

BELKNAP COUNTY COMMISSIONERS
34 County Drive
Laconia, NH 03246
Phone (603) 527-5400
Fax (603) 527-5409

David DeVoy
Chairman
Sanbornton

Hunter Taylor
Vice-Chairman
Alton

Richard Burchell
Clerk
Gilmanton

Commission Meeting Minutes July 27, 2015

In Attendance: Commissioners David DeVoy, Hunter Taylor and Richard Burchell and County Administrator Debra Shackett.

Minutes Non-Public 7/1/15 & 7/15/15; Public 7/15/15: Commissioner Burchell stated that the 2nd paragraph of the 7/1/15 non-public minutes are made of whole cloth and denies it happening. Commissioner DeVoy stated he saw the letter before the meeting and presented it. Commissioner Burchell stated that at the 7/15/15 non-public meeting Commissioner DeVoy stated that Commissioner Taylor prepared the letter. Commissioner Taylor did not recall that statement being made. Commissioner DeVoy stated he presented a letter he believed to be true. M/Taylor, S/DeVoy to approve the minutes. 2-1 Commissioner Burchell was opposed. **Motion Passed.**

Review of Calendar: Commissioner DeVoy state he wanted to discuss rescheduling the Jail Planning meeting. Commissioner Taylor stated he has no problem with the progress of the committee and did not see a need to reschedule. Commissioner Burchell stated he is in general agreement. Commissioner DeVoy stated the \$7 million is an estimate provided to the developer. He stated that the final project will be brought to the board for a vote. Commissioner Burchell stated he does not want something that isn't high quality. Commissioner Taylor agreed with Commissioner Burchell. Administrator Shackett stated an updated calendar will be included in every meeting packet. She stated that it will include outside agency meetings. Commissioner DeVoy asked for a reminder email every week. Administrator Shackett stated she will do it if you are asking. Commissioner DeVoy stated it would be helpful.

Transfer #2015.09: Administrator Shackett stated the transfer is for Jail overtime and could come out of either Jail Planning or Contingency. Superintendent Gray stated the overtime is for unplanned personnel changes. He stated he is anticipating a FMLA in November. Superintendent Gray stated the number of protective custodies are up due to concerts. Commissioner DeVoy thanked Superintendent Gray for being proactive. He stated the transfer should come out of contingency. Commissioner Taylor agreed with Commissioner DeVoy. Commissioner Burchell stated it should come out of jail planning. M/Taylor, S/DeVoy to take the transfer from contingency. 2-1 Commissioner Burchell was opposed. **Motion passed.**

Transfer #2015.10: Administrator Shackett stated this transfer is to cover the Deputy Treasurer in the absence of the Treasurer. She stated the fee is \$15.00 every time she is called in. Commissioner DeVoy asked why she is covering more often. Administrator Shackett stated the Treasurer is now retired and is taking more time off. Commissioner DeVoy asked if the previous Board of Commission appointed the Deputy Treasurer. Administrator Shackett stated yes. Commissioner Taylor stated it was an irrelevant procedure. Commissioner Burchell agreed with Commissioner Taylor. M/Burchell, S/Taylor to approve the transfer. Unanimous. **Motion passed.**

Transfer # 2015.11: Administrator Shackett stated the none of the accounts are over expended. She stated she met with the Sheriff and he was not sure where to come up with the full amount needed. Commissioner DeVoy asked how we were running out of money in full time wages. Administrator Shackett stated she didn't know. Commissioner Taylor stated since we are not in immediate danger that this transfer wait until the 8/5/15 meeting. Commissioner DeVoy agreed to set it aside until the next meeting.

Transfer Nursing Home: Commissioner DeVoy stated he had received an email from Nursing Home Administrator Logue for a transfer but the correct form was not completed. Nursing Home Administrator Logue stated the transfer is requested to cover Medicare A residents ambulance transports. Administrator Shackett stated paying the submitted bill would over expend the account. She stated there was a bill paid for \$477.00. Commissioner DeVoy stated he thinks Nursing Home Administrator Logue is looking for \$2900.00. Commissioner Taylor stated a transfer of \$800.00 could be approved today. Nursing Home Administrator Logue stated the financial statement he is using shows no charges. He stated he is looking at the budget on the county website. Commissioner DeVoy asked Nursing Home Administrator Logue if he can log on to his computer and get the up to date budget. Nursing Home Administrator Logue stated he could. Administrator Shackett stated Representative Vadney stated he was prepared to approve nursing home transfers tonight. Commissioner Taylor stated he would rather pass the \$800.00 transfer conditionally if the \$2900.00 request is not passed tonight. Commissioner Burchell stated he would prefer to pass the \$800.00 now. Commissioner Taylors stated it is not good to requests transfer from the delegation at the 11th hour. He would prefer to transfer \$800.00 now and do the balance next time. Commissioner Burchell agreed. M/Taylor, S/Burchell to approve an \$800.00 transfer. Unanimous. **Motion passed.**

Request to Fill-Registry of Deeds: Commissioner DeVoy asked Registrar of Deeds Judy McGrath to come forward to speak about the request. Registrar of Deeds Judy McGrath stated the request is to fill a part time position to help assist the public. She stated there is currently a part time clerk working three days a week and this position would cover the other two days. Commissioner Taylor asked how much this position will cost for the remainder of the year. Registrar of Deeds Judy McGrath stated the part time line could potentially go over by a couple thousand dollars. Administrator Shackett stated there is a surplus in full time wages by \$20,000.00. M/Taylor, S/DeVoy to approve the request to fill. Unanimous. **Motion passed.**

Request to Fill-Nursing Home: Nursing Home Administrator Logue stated the request is due to the laundry supervisor retiring and the environmental services supervisor leaving. He is suggesting the two positions be combined into one position. Commissioner DeVoy asked

Facilities Manager Dustin Muzzey if he thought it would work. Nursing Home Administrator Logue stated it would be a working supervisor position. Facilities Manager Muzzey stated he would defer to Nursing Home Administrator Logue and that the position would report to the nursing home administrator. Commissioner DeVoy asked if Nursing Home Administrator Logue is aware of life safety. He stated yes it would fall to Dustin under maintenance. Facilities Manager Muzzey stated he is prepared for the building safety but not life safety or disaster drills in the nursing home. Nursing Home Administrator Logue stated they could coordinate life safety and disaster drills. Commissioner Taylor stated life safety sounds very significant and he is not comfortable with this being worked out right now. He stated that Nursing Home Administrator Logue needs to sit down with Facilities Manager Muzzey to discuss this. Commissioner DeVoy stated Nursing Home Administrator Logue needs to sit down with Facilities Manager Muzzey and come up with job duties. He stated that he wants Nursing Home Administrator Logue to brief the board at the 8/5/15 meeting. Administrator Shackett asked if the position will be a union or non-union position and also asked about a job description. Commissioner Taylor stated we are marrying a non-union and union position. Commissioner DeVoy told Nursing Home Administrator Logue to be prepared to brief the board at the next meeting.

Request to Fill-Sheriff Dispatch: Sheriff Wiggin requested to fill a full time dispatch position. He stated it is a 24/7 operation and becomes a safety issue to only have one dispatcher on duty. Commissioner Taylor stated it sounds critical. M/Taylor, S/Burchell to approve the request to fill. Unanimous. **Motion passed.**

Transfer #2015.11: Sheriff Wiggin stated the transfer request is due to a regular part time deputy on extended medical leave, which was not anticipated. Commissioner DeVoy stated that line is showing a \$20,000.00 deficit. Administrator Shackett stated those were her projections for the work case scenario. Sheriff Wiggin stated the individual is back to work. Commissioner DeVoy asked if there was enough money in full time wages. Sheriff Wiggin stated yes. M/Taylor, S/Burchell to approve transfer #2015.11. Unanimous. **Motion passed.**

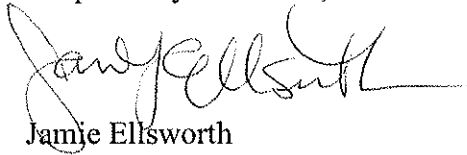
Other: Commissioner DeVoy stated he wanted to discuss our bank relationship. He stated there appears to be a lot of fees. Administrator Shackett stated a RFP could be done for banking services. Commissioner DeVoy asked if the Registry of Deeds wants to have their own bank is it ok. Administrator Shackett stated all county accounts should be kept at the same bank for a whole book of business. Commissioner Taylor stated based on prior experience all accounts should be kept together for the best deal. Commissioner DeVoy stated he did have an outside call with Registrar of Deeds Judy McGrath. Registrar of Deeds McGrath spoke of the need to move into the electronic era. She stated that the current bank does not appreciate our business and is going to charge a large fee to switch to electronic deposits. Commissioner DeVoy stated that got him thinking about switching the bank for the entire county. Commissioner Taylor stated this is like selecting a professional service and there should be a committee to interview interested banks. Administrator Shackett stated that our representative from Citizens Bank was here last week and met with herself and two of the finance staff. She stated the representative thought the fee for the Registry of Deeds was exuberant and could be free with grants. Administrator Shackett stated the treasurer is the one to make the decision as to which bank the

county uses per state statute. Commissioner Taylor suggested this subject be brought up at the next meeting.

Nonpublic session: M/DeVoy, S/Taylor to enter into nonpublic session for the purpose of discussing personnel matters pursuant to RSA 91-A:3; II (a). Administrator Shackett called the roll: Taylor-Y, Burchell-Y and DeVoy-Y. At 10:00 am, the board entered nonpublic session.

Adjourn: Meeting adjourn at 10:30 am.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jamie Ellsworth", with a long horizontal flourish extending to the right.

Jamie Ellsworth
Administrative Assistant