



BELKNAP COUNTY COMMISSIONERS  
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**David DeVoy**  
Chairman  
Sanbornton

**Glen Waring**  
Vice-Chairman  
Gilmanton

**Hunter Taylor**  
Clerk  
Alton

## Commission Meeting Minutes March 2, 2017

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

**Minutes:** M/Taylor, S/Waring to approve the minutes of 2/16/17. Unanimous. **Motion passed.**

**Calendar:** Commissioner Waring stated he would be unavailable from 3/16-3/26/17.

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

### Previously Signed Documents

Document Date	Document
2/1/2017	Payroll & A/P Manifest
2/2/2017	Alternative Solutions Contract
2/6/2017	3-Leave Requests Slips
2/6/2017	Letter in Support of 2nd Chance Grant
2/8/2017	Payroll & A/P Manifest
2/15/2016	Payroll & A/P Manifest
2/16/2016	Fund Balance Policy
2/22/2017	Payroll & A/P Manifest

**Polygraph exams for part-time Correction Officers:** Commissioner DeVoy stated he didn't believe it should be a requirement of employment to take a polygraph exam. Commissioner Taylor stated state law does not require a polygraph for County correction officers. Superintendent Gray recommended removing the polygraph requirement from the policy. M/Taylor, S/Waring to remove the polygraph requirement. Unanimous. **Motion passed.**

**Donation for Nursing Home:** Nursing Home Administrator Shelley Richardson stated there have been donations received for the residents' gifts and bequest account. County Administrator Debra Shackett stated this is the first time donations have been submitted to the Board of Commissioners. She stated it is a recommendation by the auditors. Commissioner DeVoy asked who decides how the money is spent. County Administrator Shackett stated the Nursing Home

Administrator and Recreation Director. M/Waring, S/Taylor to accept the donations received for the residents' gifts and bequest account. Unanimous. **Motion passed.**

**Positions Reclassification:** Nursing Home Administrator Richardson stated she is requesting a reclassification for the Unit Manager positions. M/Taylor, S/Waring to approve the reclassification. Unanimous. **Motion passed.**

**Other:** Nursing Home Administrator Richardson spoke about the multiple leaks in the sprinkler system over the last three months. She stated the pipes need to be replaced and the approximate cost will be \$65,000.00. The Commissioners agreed to request the unanticipated cost be added to the budget and let the Delegation know. No actions were taken.

County Administrator Shackett stated the bids were in for the Tax Anticipation Note. She stated the lowest bidder was Bank of NH with a 0.79% interest rate. County Administrator Shackett stated that will go over the amount originally budgeted. The Commissioners will inform the Delegation and request the \$15,000 be added to the 2017 budget. No actions were taken.

Nursing Home Administrator Richardson stated the auditors have been working to write off receivables that date back to 2013. M/Waring, S/Taylor to write off \$341,721.71 in uncollectable receivables. Unanimous. **Motion passed.**

Commissioner Waring stated he would like to have a rotating schedule for department heads to come before the board and provide an update on their department. Commissioner DeVoy and Taylor thought that was a good idea. County Administrator Shackett will put together a schedule.

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

**Non-public Session:** The Commissioners went into non-public session per RSA 91-A: 3, II (a) & (l). County Administrator Shackett called the roll: Waring-Yes, DeVoy-Yes and Taylor-Yes. At 5:58 pm the board entered non-public session.

**Adjourn:** The meeting adjourned at the conclusion of the non-public session at 6:45pm.

Respectfully submitted,



Jamie Ellsworth  
Administrative Assistant