



BELKNAP COUNTY COMMISSIONERS
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David DeVoy
Chairman
Sanbornton

Glen Waring
Vice-Chairman
Gilmanton

Hunter Taylor
Clerk
Alton

Commission Meeting Minutes January 18, 2017

In Attendance: Commissioners David DeVoy, Hunter Taylor and Glen Waring and County Administrator Debra Shackett.

Minutes: M/Taylor, S/Waring to approve the public and non-public minutes of 1/5/17. Unanimous. **Motion passed.**

Calendar: Commissioner Waring let the board know he had a prior commitment and would need to leave at 6:25pm.

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

Previously Signed Documents

<u>Document Date</u>	<u>Document</u>
1/5/2017	Payroll & A/P Manifest
1/15/2017	Transfer 2016.87-93
1/11/2017	Payroll & A/P Manifest

Dishwasher bid process: Facilities Manager Dustin Muzzey stated three bids had initially been received and it may have been unclear the specific model being requested. Two of the vendors were contacted to give them the opportunity to update their bids to the specific model. Facilities Manager Muzzey concurred with Environmental Services Supervisor Dan Riley to award the contract to Kittredge Equipment. M/Taylor, S/Waring to accept the recommendation of Facilities Manager Muzzey and award the contract to Kittredge Equipment. Unanimous. **Motion passed.**

Fund Balance Policy: Commissioner Taylor spoke of the Fund Balance Policy that County Administrator Debra Shackett and Accounting Manager Lori Sharp came up with. There was some discussion as to what the dollar amount balance should be. M/Taylor, S/Waring to adopt the policy as a draft and present the draft to the Delegation at Friday's meeting. Unanimous. **Motion passed.**

Approve Purchase Order for campus signage: M/Waring to encumber \$17,100.00 from the 2016 budget to purchase the County complex signage. Unanimous. **Motion passed.** M/Waring, S/Taylor to waive the RFP process. Unanimous. **Motion passed.**

Committee Assignments: Commissioner DeVoy will serve on the BCEDC and Laconia Airport Authority. Commissioner Waring will serve on the Conservation District and Genesis. Commissioner Taylor will serve on UNH Coop. Extension and CAP.

Teamsters Contract Approval: County Administrator Debra Shackett reviewed the cost items and changes to the contract. M/Taylor, S/Waring to approve the Teamsters contract. 2-1 Waring opposed. **Motion passed.**

At 6:30 pm Commissioner Waring left the meeting due to a prior commitment.

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

1. #2016.94 M/Taylor, S/DeVoy. Unanimous.
2. #2016.95 M/Taylor, S/DeVoy. Unanimous.
3. #2106.96 M/Taylor, S/DeVoy. Unanimous.
4. #2016.97 M/Taylor, S/DeVoy. Unanimous.
5. #2016.98 M/Taylor, S/DeVoy. Unanimous.
6. #2016.99 M/Taylor, S/DeVoy. Unanimous.

County Attorney Copier: M/Taylor, S/DeVoy to approve the lease of the copier for the County Attorney office. Unanimous. **Motion passed.**

New Hampshire Association of Counties: George Maglaras, President NHAC & Strafford County Commissioner and Ronald White, Director NHAC spoke to the board about the services NHAC offers to the County.

Name new road: Commissioner DeVoy stated the new service road for the Community Corrections needs to be named. M/DeVoy, S/Taylor to name the new service road Belknap Drive. Unanimous. **Motion passed.**

Open Bids for Audit Services: Commissioner DeVoy opened the following bids for Audit Services: Melanson Heath for \$28,1000.00 and Ron L. Beaulieu & Company for \$21,0000.00. County Administrator Shackett will review the bids and make a recommendation to the board.

Appoint a Deputy Treasurer: M/Taylor, S/DeVoy to appoint Karmen Gifford as the Deputy Treasurer. Unanimous. **Motion passed.**

Letter to Delegation: M/Taylor, S/DeVoy to approve the letter to the Delegation. Unanimous. **Motion passed.**

Public Comment: There was no public comment.

Adjourn: M/Taylor, S/DeVoy to adjourn at 6:55pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jamie Ellsworth', written in a cursive style.

Jamie Ellsworth
Administrative Assistant

