



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 20, 2016

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

**Minutes:** M/Taylor, S/Burchell to approve the minutes of 7/6/16. Unanimous. **Motion passed.**

**Calendar:** The calendar was reviewed.

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

### Previously Signed Documents

<u>Document Date</u>	<u>Document</u>
7/5/2016	Environmental Review for CDBG-Child Advocacy
7/6/2016	Payroll Manifest
7/6/2016	A/P Manifest
7/6/2016	2016-2017 CTE Grant
7/6/2016	Transfer Request 2016.14-2016.16
7/6/2016	Leave Requests
7/6/2016	Employee Status Change Forms
7/14/2016	Payroll Manifest
7/14/2016	A/P Manifest

**Melanson Heath-Annual Audit Report:** Sheryl Stephens Burke from Melanson Heath reviewed the 2015 audit report. The 2015 audit report can be found on the Belknap County website, [www.belknapcounty.org](http://www.belknapcounty.org).

**Sheriff Grant:** Sheriff Wiggin explained the 2016 Byrne Justice Assistance Grant Program. M/Taylor, S/Burchell to enter into an agreement with the City of Laconia for purposes of the 2016 Byrne JAG. Unanimous. **Motion passed.**

**Dept. of Correction Medical Services Provider Contract:** Superintendent Keith Gray spoke of the proposed contract for medical services with American Institutional Medical Group, LLC.

Superintendent Gray asked the Board to sign the contract. M/Taylor, S/Burchell to approve the request of the Superintendent. Unanimous. **Motion passed.**

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

1. #2016.17 M/Taylor, S/Burchell. Unanimous.
2. #2016.18 M/Taylor, S/Burchell. Unanimous.

**Other:** Commissioner DeVoy stated he would like human resources to conduct a survey for the insurance opt off incentive. M/Taylor, S/Burchell to authorize a survey. Unanimous. **Motion passed.**

Commissioner DeVoy would also like an RFP done for health insurance. Commissioner Taylor stated it's a good idea but it causes a disruption and should only be considered if it is a major reduction. Commissioner Burchell agreed. M/Taylor, S/Burchell to put the County health insurance out to bid. Unanimous. **Motion passed.**

Superintendent Keith Gray stated the farm stand opened on Monday. He stated the hours are 12pm-5pm. He recognized Sargent Robert Mott for all his work with the program.

Commissioner Burchell asked what the outcome was from the building committee meeting last week for programs in the new community corrections facility. Superintendent Gray stated it is an ongoing discussion and nothing has been decided.

Registrar of Deeds Judy McGrath submitted a letter to the board in response to the financial audit report findings for her department. M/Taylor, S/Burchell to notify the auditors that the issues have been addressed and have them meet with the Registrar of Deeds next year. Unanimous. **Motion passed.**

**Public Comment:** There was no public comment.

**Adjourn:** M/Taylor, S/Burchell to adjourn at 9:54am.

Respectfully submitted,



Jamie Ellsworth  
Administrative Assistant