



BELKNAP COUNTY COMMISSIONERS  
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**David DeVoy**  
Chairman  
Sanbornton

**Hunter Taylor**  
Vice-Chairman  
Alton

**Richard Burchell**  
Clerk  
Gilmanton

## Commission Meeting Minutes October 21, 2015

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

**Minutes 10/7/15 public and non-public:** M/Taylor, S/Burchell to approve the public and non-public minutes of 10/7/15. Unanimous. **Motion passed.**

**Ratification of Documents Previously Signed:** M/Taylor, S/Burchell to ratify the previously signed documents. Unanimous. **Motion passed.**

### **Previously Signed Documents**

<b>Document Date</b>	<b>Document</b>
10/7/2015	Payroll Manifest
10/7/2015	A/P Manifest
10/7/2015	Transfer # 2015.22/2015.25/2015.27/2015.23/2015.24
10/7/2015	Performance Evaluation
10/7/2015	NNEBT Participation Agreement
10/16/2015	Payroll Manifest
10/16/2015	A/P Manifest

**Review of Calendar:** Commissioner DeVoy noted that the Delegation meeting on November 2<sup>nd</sup> will be held at the Belknap County Superior Courthouse.

**Banking RFP:** Commissioner DeVoy opened 4 sealed bank bids from Citizens Bank, Bank of NH, Northway and TD Bank. He stated all will be reviewed by the staff and a recommendation will be made.

**Budget Work Sessions:** County Administrator Shackett explained that usually the Commissioners meet with department heads in October to review their budget. There was discussion on what date works for everyone. The tentative date is set for October 30<sup>th</sup>.

**Community Corrections Debt Service:** Commissioner DeVoy had asked County Administrator Shackett to put together different scenarios for the debt service. There was discussion about the different scenarios. M/ Taylor, S/ DeVoy to go with the scenario #1, interest only for the first two years. 2-1 Burchell was opposed. **Motion passed.**

**Transfer Request:** The Commissioners reviewed and discussed each of the transfers. The following motions were made and passed:

1. #2015.28 M/Burchell, S/Taylor. Unanimous.
2. #2015.29 M/Taylor, S/Burchell. Unanimous.
3. #2015.30 M/Burchell, S/Taylor. Unanimous.
4. #2015.31 M/Taylor, S/Burchell. Unanimous.
5. #2015.32 M/Taylor, S/Burchell. Unanimous.
6. #2015.33 M/ Taylor, S/Burchell. Unanimous

**Insurance-Property Liability, Workers Comp. and Unemployment:** There was discussion about putting the insurances out to bid. Commissioner DeVoy would like a RFP done for services.

**Other:** There was discussion about creating a policy on recording in non-public meetings as a backup to the minutes. M/Taylor, S/Burchell to have the County Administrator create a policy to include the chair person will notify anyone that he/she is being recorded and delete archived records one year from approval of the minutes. Unanimous. **Motion passed.**  
County Administrator Shackett informed the Commissioners about the upcoming Belknap County Employee Day.

**Nonpublic session:** Commissioner DeVoy motioned 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: DeVoy-Y, Taylor-Y and Burchell-Y. At 9:52 am the board entered nonpublic session.

**Adjourn:** Meeting adjourned at 10:12 am.

Respectfully submitted,



Jamie Ellsworth  
Administrative Assistant