

BELKNAP COUNTY COMMISSIONERS  
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**David DeVoy**  
Chairman  
Sanbornton

**Hunter Taylor**  
Vice-Chairman  
Alton

**Richard Burchell**  
Clerk  
Gilmanton

## Commission Meeting Minutes December 16, 2015

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

**Minutes 11/6/15, 11/12/15, 11/20/15, 12/2/15 & 12/9/15:** M/Taylor, S/DeVoy to approve the minutes. Commissioner Burchell stated he didn't attend the meeting on 12/9/15 and is disappointed that his constituents couldn't be represented. He stated he would have been available any other day that week. Unanimous. **Motion passed.**

**Review of Calendar:** The Commissioners reviewed the calendar. County Administrator Shackett stated there would be an Executive Committee meeting on December 30<sup>th</sup> at 4pm.

**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>
12/9/2015	Transfer Request # 2015.44-2015.52
12/9/2015	Jail Inspection Letter
12/10/2015	Payroll Manifest
12/10/2015	A/P Manifest

**Registry Staff Requirements:** County Administrator Shackett stated the Director of Nurses would like to change the registry staff requirements for the Nursing Home registry staff. She stated the Board of Commissioners would need to approve the change. The Commissioners would like Interim Nursing Home Administrator Hemenway's input. He will be put on the agenda for the next meeting.

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

1. #2015.55 M/Taylor, S/Burchell. Unanimous
2. #2015.54 M/Taylor, S/ Burchell. Unanimous

3. #2015.56 M/Taylor, S/Burchell. Unanimous
4. #2015.57 M/Taylor, S/DeVoy. 2-1 Burchell abstained.
5. #2015.58 M/Taylor, S/Burchell. Unanimous

**Nursing Home Bus:** Environmental Services Supervisor Dan Riley provided that Commissioners with a summary sheet of the bids he received for a new bus for the nursing home. There was some discussion about the old bus. M/Taylor, S/Burchell to accept the proposal for a new bus. Unanimous. **Motion passed.**

**Timekeeping System:** County Administrator Shackett stated she is looking to replace the current Kronos system at the nursing home and implement it in all other departments in the County. M/Taylor, S/Burchell to accept the recommendation of the County Administrator for the timekeeping system. Unanimous. **Motion passed.**

**Update on Paying Inmates:** Superintendent Gray reviewed the handout with the inmate numbers from last week. He stated he has concerns about not having enough inmates to provide to the nursing home. Commissioner DeVoy stated he would like Superintendent Gray to talk to Brian Loanes about people that have community service hours to fill the vacancies. There was discussion about the process of paying the inmates.

**Timekeeping Software:** County Administrator Shackett talked about the process for choosing the timekeeping software. There was representation from all departments and it was decided to go with Kronos. County Administrator Shackett stated she would have the final contract for the next meeting.


**Open Sealed Bids:** Commissioner DeVoy opened the following sealed bid for the FM-200 Fire Suppression System in the Sheriff's Department. Interstate Protection \$9590.00, Tri-State Fire Protection, LLC \$9024.54 and Hiller New England Fire Protection, Inc. \$6919.00. Facilities Manager Muzzey will review the bids to ensure they meet the criteria of the bid.

**Public Input:** There was no public input.

**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). County Administrator Shackett called the roll: Burchell-Y, DeVoy-Y and Taylor-Y. At 9:39 am the board entered nonpublic session.

**Adjourn:** The meeting adjourned at 10:00 am.

Respectfully submitted,

  
Jamie Ellsworth  
Administrative Assistant