



BELKNAP COUNTY COMMISSIONERS  
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**David DeVoy**  
Chairman  
Sanbornton

**Hunter Taylor**  
Vice-Chairman  
Alton

**Richard Burchell**  
Clerk  
Gilmanton

## Commission Meeting Minutes December 21, 2016

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

**Minutes:** M/Taylor, S/Burchell to approve all minutes with the suggested changes of Commissioner Burchell. Unanimous. **Motion passed.**

**Calendar:** The calendar was reviewed.

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

### **Previously Signed Documents**

<b>Document Date</b>	<b>Document</b>
12/7/2016	Payroll & A/P Manifest
12/7/2016	Transfer requests 2016.57-2016.69
12/19/2016	Payroll & A/P Manifest
12/19/2016	Transfer requests #:2016.62, 2016.65-2016.67, 2016.69-2016.83
12/19/2016	Leave requests

**Request to appoint Deputy Register:** M/Burchell, S/Taylor appoint Caitlin Selfridge as the Deputy Register of Deeds. Unanimous. **Motion passed.**

**Certification Recognition:** County Administrator Debra Shackett wanted the Board to be aware of the certification Facilities Manager Dustin Muzzey had received.

**Tax Anticipation Note:** M/Taylor, S/Burchell to authorize Treasurer Michael Muzzey to borrow up to \$10 million in anticipation of taxes for next year. Unanimous. **Motion passed.**

**Open Sealed Bids:** Commissioner DeVoy opened the bids received. The following companies submitted bids for the commercial dishwasher: Douglas Equipment, Ketrige and Sam Telecompanies. The following companies submitted bids for the washer extractor: Tristate Laundry Systems, Garment Machinery, Yankee Equipment and Daniels Equipment. All bids

will be reviewed by Environmental Services Supervisor Dan Riley who will make a recommendation to the board.

**Encumbrances:** M/Taylor, S/Burchell to encumber \$65,000.00 from the 2016 budget. Unanimous. **Motion passed.**

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

1. #2016.85 M/Taylor, S/DeVoy. 2-1 Burchell opposed.
2. #2016.64 M/Taylor, S/DeVoy. 2-1 Burchell opposed.
3. #2106.86 M/Taylor, S/DeVoy. 2-1 Burchell opposed.

**Public Comment:** Renee Woods voiced her concern and disappointment about the Teamsters not receiving a health insurance bonus.

**Non-public per RSA 91-A:3, II (a):** The Commissioners went into non-public session per RSA 91-A:3, II (a). County Administrator Shackett called the roll: Burchell-Yes, DeVoy-Yes and Taylor-Yes. At 9:21 am the board entered non-public session.

**Adjourn:** The meeting adjourned at the conclusion of the non-public session.

Respectfully submitted,



Jamie Ellsworth  
Administrative Assistant