Conduct of Another	1
Homicide	5
Intereference with Freedom	4
Motor Vehicles	39
Obstructing Governmental Operations	12
Offenses Against the Family	1
Public Indecency	2
Public Safety and Welfare	15
Registration of Criminal Offenders	1
Robbery	16

APPENDIX A

<u>Charge Type</u>	<u>Number of Indictments</u>
Sexual Assault and Related Offenses	55
Theft	51
Unauthorized Entries	36
Wire Tapping	1
<i>Total Indictments Presented to Grand Jury for 2003</i>	485
<i>Total Other Grand Jury Presentations for 2003</i>	13
<i>Total Items Presented to Grand Jury for 2003</i>	498

Department of Corrections

To The Honorable Commissioners of Belknap County:

A total of 2,256 persons were detained in our facility in 2003. This represents a decrease of 164 from last year's high of 2,420.

A total of 1,031 persons were detained in the facility for intoxication in 2003. This represents a decrease of 162 from 2002 and 273 from 2001.

This is the fourth year in a row that the jail has seen a decrease in individuals being detained for intoxication.

Intoxication continues to represent the largest number of persons detained at the jail and is the most problematic population that we deal with.

There was a new statute enacted on January 1, 2004 that now allows individuals who are impaired by drugs to be held at the jail in protective custody the same as for intoxication. It is unknown what affect it will have on the jail at this time but we will be monitoring it during the coming year.

Our female population decreased this year to 309 from last years high of 359. However the number of sentenced

females increased to 37 this year from 30 last. The female population around the state continues to be the fastest growing area for all the Jails.

The under 18-year-old population represented 11 in 2003 down from 17 in 2002.

The average age of our population was 34.44 up from last years average of 33.

The average daily population was 63 for 2003 down form last years high of 65.

During the 80th Motorcycle Week the final tally of bookings this year reached 195. There were 176 individuals brought in for intoxication.

The highest number of bookings occurred between noon Saturday, June 14, 2003 through noon Sunday, June 15, 2003 for a total of 58. This year we booked more people in earlier in the week then in past years.

Staff remained very professional throughout the week and to their credit there were only no incidents in which Pepper Spray was used.

There were no staff or detainee injures, and only one detainee was transported to the hospital for a diabetic related issue.

We received assistance from the National Guard who provided us with medical assistance, drug detection equipment, personnel, an ambulance, and bus to transport our inmates.

We also received assistance in housing our inmates from Cheshire, Rockingham, and Grafton Counties. In addition Merrimack County also provided us backup in the event of an emergency.

The following is total bookings by year for all the years available for comparison purposes.

<u>Year</u>	<u>Number of Bookings</u>
1990	NA
1991	81
1992	NA
1993	122
1994	131
1995	207
1996	268

<u>Year</u>	<u>Number of Bookings</u>
1997	270
1998	415
1999	176
2000	239
2001	224
2002	224
2003	195

This was my fourth year being involved in Motorcycle Week. I was again impressed with the professionalism of the staff, which after long hours of trying to reason with intoxicated and angry individuals still managed to remain calm and composed.

Again this year we spent many hours trying to arrange for placement of our inmates. We were unable to place all of them and had to keep 5 females because we were unable to find housing for them. I still have concerns about placing them all in the future and will continue to look at alternative plans.

We also spent more time trying to arrange and rearrange court hearings. Both the District and Superior Courts had a very difficult time trying to accommodate us.

This year the jail was able to upgrade it's management information system and booking package which had not been updated since 1989 when the jail was last renovated. We were also able to upgrade all of our hardware and purchased a new server to accommodate the new system.

It has now been four years since I started working for Belknap County. I would like to express my thanks to all the County personnel, the Commissioners, and the Delegation for their assistance and support.

Respectfully Submitted,
Joseph Panarello
Superintendent

Year 2003 Intox stats by town	January	February	March	April	May	June	July	August	September	October	November	December	Total
Alton	0	6	2	0	0	1	4	0	0	1	1	1	16
Barnstead	0	0	0	1	0	1	0	0	0	0	0	0	2
Belknap County Sheriff's Dept.	1	1	1	0	0	9	2	5	0	0	0	0	19
Belmont	2	3	4	5	4	7	4	0	2	2	0	3	36
Center Harbor	1	0	0	0	0	1	1	0	4	0	0	1	8
Fish & Game	0	0	0	0	0	0	0	0	0	0	0	0	0
Gilford	9	7	8	3	7	13	6	22	1	6	5	1	88
Gilmanton	0	0	1	1	3	0	1	3	1	0	2	1	13
Laconia	32	16	15	30	36	147	81	67	45	33	34	31	567
Liquor Commission	0	0	0	0	0	1	0	0	0	0	0	0	1
Meredith	2	17	5	7	8	15	16	15	12	4	3	10	114
Marine Patrol	0	0	0	0	0	0	1	0	0	0	0	0	1
New Hampton	1	0	0	0	1	4	0	0	0	1	1	0	8
NH State Police	5	1	4	1	0	21	4	2	1	1	2	1	43
Sanbornton	3	1	1	4	4	6	2	4	5	3	5	3	41
Tilton	4	4	7	5	1	7	3	20	12	2	3	6	74
Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	60	56	48	57	64	233	125	138	83	53	56	58	1031

Year 2003 Booking stats by town	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Alton	1	9	4	0	0	2	5	5	1	1	3	1	32
Barnstead	0	1	0	1	1	1	1	0	1	0	3	3	12
Belk. Cnty. Sheriff's Dept.	42	21	40	30	21	25	30	18	29	32	35	14	337
Belmont	13	13	18	10	9	17	11	5	5	5	5	9	120
Center Harbor	2	0	0	0	0	1	1	0	4	0	2	1	11
Gilford	22	14	19	6	15	15	8	28	1	16	10	7	161
Gilmanton	0	2	1	3	3	1	1	3	1	0	3	1	19
Laconia	60	42	61	86	64	189	133	94	87	63	56	61	996
Meredith	4	21	7	13	8	17	18	21	13	4	4	11	141
Marine Patrol	0	0	0	0	0	0	1	0	0	0	0	0	1
New Hampton	2	0	0	0	2	4	0	0	1	1	3	4	17
NH State Police	10	11	13	4	5	30	11	13	2	1	4	3	107
Sanbornton	9	7	2	11	6	10	4	8	5	4	6	8	80
Tilton	13	9	18	11	5	18	10	25	24	9	11	15	168
Other	0	1	2	5	1	2	0	1	0	0	1	1	14
Totals	178	151	185	180	140	332	234	221	174	136	146	139	2216

Belknap County Human Services

To the Honorable Commissioners of Belknap County:

The following reports are submitted for the Belknap County Human Services Department for the year 2003, detailing the by Town/City the number of clients served and the dollars expended in State mandated programs serving youth, elderly and disabled residents.

RSA 166 Aid to County Assisted Persons

County reimburses the State for 50% of the cost for Old Age Assistance and Aid to the Permanently and Totally Disabled.

RSA 167-18f : Local Medical Assistance Contribution

County reimburses the State \$6.00 for each old age recipient and \$23.00 for each disabled recipient.

Old Age Assistance 01/03-10/03

Figures are for a ten month billing period by the State as of 12/03

Town/City	# Cases	Expenditure
Alton	8	\$3,844.00
Barnstead	3	\$345.00
Belmont	8	\$2,652.00
Center Harbor		
Gilford	2	\$1,210.00
Gilmanton		
Laconia	41	\$17,608.00
Meredith	9	\$1,974.00
New Hampton	2	\$409.00
Sanbornton		
Tilton	5	\$1,100.00
Total	78	\$29,142.00

Anticipated spending in this category for the year \$34,587

Aid to the Permanently & Totally Disabled 01/03-10/03

Figures are for a ten month billing period by the State as of 12/03

Town/City	# Cases	Expenditure
Alton	15	\$6,191.00
Barnstead	19	\$12,381.00
Belmont	36	\$32,133.00
Center Harbor	3	\$590.00
Gilford	24	\$20,046.00
Gilmanton	12	\$10,613.00
Laconia	200	\$165,674.00
Meredith	27	\$17,687.00
New Hampton	14	\$5,895.00
Sanbornton	8	\$5,896.00
Tilton	34	\$17,688.00
Total	392	\$294,794.00

Anticipated spending in this category for the year \$354,254

RSA 167:18-b Reimbursement of Funds for Persons Eligible to Receive Nursing Home Services.

County reimburses the State for 25% for the cost of recipients of Nursing Home Care and those in alternative settings to placement in a Nursing Facility.

Intermediate Nursing Care 01/03-9/03

Figures are for a nine month billing period by the State as of 12/03

Town/City	# Cases	Expenditure
Alton	19	\$84,761.00
Barnstead	16	\$59,481.00
Belmont	33	\$159,112.00
Center Harbor	3	\$19,331.00
Gilford	33	\$175,470.00
Gilmanton	13	\$69,890.00
Laconia	111	\$554,662.00
Meredith	39	\$168,034.00
New Hampton	6	\$35,689.00
Sanbornton	6	\$34,202.00
Tilton	23	\$126,398.00
Total	302	\$1,487,030.00

Anticipated spending in this category for the year \$1,880,608

Home Care Community Based 01/03-09/03

Figures are for a nine month billing period by the State as of 12/03

Town/City	# Cases	Expenditure
Alton	11	\$4,952.00
Barnstead	8	\$19,809.00
Belmont	19	\$27,528.00
Center Harbor		
Gilford	7	\$13,254.00
Gilmanton	1	\$583.00
Laconia	45	\$58,698.00
Meredith	10	\$8,448.00
New Hampton	2	\$1,165.00
Sanbornton	5	\$2,767.00
Tilton	9	\$8,448.00
Total	117	\$145,652.00

Anticipated spending in this category for the year \$192,668

Provider Payments 01/03-09/03

Figures are for a nine month billing period by the State as of 12/03

Town/City	# Cases	Expenditure
Alton	25	\$15,306.00
Barnstead	17	\$12,026.00
Belmont	54	\$44,551.00
Center Harbor	4	\$2,460.00
Gilford	39	\$31,431.00
Gilmanton	13	\$7,926.00
Laconia	150	\$89,921.00
Meredith	54	\$31,431.00
New Hampton	10	\$9,839.00
Sanbornton	9	\$4,100.00
Tilton	35	\$24,325.00
Total	410	\$273,316.00

Anticipated spending in this category for the year \$565,671

RSA 169-B Delinquent, 169-C Child Protection Act and 169-D Children in Need of Services

County reimburses the State up to 25% of the costs incurred for services to children and their families.

Care of Children

01/03-11/03

Figures reflect invoices processed by the County as of 12/03

Town/City	# Cases	Expenditures
Alton	16	\$32,004.00
Barnstead	28	\$34,043.00
Belmont	35	\$76,804.00
Center Harbor	7	\$12,195.00
Gilford	33	\$36,610.00

Gilmanton	9	\$22,052.00
Laconia	180	\$326,320.00
Meredith	21	\$45,688.00
New Hampton	6	\$12,862.00
Sanbornton	2	\$1,201.00
Tilton	15	\$28,543.00
Total	352	\$628,322.00

Anticipated spending in this category for the year \$752,111

Under each juvenile statute listed above, the County is authorized to collect on behalf of the State, payments from persons chargeable by law for the minors support.

Parental Reimbursement 10/03-12/03 \$125,156.

Incentive Funds received annually since 1986 from the Division of Children, Youth and Families, for the purpose of encouraging the development of community based diversion and alternative disposition programs, were awarded to the following:

- The Appalachian Mountain Teen Project/Riverland Youth Initiative Initiative
- Teen Intervention Memorial Middle School
- Community Health & Hospice, Care Management of Young Families
- Youth Assistance Program of Northfield, Tilton and Sanbornton
- Youth Services Bureau, Court Diversion & UPSWING Program
- Girls, Inc.
- Upstream, Parenting Series
- The Circle Program
- Restorative Justice
- The TIME Program of Winnisquam Regional Middle School
- Ozanam Place
- Family Connections

LRCSC, Giggles & Grins

In closing, I wish to acknowledge the support of my staff and to thank the Belknap County Delegation as well as the Commissioners, for their cooperation and assistance.

Respectfully submitted,
Carol N. Schonfeld
Human Services Administrator

Maintenance Department

2003 saw many new improvements to the County Buildings.

The Registry of Deeds' new storage room for antique records is totally complete and looks great. With Registrar Rachel Normandin's guidance and ideas, Maintenance ripped out some walls and repaired and painted everything. A new ceiling was installed, new flooring, a new central air/heat control system finished, and what seemed to take forever, turned out wonderful. I thank Rachel for all her hard work with Maintenance.

With the approval of the Commissioners, the Maintenance Department moved the repair and stockroom into a larger space in the Courthouse. We built some shelves, and inventoried our supplies. We now have room to work in and do repairs in there. A new maintenance office was completed using old furniture that we repaired and repainted and it looks great. The electronic lock controls for the employees system is in the new office, and tied into my computer. The monitor for the fuel oil will be moved into the office shortly so we can keep a daily watch on it.

Burham Boiler Company came in and completely replaced the boiler we purchased a few years ago because of a defect, and now the boiler runs excellent. We have been extremely busy this winter because of the extreme cold, but managed to keep up with it, and kept the Courthouse warm in spite of below zero temperatures.

Due to the major roofing replacement at the Nursing Home, I have been attending Engineers Meetings as the Sheriffs, Coop and Commissioners area are under my responsibility and are housed in this building. A new roof is now in place in the Sheriffs and Coop, and in the spring, the Commissioners area will be done. I want to thank Bonnette, Page and Stone for the excellent work, and the little extras I have requested. They are a pleasure to work with.

As always, Nancy, Marie and Angela worked with me to close out the 2003 budget, and with the paperwork all year. I would have a harder time without them. Thank you, ladies.

I would like to thank the Commissioners for their patience and indulgence and both the Commissioners and the Delegation for their believe in me. I hope that our effort to care for these buildings reflects our dedication to the citizens of Belknap County.

Respectfully submitted,
D. William Jenkins,
Maintenance Superintendent

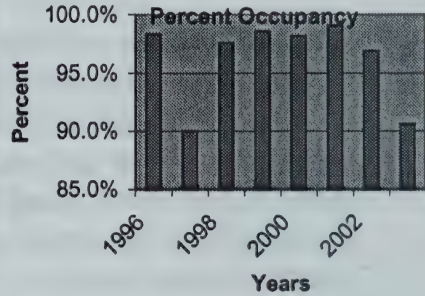
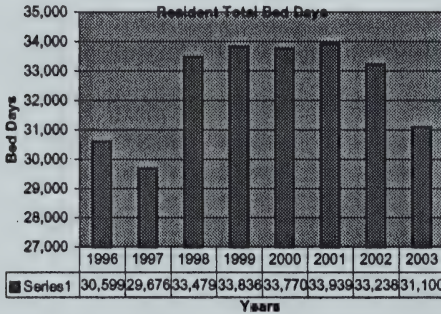
2Belknap County Nursing Home

To the Honorable Commissioners of Belknap County:

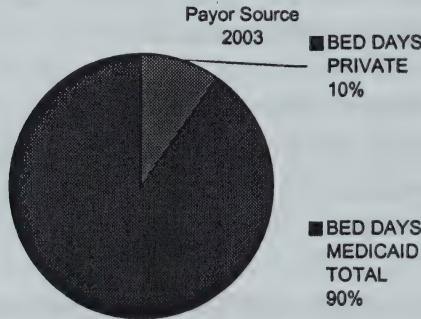
2003 has been another year of challenge for Belknap County Nursing Home.

Occupancy

As depicted in the following charts, there has been a decline in the nursing home's occupancy rates. The decline may be explained by a number of factors, including increased health status of the elderly and use of alternatives to nursing homes such as assisted living centers, home health care, retirement communities, residential care. Occupancy for 2003 was affected by the 6-month freeze on admissions due to the extensive renovations to the nursing home roof.



Cost/Reimbursement



Despite our increasing costs, which I believe are necessary and prudent to ensure the delivery of high quality resident care and ensure proper care for our capital assets, we continue to see a flat reimbursement rate. The vast majority of our resident care, 90%, is Medicaid funded. A frozen State Long Term Care Budget has resulted in a neutrality factor of 13.26% being applied to reimbursement of all Nursing Facility allowable costs. This is increased from 6.7% last year. That means that even though a facility's cost is legitimate and allowable, DHHS reduces its reimbursed cost by 13.26%. The impact to Belknap County Nursing Home is a reimbursement rate that is \$40-50 less per resident day than our cost of providing care.

Continuing the provision of quality services to our residents while containing the cost of existing programs in the face of inflationary pressures so as not to adversely affect the taxpayers of our county has been and continues to be a major challenge.

Staffing Costs:

The amount of money that nursing homes have to spend on staffing and other necessities is heavily dependent on public payment systems. In 2003, Medicaid paid for the care of 90% of our residents. Ten percent of our residents paid privately. Staffing costs which include wages and benefits represent 68% of the annual budget. In 2003 our staffing costs increased by 9% while our reimbursement rate decreased.

Capital Improvements: Roof

A significant amount of time and resources in 2003 were dedicated to ensuring the continued safety of our staff and residents during a period of major roof reconstruction. Belknap County Nursing Home transferred, and then continued to care for approximately 34 of our residents at Rockingham County Nursing Home. The residents transferred remained the responsibility of Belknap County Nursing Home and we continued to be responsible for staffing and services to them as well as the over 50 residents who remained at BCNH. This project, which extended through 6 months, took an enormous amount of planning, coordination and dedication of our resources to operate from 2 facilities located 1 hour and 15 minutes apart.

Capitol Asset Replacement

In addition to the Renovations to the Roof the following capitol assets were replaced: Our old Resident van was replaced with a new 12 seat, wheelchair accessible passenger van. We replaced our electric eye activated main entry doors with a handicap push button activated door. This was done to decrease the risk of resident elopement. We continue to replace our old resident dining/activity tables with newer adjustable tables. The new tables allow us to adjust the height to accommodate residents, allowing them greater independence by making it easier for them at meal and activity times. An additional sit to stand lift was purchased. These lifts assist residents who have difficulty fully bearing their weight to a standing position so that they can more easily transfer. The use of this type of equipment has been effective in reducing staff back strain injuries. The additional lift will increase the efficiency of care delivered to residents, and will also keep residents functioning at their highest performance level for a longer period of time. We also replaced one of our older Wash Machines which was 30+ years old and frequently malfunctioning.

Staffing

We have and continue to experience shortages in Registered Nurse and Licensed Nurse Assistant staffing. We continue to rely on the use of more expensive temporary nursing agency help to supplement our staffing as we search for more creative and non-traditional ways of providing the necessary services to maintain resident satisfaction and high quality outcomes.

This year we have made adjustments to scheduling and have begun to introduce more flexible scheduling options in an attempt to recruit and retain experienced employees. We have also begun two new programs to assist residents.

Dining Assistants

If you have ever been in the dining room of a nursing home during any of the meal periods you are aware of the problem of having more residents of the home who need assistance with feeding themselves than

you have of qualified staff to help them with this function. The Department of Health and Human Services has published a new rule in the Federal Register that is aimed at trying to alleviate this problem. Under present rules only nurses or nurses-aides may help feed the residents. Under the new regulations staff may assist residents with meals after attending a board of nursing approved course. We have submitted a Dining Assistant course to the Board of Nursing and are awaiting certification of our course. If approved we will begin educating our staff on assisting our residents at meal time.

Medication Licensed Nurse Assistants

This year our legislature passed a new law that establishes requirements individuals must meet in order to become Licensed Medication Nurse Assistants (LMNA). The new law requires the Board of Nursing (BON) to approve Licensed Medication Nurse Assistant training programs, and establishes standards for the programs.

The law allows Licensed Medication Nurse Assistants to administer certain medications to nursing home residents under the direct supervision of a registered nurse (RN) and according to a BON standard written protocol.

To be eligible to become an MLNA, the individual must be a person who (1) is currently listed in good standing on New Hampshire's nurse's aide registry and has maintained registration for at least two years; (2) is recommended by a nursing home's director of nurses; (3) has a high school or equivalent degree; (4) has passed a screening process; and (5) successfully completed a BON-approved medication technician training program.

This year we submitted a LMNA education program to the Board of Nursing and were approved as a training site. To date we have had 5 of our LNA's take and pass the program. They offer very competent and professional assistance to our residents.

Programs and Services

This year as we reviewed our resident population we found that like many other Nursing Homes throughout the Country approximately 60 percent of our residents had a diagnosis of dementia and required innovative approaches to assist them in activity pursuits and activities of daily living. Our search for answers caused us to realize that our environment was not necessarily conducive to caring for an elderly person with dementia and that however well meaning we were focused on a traditional medical model of care which focuses on addressing frailties instead of a social model that nurtures the resident's human spirit in addition to meeting medical needs.

Our Alzheimer's Lounge is our first response to changing culture within our home. The Alzheimer's Lounge Program is designed to provide meaningful activities for residents that allow them to utilize their existing strengths and interests and encourages them to socialize and connect with others in a positive and meaningful way.

The Lounge provides a safe and stimulating environment that provides residents with opportunities for successful pursuit of interests that enhance feelings of usefulness and purpose and foster positive self-esteem. The lounge attempts to recreate as close as possible familiar surroundings from our residents' past that are pleasant, thereby relieving stress and providing comfort.

Our Alzheimer's Lounge program offers a quiet, controlled, guided environment where our residents with dementia can socialize and be involved. In creating our lounge we converted one of our conference rooms into an apartment like setting, equipped with kitchen work area, kitchen dining area, living room etc. The lounge belongs to the residents that visit and spend time there. The staff offers group and individualized activities, creative therapies such as music, art and pet therapy, health & fitness activities

as well as meals and snacks. All activities are tailored to the individual likes and interests of the residents who are present at any given time. Residents work quietly one on one sewing, or making up menus, cooking, cleaning house, solving math problems, sorting through jewelry painting etc. While some residents enjoy solitary activities others are more social and participate in musical groups, art classes, holiday projects or simply socializing with each other. There can be 4 or 5 different activities occurring in different areas of the lounge at the same time. The tone and the activity of the lounge are dynamic, changing as the interests of the resident change. Staff are enablers. Their task is to encourage and provide opportunities for the residents to succeed and feel good about themselves. The lounge is completely run and managed by our staff with guidance & support of management. There are no department boundaries and no titles. We are friends and supporters of the residents who visit there.

Currently, we have 25 residents actively participating in the lounge program. 1-2 staff members are assigned to the lounge to interact with, and assist residents as they socialize and are involved in individual or group activities. The lounge is open from 7:00 am- 7:30 pm 7 days a week.

Community

Our home and our residents are active and involved in the Community. Our staff participates on community committees, including Service Link, the Long Term Care Collaborative Council, Aging Resource Center Advisory Committee and the Professional Assessment Committee for Congregate Housing Services. We continue to participate in intergenerational programs such as Delta Kappa Gamma's "Bridging the Generation Gap". These programs bring our children and seniors together in fun and friendship providing many opportunities for learning and enhancing the quality of each generation's life.

We support the community by providing meeting space for agencies that provide services to our Citizens, such as Service Link, Alzheimer's Association's caregiver training program, The Economic Development Program, and 4H, to name a few.

The Future

As we move into 2004, I recognize the challenges that are ahead of us. I also know that we will continue to seek new and innovative ways to meet those challenges and remain faithful to our mission. Our continued goal will be to continue to move away from the institutional model of care and move to a more resident/family centered social model, today we are looking at the neighborhood model of care and a decentralized dining program. We will continue to search for new and creative ways to provide quality care while using our resources wisely and judiciously.

This report concludes another year of change and challenge. I would be remiss if I did not acknowledge our hard working and dedicated staff that through all of the changes has remained consistent in their dedication to our residents and the provision of high quality care. This has been a particularly difficult year for our staff, residents and their families. We have surmounted some difficult challenges because we have been able to pull together and support each other. Belknap County Nursing Home offers a beautiful, caring, and safe environment because of our dedicated and professional staff.

In closing, I would also like to thank the County Commissioners, County Delegation, residents, families and friends who have been so supportive of the Belknap County Nursing Home. It is a pleasure being part of such a wonderful and caring team.

Respectfully,
Karen J. Painter,
Nursing Home Administrator

Report of the Belknap County Registry of Deeds

Low interest rates and a strong real estate market drove our revenue to new highs, exceeding everyone's expectations. Mortgage refinancings were commonplace, and home sales, including high-end homes, were strong. In addition, several large business transactions took place, and real estate experts are anticipating a number of large-scale projects to commence in 2004, which will continue to improve our financial outlook. The table below reflects our growth from 2002:

Revenue

<i>Item</i>	<i>2003</i>	<i>% increase from 2002</i>	<i>2002</i>
Transfer tax	\$7,988,722	19.74%	\$6,671,625
Commission (4%)	\$ 319,551	19.74%	\$ 266,865
Copies/faxing	\$ 140,452	19.33%	\$ 117,699
Recording fees	\$ 887,639	33.88%	\$ 663,014
Total Revenues	\$1,347,643	28.64%	\$1,047,579
Total documents	29,461	22.66%	24,018

Use of our web site (www.nhdeeds.com) grew tremendously during 2003, with 218 internet accounts now open. Those with accounts can not only view records online, but also print all or any portion of a document on their home or office printer for a small fee. There is no charge for anyone to view a document online, and many people appreciate the ability to research records from their home or office computer. My staff is

easily able to walk through the process with any member of the public who inquires about it, many times alleviating the need for a person to physically come to the Registry to do their research.

During 2003, our long-term project of optically scanning our records came to fruition. All plans on file are now on optical disk and may be viewed via our web site or our office computer terminals. Every document recorded in the Registry is now scanned into the system on the day it is recorded, with on-screen access via a computer terminal within 24 business hours.

Another project continued to see results when we were able to refurbish 60+ volumes of our records that were in a state of disrepair. We are now about 2/3% through this task, which we hope to complete within a couple of years. By the end of 2004, we anticipate having all the grantor and grantee indexes online and fully usable.

The technological advances in our office have allowed easier access to records by our staff and the public, as well as streamlining certain everyday tasks. Without these advances in technology, an additional two full-time staff members would have been required to keep up with the increased volume in recordings these past few years. We continue to keep abreast of technology that will increase productivity and allow for greater and easier access to all our records on file.

Once again, the individual towns within Belknap County saw an increase in the yearly number of transactions within each.

Municipal Transactions

<i>Municipality</i>	<i>2003 Total</i>	<i>% increase from 2002</i>	<i>2002 Total</i>
Alton	2799	18.00%	2372
Barnstead	2050	30.57%	1570
Belmont	2254	21.64%	1853
Center Harbor	489	13.72%	430
Gilford	3878	20.77%	3211
Gilmanton	1677	27.63%	1314
Laconia	6041	21.67%	4965
Meredith	2982	26.84%	2351
New Hampton	774	29.22%	599
Sanbornton	1273	25.91%	1011
Tilton	1072	35.18%	793
Belknap*	4119	18.29%	3482

*denotes filings without a specific location other than Belknap County

The continued support of the Delegation and County Commissioners is deeply appreciated and my thanks are extended to each of them for that support and their service to all of us in Belknap County.

My staff continues to excel in their jobs in meeting the day-to-day challenges and expectations of an office such as ours. The courteousness and professionalism of these fine individuals was recognized by the NH Association of Counties when the entire staff was honored as

“ employee of the year” for 2003. They are appreciated by not only me, but also all those utilizing the services of the Registry, from attorneys to abstractors, and real estate agents to the general public. I cannot thank them enough for the work they do.

Respectfully submitted,
Rachel M. Normandin
Registrar

Belknap County Sheriff' s Department 2003 County Report



The Belknap County Sheriff' s Department provides a wide variety of professional law enforcement functions and support services. Members of the Department are skilled in a variety of law enforcement duties, based on their many years of training and experiences. As you will see in this report, members of the Department play a significant role insuring public safety throughout the county.

CRIMINAL INVESTIGATIONS

The Criminal Investigations Division is part of a continued tradition within the Department. Detectives of this division are responsible for the investigation of any criminal offense that occurs on county property. Additionally, detectives investigate or assist surrounding communities in the investigation of a variety of criminal offenses. In 2003, the Department was requested to conduct a number of internal affairs investigations at the request of law enforcement agencies both within and outside the county. This included referrals from the Office of the Attorney General. The Criminal Investigations

Division experienced another successful year in fraud investigations. Over \$10,000.00 in restitution was collected and returned to victims of bad check investigations. Over the past 2 years, \$30,000.00 in restitution has been recovered on the behalf of victims.

The Criminal Investigations Division takes an active role in the newly formed Belknap Regional Accident Investigation Team (BRAIT). This team assists in the investigation of a serious motor vehicle accident at the request of a local police department.

Over the past 3 years, the division has conservatively upgraded a variety of evidence identification, detection, and collection equipment to aid the Department and any requesting law enforcement agencies in the detection of evidence at crime scenes.

The polygraph examiners conducted 83 examinations during 2003, which included specific criminal investigation examinations, internal affairs and employment security clearance examinations for newly hired sworn and non-sworn employees of the local law enforcement agencies. Deputy David Perkins, III attended a twelve-week polygraph examiner course at the Northeast Counter Drug Training Facility in Pennsylvania. This course and related expenses were federally funded, saving the County approximately \$14,000.00.

A multidisciplinary team was established through the County Attorney's Office dealing with the forensic interviewing of children who are victims of abuse. Detective Denise Miller is involved in this team, which attended a weeklong training program at the Corner House Interagency Child Abuse Evaluation and Training. The team is playing a vital role in the prosecution of child abusers.

The exceptional team members of this division are Detective Sergeant Christopher Cost, Detective William Robarge, and Detective Denise Miller.

PRISONER TRANSPORTS AND ARRESTS

The Department coordinated 1,530 transports during the year. The transports included trips to and from jails, the State Prison, local and out of town doctors and hospitals, motor vehicle hearings and funerals. Numerous transports of juveniles were made including trips to court, halfway houses, the Youth Development Center, and secure facilities within and outside of the state. Deputies also transport all Involuntary Emergency Admissions to the State Hospital. All deputies of the Department were involved in the transport of prisoners throughout the year, with special recognition to Deputy Michael McCarn, Deputy Joseph Schillinger, and Administrative Assistant Cheryl Larose.

There were 433 arrests during the year on both criminal and civil warrants. Additionally, the courts

recalled 113 warrants that the Department had been investigating. A number of the arrests were made on individuals who had absconded to another state. Deputy David Perkins has been doing an outstanding job in getting wanted persons back before the court.

JUVENILE SERVICES

The Deputies involved with Juvenile Services handled 75 cases during the year. Deputies are available to assist towns throughout the county in resolving juvenile matters. This can include additional investigation in a case, interviewing victims and witnesses, referral to diversion programs offered by the Laconia Youth Services Bureau, the Tilton/Northfield Youth Assistance Program, as well as the Belknap County Restorative Justice Program, preparing cases and entering them in the Laconia and Franklin District Courts and the prosecution of those cases. The goal of the Juvenile Services Division is to get juveniles to understand and take responsibility for their actions and to give them the tools they need to make better decisions in the future. Sgt. Thomas Alden and Detective Denise Miller deliver these services with dedication and compassion.

CIVIL PROCESS

Revenue collected through the service of process this year eclipsed \$96,000.00. Civil process included various types of documents generated by the courts, including subpoenas, writs, executions, attachments, petitions, motions, ex-parte court orders, and eviction matters. These items are generally time-sensitive and the Deputies work to ensure that all possible efforts are made to complete the task set out by the courts. As each document that is entered at the Department can vary, it is crucial that we understand the nuance of each. Evelyn Sanville has developed particular expertise in this area and she is highly regarded as an essential part of this Division.

Many people do not consider the inherent dangers that Deputies in this Division face as they are tasked by the courts to take possession of property, serve divorce orders and restraining orders, evict people from their residences, and take custody of children by court order.

Sgt. Thomas Alden is an expert in civil process and, along with his other assignments, represents the Department as an outstanding leader.

COMMUNICATIONS

The communications center is a 24/7 operation. Communication specialists of the Department handle a wide range of calls from the public and the law

enforcement agencies that we serve. Additionally, members of this Division are responsible for entering and locating warrants and wanted persons, missing persons, and additional data into the National Crime Information Center system. Local police departments, the County Attorney' s Office, the Belknap County Department of Corrections, and the local office of the New Hampshire Probation and Parole use the center for checking criminal histories and various types of background checks. The center handled 31,209 calls-for-service in 2003, as well as over 100,000 telephone and radio calls.

The communications center provides services for nine towns in Belknap County. Communications services are also provided to the Northfield Police Department on a contractual basis. In addition to the towns, the communications center takes telephone calls and dispatches for the local Conservation Officers, the Medical Examiner, as well as the County Attorney' s Office.

Director Suzanne Hankard and Assistant Director Cheryl Keenan lead our team of professional communications specialists.

COURT SECURITY

A staff of Deputies and Court Security Officers are assigned to this Division to provide protection and assistance to judges, court personnel, juries and people doing business at the court. In addition to this, the custody and control of prisoners at the court

are the responsibility of members of the Sheriff' s Department.

The Sheriff' s Department is also required to provide prisoner control at the Laconia District Court. A Deputy is assigned to the District Court to take custody of prisoners, both adult and juvenile, which allows local police officers to assume their patrol shifts, rather than guarding the prisoners.

Deputy Donald Belyea is a veteran law enforcement officer who supervises a great team of experienced Deputies and Court Security Officers.

J.O.L.T.

The Juvenile Offender Locator Team (JOLT) Program ceased to exist after September due to funding cuts from the State. JOLT was a highly successful program, which allowed Deputies and Laconia Police officers to team up with Juvenile Probation and Parole officers to monitor juveniles who are on probation or out on parole from YDC. Numerous positive contacts were made with juveniles and their families by the JOLT teams. A number of violations were also recorded, which otherwise may have gone undetected.

MOTORCYCLE WEEK

As in the past, the Sheriff' s Department plays an integral role in public safety during the annual Bike

Week. The organizational planning that is dedicated to this nine-day event start early in the year. Major events that are held at the Gunstock Recreation Area, such as the Vintage Race and the Motorcycle Hill Climb, are coordinated, in regards to security and crowd control, between Gunstock staff and the Sheriff' s Department. The transfer of prisoners from the Belknap Department of Corrections to other facilities throughout the state is carried out during this week. The Department provides additional patrols, augmented by Deputies from the Grafton and Rockingham County Sheriffs Departments, during the peak hours of activity.

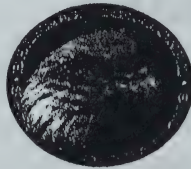
HELLS ANGELS WORLD RUN

During the early months of 2003, the law enforcement community became aware of the local chapter of the Hells Angels Motorcycle Club hosting the organization' s worldwide convention at their Laconia clubhouse. Various local, state, federal and international law enforcement agencies met regularly throughout the first half of the year to prepare public safety and intelligence operational plans for this event. I wrote a federal grant, on behalf of local law enforcement and fire departments, to the United States Attorney' s Office for the District of New Hampshire to fund the overtime costs attributed to this weeklong event. United States Attorney Thomas P. Colantuono awarded us \$250,000.00 in funding.

Belknap County Sheriff's Department, at the request of the Federal Bureau of Investigation, hosted and coordinated investigative members of Europol (law enforcement officers representing The Hague) during this event.

The World Run was held from July 30th to August 4th with few incidents being reported. The strong law enforcement presence contributed significantly to this peaceful outcome.

BELKNAP REGIONAL SPECIAL OPERATIONS PROGRAM



Ever since the events of 9/11, law enforcement agencies throughout the nation have recalculated their domestic preparedness and response plans. Issues of local response readiness and timeliness have been the focus of our planning and evaluation. The local police chiefs have developed a team of selected law enforcement and fire/EMS first responders to serve on the Belknap Regional Special Operations Group. As chairman of this organization, I feel that we have taken the lead in planning a response to various life threatening situations that our citizens and emergency responders are

sometimes faced with. In addition, this team has been training and equipping itself to carry out their mission in the safest and most expedient manner possible.

This would not have been possible without the positive support from various town, county, state and federal officials who have supported our plans and organization. Numerous local businesses have also made donations to our organization in order to get this program started. The team is staffed and supported by members of all ten town police departments in the county, the Sheriff's Department and local fire/EMS departments.

EDUCATION & TRAINING

We have been fortunate to be in a position to take advantage of a number of grant funded training programs throughout the year. In addition to the polygraph training school mentioned previously, deputies have attended significant domestic preparedness schools, such as: bio-terrorism/Weapons of Mass Destruction response training in Alabama, and Incident Response to Terrorist Bombings in New Mexico. A multidisciplinary team of child abuse investigators and prosecutors attended training in Minnesota.

A Criminal Justice student from the New Hampshire Technical Institute worked an internship program with us during the fall semester. This

proved a positive program for both our agency and the college.

I wish to thank the men and women of the Department who make up an outstanding team of professionals in providing law enforcement services to our residents and visitors. I especially would like to recognize Lt. Richard Batstone for his tireless leadership and dedication to this agency and the people we serve.

All members of the Department would also like to thank the Belknap County Commissioners and the County Delegation for their support in allowing us to perform our duties to the highest standards.

Respectfully submitted,
Sheriff Daniel Collis

2003 Belknap County Annual Report Restorative Justice

2003 was another exciting year for the Restorative Justice Program. A total of 27 youth completed their "Good Citizen Contract" and another 40 juvenile offenders have been accepted into the program in 2003. The Youth completed 1,185 hours of Community Service and the program collected \$2,540 in restitution. Our volunteers have been very generous with their time and are always there to help when we need them.

The Restorative Justice Program allows victims and the community to speak freely about how crime affects them. It strengthens the juvenile offender's relationship with the community. Our program allows the juvenile to see the damage caused by their crime and openly apologizes for their actions. We are looking forward to another year of working with victims of crime, juvenile offenders, and the community to repair the harm caused by crime.

Our Restorative Justice Program uses community service as a way of holding juveniles accountable for what they have done and as a way of repairing the harm caused by their crime. We are always looking for meaningful community service projects. Meaningful community service projects are either restorative to the victim or the community, allows the juvenile to have a positive interaction with

his/her community, teaches the juvenile a new skill or builds a positive relationship with an adult.

We would like to thank the people that help us provide opportunities for community service projects. Some of the community service projects the youth worked on in 2003 were Habitat for Humanity, Service Link, Mr. Fix It, area senior centers, New Beginnings Crisis Center, Locke Hill Trails, and the Sanborn Park project. These are just some examples of what the youth in the program are working on.

If you have any ideas for meaningful community service projects or if you would like to volunteer with the program, please contact us. We are always looking for opportunities for the youth to help the communities in Belknap County.

We would like to thank the Belknap County Commissioners, The Belknap County Sheriffs Department, our volunteers, and the communities in Belknap County for all the support we have received.

Respectfully,
Brian J. Loanes, Executive Director
John M. Egan, Community Service Coordinator
Tammy L. Baiocchetti, Case Manager

Belknap County Citizens Council on Children and Families

To the Honorable Members of the
Belknap County Commission and Convention:

The Citizens Council is pleased to report that 2003 was a year of development and coalition building throughout Belknap County. Through Council efforts we have realized results in planning, program development, system coordination and community building. It has also been a year of identifying funding sources for needed services only to find those sources quickly dissipating through changes in federal and state funding priorities. All the while, the Council has maintained increasingly productive relations with services providers, state agencies and our communities.

Program development has consisted of funding and development of the Belknap County Family Mediation Program in conjunction with the Youth Services Bureau; the Juvenile Offender Locator Team program with the County Sheriff's Office and the Laconia Police Department; and continued attention to public engagement in Community Justice issues with the Community Technical College through the creation of the Center for Civic Engagement.

System coordination has included Council led roles in convening the Belknap County Addiction Task Force, the Juvenile Justice Advisory Council, and workgroups in the areas of Child Abuse and Neglect, Domestic Violence, Juvenile Detention Alternatives and SAU 59's School/Court/Community Liaison Committee. Our recent Annual Meeting was also conducted as a joint effort among the Council, Upstream, Reclaiming Futures and the Center for Civic Engagement. Through these collaborative measures, we were able to leverage many more resources than would have been possible to secure individually. We continue to promote our efforts through over thirty different task forces, workgroups and committees throughout the county, state and at the national level (e.g. Robert Wood Johnson Foundation Reclaiming Futures, Annie E. Casey Foundation Juvenile Detention Alternatives).

Community building efforts saw the Council represented at such initiatives as neighborhood organizing and community policing forums, providing training on asset-based community development concepts and assisting community groups to create improved communication methods as ways to engage citizens in local activities. The Citizens Council model continues to be recognized as an innovative approach to regional community justice and has been called upon to share its experiences with other communities considering replication.

We have recently published our 2004 Action Plan: *Moving Forward Together* which includes highlights of Community Forums conducted by the Council. Through all of this, the willingness among providers, communities and families to come together and target key initiatives for working together to build better, more appropriate responses to issues that impact children and families, has been exemplary. Continued commitment of the County to support this endeavor will realize positive results through reduced detention and incarceration of our youth, development of much needed treatment services, and trust that county tax dollars are benefiting local youth through the creation and maintenance of a system that is effective, efficient and open to the participation of citizens throughout the county. We invite the inquiry and participation of all our citizens as we work to make Belknap County a safe and healthy community in which children and families can live with dignity and respect.

Respectfully submitted,
Alida Millham, Council Chair
Alan Robichaud, Executive Director

Belknap County Economic Development Council 2003 Annual Report to Belknap County

To the Honorable Commissioners:

Since establishing our offices in July of 1992, we have been providing economic development and business assistance to municipalities and existing, new, and prospective businesses on a request basis without charge. The organization is structured as a non-profit 501(c)(6) regional development corporation with 75 Incorporators and an elected 16 person Board of Directors. There are three staff members: Executive Director, Eliza Leadbeater of New Hampton; Finance Manager, Eric MacDonald of Gilford; and Office Manager, Marian Gill of Gilford.

In our regional capacity, we have worked to unify the efforts of the region while ever mindful of our desire to preserve the uniqueness of our differences as communities.

For the past twelve years, we have worked in partnership to foster sustainable economic opportunities. Understanding the challenges and maximizing the opportunities of a changing and evolving economy can be daunting. The Council was established to assist the region in shaping its economic destiny. To better understand the challenges, we contracted with economist, Brian Gottlob of PolEcon. In March 2004, an Economic Profile will be released; it identifies the attributes of rural communities that make them more economically

vibrant. Among these attributes are: natural and cultural amenities, well-educated residents, entrepreneurship, presence of a creative class, technology-led innovation, highly skilled workers, telecommunication capacity, good schools, and a reputation as a nice place to live. Belknap County is remarkably well-positioned as a progressive rural economy as it has these attributes and many others such as low crime rate in a low crime state, quality healthcare, and relatively low costs of doing business. The findings indicate that the region has a great opportunity to leverage its attributes in ways that can greatly spur economic opportunities. The data is being used by the Council to implement new strategies including additional services for the region, development of other collaborative initiatives and a promotion program targeting several niche demographic groups.

Most of the assistance provided in the past year focused on the needs of existing companies. Over 200+ businesses, organizations, and individuals were provided with technical assistance that included business counseling, financial/loan program information, assistance with site/facility identification, general regulatory information, and demographic data.

Highlights of 2003

Area Assistance

- Many of the projects facilitated in 2002 have taken on a momentum of their own. Our work to interest Chinburg Builders of Durham in renovating the Allen Rogers complex in the heart of downtown

Allen Rogers complex in the heart of downtown Laconia continued. The property was purchased in the spring with our revolving loan fund participating in the acquisition. Preliminary plans call for a mixed residential/commercial project with approximately 60 residential rental units in phase one.

- Another project moving forward which BCEDC helped initiate was the conversion of the former Scott and Williams's complex on Union Avenue, owned by Brox Industries. This project will also be mixed use providing 60 rental units, office space, and an early childhood center to be operated by Lakes Region Day Care.
- The focus continues on the reuse of existing sites and facilities and also working with various community committees on projects such as Lakes Business Park, Ozanam's Lakeport housing acquisition, Meredith Main Street, proposed commercial development throughout the region, and the sale and acquisition of TIMCO's property in Barnstead.
- The staff assisted Belknap County in securing \$480k Community Development Block Grant for Ozanam, Inc. to purchase housing in Lakeport and retain for community as affordable.

Business Assistance

- 200+ businesses or organizations assisted/25% receive extended assistance
- 25 clients referred also to SBDC Counselor

- Represented NH products and NH as a vacation destination at UK International Gift Show in February 2003.
- Operated SBA Business Information Center, one of 7 sites in NH-ME.

Revolving Loan Fund

- Reviewed 16 loan applications totaling over \$2.6 million.
- Committed \$1.25 million; total of \$1.4m disbursed
- Since 1995, 30 loans, \$4.7 million in lending, 1283 jobs created from direct lending.

Workforce Development and Training

- Insights re-branded NH First Job as part of NH Works. First Big Red Job Book, a statewide directory of employment opportunities for graduating seniors was published in the spring. This workforce program was spun-off independent of BCEDC as its own 501c3. Website, www.nhfirstjob.net, and other complementary activities continue to flourish.

It has been a busy year from start to finish. During the holidays, the staff was doing a lot of extra parcel packing. We finished the year forging a new partnership with Southern New Hampshire University (SNHU). The Director of the SNHU- Laconia Center, Adrienne Stevens, structures an agreement with the University, so the BCEDC could provide a larger,

we moved from the County Court House where we have had offices since 1992. BCEDC in partnership with SNHU will be developing a Lakes Business Resource Center. The Center operated by the BCEDC will house the services of the Council including the SBA Business Information Center, our SBDC counselor, a chapter of SCORE, and NH First Job. Discussions are ongoing with other service providers to join us. We are indeed indebted to SNHU for helping us improve on our delivery of services.

We would like to express our sincere appreciation to the Belknap County Commissioners and Delegation. The quality of assistance the Council offers to Belknap County communities, businesses, and organizations could not be realized without your continuing support. This year we received \$75,000 from the General Revenue Fund. Likewise, we thank the County for hosting us for over eleven years and providing us the opportunity to expand, despite their needs.

Both the Board and the staff are excited about the year ahead. The Economic Profile and new offices have sharpened our perspective and renewed Southern New Hampshire University – Laconia Center

our commitment to enhancing the economic vitality of Belknap County.

Thank you for your support — together we are making a difference!

Respectfully submitted,
Board of Directors

Bill Beyer, *Chair*

Jim Dirubbo, *Vice-Chair*

Joe LaPlante *Secretary*

Tom Garfield, *Treasurer*

Christopher Boothby,
Director

Ken Canaway, Director

Tom Clairmont, Director

Greg Dickinson, Director

Tony Ferruolo, Director

David Haley, Director

Rick Judkins, Director

Kimon Koulet, Director

Stewart Lamprey,
Director

Don Morrissey, Director

John Thomas, Director

Eliza Leadbeater,
Executive Director

2 Airport Road, Gilford, NH 03249
603.524.3057

www.bcedc.org info@bcedc.org

Belknap County UNH Cooperative Extension

To the Honorable Commissioners of Belknap County:

UNH Cooperative Extension provides New Hampshire citizens with research-based education and information, enhancing their ability to make informed decisions that strengthen youth, families and communities, sustain natural resources, and improve the economy.

Agricultural Resources- Amy Ouellette, Extension Educator (amy.ouellette@unh.edu) The Agricultural Resources program provides information to citizens of Belknap County on topics such as fruit and vegetable production, ornamental horticulture and turf, animal agriculture, forage crop production, nutrient management and agricultural business management. Belknap County is home to many agricultural businesses, hobby farmers and avid gardeners.

Some program highlights in 2003:

- 125 attended "Thursdays in May" educational series for homeowners featuring agriculture & forestry topics
- 118 attended a vegetable and berry twilight meeting at Moulton Farm, Meredith
- 45 attended a dairy goat seminar at the Alton Bay Community Center, Alton
- 37 attended a fruit pruning demonstration at a home in Alton

- 46 attended a summer fruit pruning demonstration at Surowiec Orchard, Sanbornton
- over 1300 vegetable and fruit growers attended "New England Vegetable & Berry Growers Conference in Manchester. The Ag. Educator was the Local Facility Chair for the conference. 39 citizens of Belknap County attended.
- 109 attended Belknap & Carroll County Extension Vegetable & Cut Flower Seminar
- 39 attended "Lake-Friendly Landscaping" presentation by Ag. Educator at D.E.S. Watershed Conference
- 34 attended "Landscaping with Native Plants" presentation by Ag. Educator at Lakes Congress. 19 citizens of Belknap County attended.

The Agriculture Educator assisted 2 new businesses this year - Cackleberries Garden Center in Meredith and Peaked Hill Farm in Gilmanston. On-site consultations were made to pastures in Sanbornton, Meredith, Barnstead, New Hampton and Belmont and vegetable or fruit farms in Meredith, Gilford, Sanbornton, Barnstead, Alton and Gilmanston. The Ag. Educator serviced walk-in clientele by identifying and recommending remedies for insects, plant diseases and nutrient deficiencies. Soil test results are

analyzed and soil amendment recommendations are made.

After completing 60 hours of horticultural training by UNH Professors, Extension Specialists and Educators, Master Gardener volunteers work on community service/education projects 45 hours their first year and at least 15 hours in subsequent years. The Master Gardener program in Belknap County is coordinated by the Ag. Educator and volunteer Karen Firmin of New Hampton. In 2003, Master Gardeners collectively worked 415 hours on garden education projects at Prescott Farm Audubon Center, Belmont Mill and Tilton Island.

Forest Resources – Sumner Dole, Extension Educator (sumner.dole@unh.edu) The Forestry Program promotes forest conservation through public outreach education in forest resources management, forest product utilization and marketing. In 2003, there were 1497 contacts with a diverse audience of 923 males and 574 females.

Forest Stewardship: 225 individual one-on-one contacts were made with landowners, loggers, maple producers, and town officials. Individual contacts, primarily woodland examinations, were made with 67 landowners on 2,267 acres. Forest stewardship plans were developed for 1,630 acres. 79 assists were provided in the areas of federal income and estate taxes, state forestry laws (timber harvesting and timber trespass), state/town timber

taxes, and current use assessment law. Assistance pertaining to Current Use Assessment is provided to both landowners and town officials. Of the county's 63 certified Tree Farms, 22 were re-inspected.

Community Forestry: 63 assists for tree health, insect and disease problems were made. The drought conditions of the last two years have prompted many calls, not only about trees, but forest fire conditions and water resources in general. This year, 57 cases dealing with trees and shrubs were diagnosed in Belknap County. Diagnosis of insect and diseases problems combined with sound recommendations help to reduce pesticide abuse and protect water quality. Assistance was provided by Extension's new statewide Community Conservation Assistance (CCA) program to Belmont to help this community to be more proactive with natural resource planning. Assistance was provided to Gilmanton to help manage town-owned woodlands. Alton hosted a current use tax information session and a forestry laws for municipalities workshop.

Economic Development: Licensed professional foresters were referred to 21 landowners 1,675. When landowners retain professional forestry services they are making an investment, usually in forest stewardship planning and later with sustainable forest harvest operations. Forest product marketing assistance was provided to 62 landowners and operators impacting 2,208 acres. The harvest produced 6.3 million board feet of sawlogs,

roundwood at 3,788 cords, and pulp at 14,640 tons. The value of these forest products in our economy is estimated to be over \$ 20 million.

Conservation Education: 22 presentations were given with 1,275 participants attending these educational seminars on current use, map and compass use, fire towers, stewardship and maple sugaring.

USFS Special Project - New Hampshire's Fire Lookout Towers: At the present time 16 towers are in operation during the fire season. Thirteen of the state's sixteen operating towers were nominated for inclusion on National Historic Lookout Register. Twelve recognition ceremonies were held at the fire towers with over 250 people attending. Components for the New Hampshire Fire Lookout Tower Quest program were developed, including the visitor patch.

In 2003, New Hampshire hosted the North American Maple Syrup Council and International Maple Syrup Institute, with over 250 participants from thirteen states and four provinces. Technical sessions and maple tours featuring the North Country were developed and presented by Cooperative Extension in cooperation with the NH Maple Producers' Association.

Family Development: Barbara Hunter, Extension Educator (barbara.hunter@unh.edu) The Family Development program provides information and teaches skills in making wise decisions and adopting

behaviors relating to: managing resources, child development, parenting, food safety, nutrition and healthy lifestyles. This year 2,616 consumer and family contacts were made.

35 adults attended three Making Money Work for You and one Taking Charge of Your Finances series; 26 completed the programs. Before the educational workshops began, 46% of participants reported having non-retirement savings. After the education, 50% had non-retirement savings. Only 32% of participants reported having retirement savings, and 50% reported having retirement savings after education. Only 25% of the participants indicated that they had set any money aside for future wants and needs. This percentage increased to 52% at the end of the series. At the end of the educational workshops, 65% reported they had decreased their credit card debt.

Five seminars on debt management were presented to 39 incarcerated men and women at the Lakes Region Corrections Facility, one at the Belknap County House of Corrections with 6 men and another to 28 seniors in the Foster Grandparent program. The major outcomes were to review copies of credit files, contact creditors, plans to reduce debt and access community resources to assist with financial goals.

16 adults attended a workshop series to learn about changing behaviors, identify barriers to making long term healthier changes and begin to take permanent steps toward living healthier. 87% of the participants

reported that during the series they increased activity and made healthier food choices. Another 16 people attended a program on the benefits of soy foods. As a result, 64% plan to include soy foods in their diets on a regular basis. 97 adults with diet and nutrition questions, contacted Extension for information to assist them in eating and food preparation behaviors.

551 families and caregivers received parenting and child development information to gain the confidence, knowledge and skills to be more effective while raising children. 368 families received Cradle Crier or Toddler Tales newsletters mailed to their homes in sync with their children's ages. The information helped them to be better prepared to meet children's needs and stimulate their growth and development from birth to 24 months. 187 parents, with 358 children, attended one or more Family Focus Parenting programs taught by 8 Family Focus Parent Educators or the Extension Educator. The quality of child care continued to increase in the county as 33 child care providers attended one or more of five Better Kid Care trainings via satellite from Penn State University.

192 food service workers attended 2-hour Safety Awareness in the Food Environment workshops to reduce the risk of consumers getting a food borne illness at restaurants in the Lakes Region. 19 food handlers took a two-day ServSafe course and as a result became ServSafe certified.

4-H Youth Development - Becky Levesque, Extension Educator (rebecca.levesque@unh.edu) The 4-H program uses a framework called "Eight Essential Elements" to design youth programming. 4-H activities in Belknap County are listed under these elements below.

1. A Positive Relationship with a Caring Adult - 93 volunteers deliver educational programs to 552 youth in various delivery methods. 4-H established a sewing program - Laconia Teen Center for approx. 20 youth, organized "Let's Go Fishing" program where youth increase skill and knowledge of natural resources.

2. A Safe Environment (Physically and Emotionally) - Based on youth's interest - project groups are formed that encourage "youth to youth" and "youth to adult" mentoring. County events allow youth to meet new friends and practice skills learned. The judges' comments provide feedback to give youth direction for self-improvement rather than judging one youth against another. One youth reported "I enjoyed the competition and judges. Everyone was nice".

3. Opportunity for Mastery - 82 youth demonstrate their mastery of skill by participated in Fashion Revue, Garden Clinic, Demonstrations, Food Festival, Poster and Photography contest. 17 youth in the clothing and textiles project reported they have learned 217 new sewing techniques, and have improved an additional 244 techniques. Workforce preparation skills increased as 23 youth completed 4-H records and 11 participated in 4-H interviews.

4. Opportunity to Value and Practice Service for Others - Sixteen clubs were surveyed and reported

that they carried out 24 service projects with 79 4-H youth, more than 84 non 4-H youth, and 29 adult volunteers. A Sanbornton Community Profile held in 2001 inspired the local 4-H club to take leadership for the Old Home Day Parade, which continues today.

5. Opportunity for Self-Determination - With an emphasis on life skills, i.e. goal setting, communication skills, self-awareness, and social skills, 42 youth between the ages of 12 to 18 were surveyed. 45% believe 4-H has helped them improve in gathering and organizing information, setting goals, using words & actions creatively, making friends, and knowing how to solve conflicts.

6. An Inclusive Environment (encouragement, affirming, belonging) - 21 community clubs offer youth opportunities for involvement. 20 dads using 4-H curricula at the NH State Prison Family Connections were observed having more meaningful family interaction. Recognition takes the form of thank you notes, hand shakes, newsletters, leader opportunities, and award programs.

7. Opportunity to See Oneself as an Active Participant in the Future - Youth representatives serve on the 4-H Foundation, the 4-H Leaders Association, and the 4-H Fair Association. 162 adults & 102 youth have participated in training workshops.

8. Engagement in Learning - Youth are able to self design their 4-H experience based on their interest and developmental level. The 4-H Educator served as the Advisor for NH Teen Council, National Teen Conference, Eastern States Exposition and

participated in the Youth and Adult Partnership Conference.

Nutrition Connections – Brenda Carey, Extension Educator (Brenda.carey@unh.edu) Nutrition Connections is a grant-funded program that reaches limited income families, groups and individuals in Belknap County, teaching basic education in the areas of nutrition, money management, food safety, menu planning and smart shopping. 200 youth and 81 families with 230 family members enrolled in the various programs provided by Nutrition Connections over the past year. Approx. 63 seniors participated in a variety of senior programming.

Planning Ahead Staying Ahead: lessons in both money management and nutrition. 24 people completed this program. This program was offered at the Belknap County House of Correction, Lakes Region Comm. Services Council, The Salvation Army, and with a refugee group (Lutheran Social Services).

Building a Healthy Diet, and Eating Right is Basic: The Salvation Army, Genesis Behavioral Health and Cornerbridge co-sponsored nutrition series with Nutrition Connections. Home visits were also offered. 20 people enrolled in this program in order to improve their basic knowledge related to food and nutrition.

Additional Adult Activities: 8 women from the Mothers of Preschoolers “MOPS” group participated in a lesson on making healthier choices. 4 adults at the Tilton Head Start participated in a nutrition

program. 7 nutrition classes involving a total of 19 individuals were taught to LEAP participants on food stamps.

Senior Activities: The Laconia Senior Center began a 6 month nutrition series in 9/03. The Meredith Senior Center concluded a 9 month nutrition series with 26 seniors participating. The Belmont Senior Center concluded a 6 month series in 11/03 with 19 seniors participating. The Belknap County Nursing Home had a class on how to make better food choices and stay active with 19 seniors participating. 8 seniors participated in the strength based exercise series "The Strong Living Program" which was co-sponsored by the Laconia Senior Center and the UNH Cooperative Extension.

Youth Programs: 200 youth received lessons in improving their nutrition. This included 69 pre-school age children at Head Start, 36 children at Elm St. School, 66 first graders at Woodland Heights School, 15 children at Pleasant Street School, and 14 teenagers from the Laconia Teen Center.

Social Marketing: As a result of a social marketing statewide campaign approximately 1744 food stamp households in Belknap County received three "Smart Choices" nutrition newsletters. In addition three thirty second TV commercials featuring "Miss Smarty" have aired on cable and commercial TV.

Smart Eating for Less (Home Study Course): 21 people completed this program.

Great Beginnings (Nutrition Curriculum for Pregnant and Parenting Teens): 2 teen mothers participated.

Care Connection (Curriculum for Day Care Providers): 2 day care providers participated

Other accomplishments: 39 volunteers donated approximately 185 hours assisting in adult and youth programs. They assisted with marketing, teaching, classroom assistance, transportation, copying, cleaning, shopping, and cooking. A total of 462 adults and youth had face to face contacts in Nutrition Connections either for educational or marketing purposes. Out of this total, 20 were Black, 10 were Hispanic, and 9 were Asian. Numerous refugees from Bosnia were involved in programming as well as a couple from Sierra Leone. Approximately 46 different agencies were contacted this past fiscal year. These contacts involved passing out literature, sharing information, promotion of programs and marketing.

The Family Life skills Program is a joint effort between the NH Department of Health and Human Services, Division of Family Assistance and UNH Cooperative Extension. Cheryl Marsh, Family Lifeskills Program Assistant, offers participants lifeskill education through the LEAP (Lifeskills for Employment, Achievement, and Purpose) program.

The Family Lifeskills Program is currently providing education and information to help people make the transition from public assistance to self-sufficiency. Through the LEAP program, participants gain skills that improve their self-confidence, help them balance

work and family, and increase their motivation. LEAP participants learn stress management, positive discipline techniques, how to stretch their income, and how to keep themselves healthy.

LEAP is a 90-hour program, which consists of 72 hours of classroom time and 18 hours of applied learning. Applied learning is designed for the participant to practice or apply the skills learned in class to their daily lives. Applied learning can also be used for barrier resolution. Participants of the program are usually struggling to overcome significant barriers to self-sufficiency. The barriers may include such things as homelessness, lack of childcare, mental health issues, domestic violence and childhood abuse. Twenty one LEAP graduates are now working, looking for work, or enrolled in training or education programs. This number clearly reflects the significant changes the participants are making after receiving the education and support of the LEAP program.

In the past year the Department of Employment Security has referred 49 families to the LEAP

program. 34 of those families have participated in the LEAP program and of that number 31 have successfully completed the program. Also in the past year a LEAP reunion was held and a great number of LEAP graduates and family members were in attendance. This type of event provides the participants with the opportunity to expand their support network.

2003 Cooperative Extension Advisory Council

Jack Potter, Sanbornton

Paul Rushlow, Winnisquam

Diane Wilmot, Meredith

Anne Bartlett, Gilmanston

Kathy Conway-Frangione, Barnstead

Robert Stephens, Meredith

Roger Proulx, Tilton

Judy Buswell, Laconia

Christopher Boothby – Commissioner Representative

Omer Ahern, Jr. – County Delegation Representative

Belknap County Conservation District PROGRAM HIGHLIGHTS 2003

COMMUNITY PLANNING: An all day Wetlands Identification Training was held at Ahern State Park. It was organized in conjunction with NH Association of Natural Resource Scientists and NH Dept. of Environmental Services Wetlands Bureau. BCCD also assisted with notifications about a more intensive 2 day wetlands program. Mail and email were sent to municipal officials about events and information including Conservation Subdivisions. The Program Assistant (PA) spoke at joint Merrimack/Belknap/Natural Resources Conservation Service (NRCS) Gravel Pit presentations at the NH Municipal Association's event. Updated NRCS Soils Mapping for Gilmanton, Gilford, Laconia, Alton, and Barnstead was distributed. NRCS has updated mapping for all the county except portions of Alton and Barnstead available at the BCCD office. Information and services were provided as requested to municipalities and the Ahern Park Committee by the NRCS District Conservationist or BCCD. BCCD distributes "Data Requirements for Site Review: Guidance for Planning Boards" by the NH Office of State Planning (NHOSP) which suggests three levels of review for development proposals. Summaries of several workshops, proposed laws and other resource information were included in newsletters. Review and monitoring services continued

to be available to and used by municipalities. Promotion of the "Stormwater Management and Erosion Control for Urban and Developing Areas of NH" Manual continues. Many of the practices used to control stormwater also provide protection to water quality.

WATER QUALITY: 319 Clean Water Act matching funds continued stormwater management improvements at the Center Harbor Beach and Laconia's Union Cemetery, assisted by volunteers. Another 319 grant will fund an engineering review for additional work in Ctr. Harbor. PC explained the Ctr. Harbor project at the Lake Winnepesaukee Watershed Association (LWWA) Annual Meeting. The PC spoke about the importance of shoreland buffers to water quality at the Lake Winnisquam Association's meeting. A grant proposal was submitted for projects in Laconia in the Opechee Tract. Everett McLaughlin, retired USFWS, provided pond reviews to landowners (fee program). BCCD helped fund the LWWA's AmeriCorps Team Leader, who oversaw activities of AmeriCorps members working for and paid by lakefront towns. Ads by local businesses assisted in reprinting the Wetlands Walk booklet, for the ¼ mile handicapped accessible boardwalk at Gunstock Area. A program was given to the Laconia Women's Club on cooperative projects of the Student Conservation Association and BCCD at Gunstock and the Belknap Mts. The newest project, funded by NH Dept. of Resource and Economic Development, is scheduled for 2004 needs local financial support. Wetlands Walk maintenance and

student tours were coordinated by AmeriCorps member Megan Sommers. Boardwalk funding came from purchases of donor "boards". Locals, from 8 to 80 years, volunteered at the Wetlands Walk, and elsewhere at Gunstock with erosion and sediment control, buffer planting and other aspects of conservation. Tilton Preparatory School sent a group of seniors and post grads on their Community Service Day to help with water bars and other strenuous tasks there (Sommers). Displays were set up and information distributed at Belknap County 4-H Fair, the Mountain of Demonstrations, River Walk, Sustainable Slopes Day at Gunstock, Scout Jamboree, for two Main Street events in Tilton, and Gilford Old Home Days. Activities in the watersheds surrounding waterbodies, including yard management, are being emphasized in projects because they, in addition to shoreline activities, affect water quality. BCCD Chairman John Hodsdon served on three State Committees: NHDES' Water Quality Standards Advisory Committee, The Commission to Study the Relationship Between Public Health and the Environment, and the Commission to Study the Setback Requirements for Land Application of Septage, Biosolids and Short Paper Fiber (SB87). He is chairman of the NHACD Water Quality and Urban Conservation Committee, chairman of the NCRC&D Water Resources Committee, and serves as NH's Director to the National Association of Conservation Districts.

CONSERVATION EDUCATION: In March BCCD staff, AmeriCorps members and supervisors provided the first public training in Project Food, Land and People. It's an educator's guide with many easy to use activities to help students K-12 better understand why land and caring for it is important to everyone. A Hunt Foundation grant helped improve and continue Watershed and Water Quality (WSWQ) Days at the Wetlands Walk area. Wal-Mart provided plastic bins to hold activity materials. Participating middle schools: Belmont and Gilford while two others were cancelled due to AmeriCorps budget cuts. Student volunteers from the NH Technical College in Laconia assisted with purple loosestrife removal at the Wetlands Walk. Belknap County Restorative Justice assisted with streambank plantings on Durkee and Meadow Brooks, moving kiosks and trail work at Gunstock, and Japanese knotweed ("bamboo") removal. PA and AmeriCorps member Stacy Luke participated in Inter-Lakes Clean Lakes Day for 7th graders. PC & PA assisted Prescott Farm - NH Audubon with "Farming for Wildlife" by providing the soil ecology site. PA assisted with the NHACD High School Soils Judging Contest. The Lakes Region was represented at the NH ENVIROTHON (agricultural land preservation theme) by Newfound and Winnisquam High Schools; the 2004 theme is Natural Resource Conservation in Urban Areas. On a voluntary basis the BCCD PC continues to serve as the NHACD ENVIROTHON Steering Committee Chair. Contact the office for information on starting teams for either HS program. Food for the Future poster contest winners

(over)

were gr 7-9, Brittany Johnson, Lakes Region Christian School (also 1st at NHACD); gr 6, Lindsey Daniels, Alton Central School (2nd at NHACD); gr 5, Samantha Ryan, Lakes Region Christian School; gr 4 Rebecca Meyer, Alton Central School; gr 2 Isaac Morse, Alton Central School; gr 1 Elise Morales, Lakes Region Christian School. PA and AC member (Luke) provided a participatory program for the Opechee Park summer day camp. BCCD display and activity at Gilford Old Home Days. BCCD Supervisor, Marge Muehlke serves as the NHACD Information and Education Committee chairman. The EnviroScape water quality landscape model was borrowed by local teachers and the White Mt. Nat'l Forest for demonstrations. Many thanks to Melnick's Shoes for allowing us to display student posters in their window.

AGRICULTURE: The PC worked with NRCS District Conservationist (DC) to develop a grant proposal to assist Swain Farm in Sanbornton. It was funded and work will begin soon on manure management improvements including an improved storage area, roof for heavy use area and a new erosion resistant cattle path; these will reduce runoff carrying nutrients to waterbodies. Belknap has a new DC, Nels Liljedahl, based in Conway. Mike Lynch and Bill Hoey from the Concord NRCS office will be finishing up current agricultural contracts. Thanks to additional federal funds this year, USDA Environmental Quality Incentive Program (EQIP) had 13 contracts with county farmers amounting

to about \$112,500. The NRCS DC worked with farmers to assist them in developing their Conservation Plans for the Food Security Act program and for Wildlife Habitat Improvement. A Farmland Frolic program was held at Longridge Farm with the Meredith Conservation Commission and funding from the Pardoe Foundation. It showcased Longridge Farm; the development rights to this important agricultural land are being purchased with funds from the Land and Community Investment Program (LCHIP), the USDA Farm and Ranch Lands Protection Program, the town, and other sources. BCCD assisted the conservation commission with materials and contacts when Meredith wrote the funding proposals. Pardoe also funded a county map showing losses of important farmland (Luke). The PA was at Belmont's program on agricultural land protection. The Community Gardens continued at the Opechee Tract in Laconia. PA worked cooperatively with the N.C. Resource Conservation & Development Area's Belknap County Beginner Farmer Program. PC participated in Winnisquam Regional High School's Agricultural Program Advisory Committee. The county's fifth trout sale for pond stocking was held. Soil Potential Index (SPI) ratings for use in determining values of open land in Current Use for tax determinations and information about them were provided to landowners.

DISTRICT OPERATIONS: The Annual Meeting featured Ben Kilham and his unique method for returning bears to the wild (Luke). A joint Belknap/Merrimack Locally Led Conservation meeting was held to help identify both

general types and specific sites of conservation concerns. BCCD had 1.5 AmeriCorps members to assist with information and outreach activities for the first half of the year, until federal funding ceased. Several BCCD programs were highlighted on Public Access TV and local radio (thanks to Esther Peters). The twelfth Annual Tree and Shrub Sale was held offering evergreen, fruit trees, shoreland and wildlife shrub seedlings. A planting workshop was held at the Longridge Farm delivery site with the assistance of BCCD Supervisor Paul Rushlow. The eighth fall bulb sale and third composter sale were held. Programs on BCCD's services and volunteer opportunities were provided to community groups. The PC is currently serving as Secretary of the NHACD Urban and Water Quality Committee. John Hodsdon also serves on the NHACD Executive Committee as a past President of NHACD, and attended the NACD New England Leadership Meeting. A portable microphone and a powerpoint projector were purchased with a LR Charitable Foundation grant.

VOLUNTEERS: helped in every aspect of the program: indoors, outdoors, computers, mailings, trails, plants, streambank restoration, staffed booths at fairs, at the Wetlands Walk... Thanks! We couldn't do it without you!!

The BCCD Board of Supervisors feels that the accomplishments of this past year were made possible through the generous support of many individuals, Belknap County, the USDA Natural Resources

Conservation Service, and other natural resource partners, and grants from the Pardoe Foundation, Hunt Foundation, NH Dept. of Environmental Services/EPA and the Lakes Region Charitable Foundation.

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

Respectfully submitted,
BCCD Board of Supervisors, (phone: 527-5880)

John Hodsdon, Chairman, Meredith
Francesca Latawiec, Vice Chairman, Barnstead
Nancy Rendall, Treasurer, Gilmanton
Marjorie Muehlke, Supervisor, Gilford
Paul Rushlow, Supervisor, Tilton
Allan Turner, Assoc. Supervisor, Gilford
Earle Chase, Assoc. Supervisor, Barnstead
Megan Sommers, Assoc. Supervisor, Laconia
Suzanne Roberts, Assoc. Supervisor, Belmont

Report of Genesis Behavioral Health

To the Honorable Commissioners of Belknap County:

During calendar year 2003, Belknap County funding to Genesis Behavioral Health provided *critical* mental health services to 245 county residents between the ages of 18 and 60. A majority received services during times of severe crisis, such as a divorce, loss of a job, or the death of a loved one. Even if they are employed, many of these residents have little or no insurance coverage for mental health services. In fact, this year 25 % of the residents served were uninsured, nearly *double* the number from one year ago.

During 2003, County funding provided Belknap County residents with 1,637 hours of service at Genesis Behavioral Health, an average of 6.70 hours of service per client. Our goal is to provide excellent, professional counseling services to as many people as we can, while remaining fiscally responsible at the same time.

Genesis also assisted another segment of the county population in 2003 and many of these services were supplied with no payment from the County. Genesis provided limited services to 20 people incarcerated in the Belknap County House of Corrections. Because county funding cannot be used for these services, many of these services are provided free of charge.

Belknap County funding is used exclusively to provide county residents with mental health services. By helping people through their crises, Genesis services may help prevent more costly future interventions by the courts, law enforcement, or state agencies. Today's "preventive maintenance" can save many dollars tomorrow. On behalf of the county residents we serve, I thank the County Commissioners, members of the Delegation and county staff for their support.

Sincerely,
Michael Coughlin
Executive Director

