



BELKNAP COUNTY COMMISSIONERS
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David DeVoy
Chairman
Sanbornton

Glen Waring
Vice-Chairman
Gilmanton

Hunter Taylor
Clerk
Alton

Commission Meeting Minutes August 17, 2017

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

Minutes: M/Taylor, S/Waring to approve the minutes from 8/3/17. Unanimous. **Motion passed.**

Calendar: There was no discussion.

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

Previously Signed Documents	
Document Date	Document
8/2/2017	Payroll & A/P Manifest
8/3/2017	Evaluation and Employee statue change
8/8/2017	Payroll & A/P Manifest

Maureen Callahan, USource: Ms. Callahan was not present.

RFP recommendation-Facilities Manager: Facilities Manager Dustin Muzzey requested permission to enter into a contract with First Light for telecommunication service and installation of a new fiber network. He stated we will save money by receiving both services from the same vendor. M/Taylor, S/Waring to approve the request of the Facilities Manager. Unanimous. **Motion passed.**

Cable Service Contract: Nursing Home Environmental Services Supervisor Dan Riley stated the cable service is expiring. He stated a RFP was done and no bids were received. NH Environmental Services Supervisor Riley reached out to Retirement Home TV, Metrocast, Stellar TV and Bulk TV for pricing. He requested permission to enter into a contract with Bulk TV. M/Taylor, S/Waring to approve the request. Unanimous. **Motion passed.**

RFP recommendation-Superintendent: Superintendent Keith Gray stated only one proposal was received for the Co-occurring Treatment and Reentry Services. He stated the proposal was reviewed by Kevin Warwick and all requirements were met. Superintendent Gray requested permission to meet with County Administrator Deb Shackett and Jacqui Abikoff, Horizons Counseling to negotiate a contract. M/Waring, S/Taylor simply proceed under existing agreement to go part-time to full-time in September and waive the reposting of the RFP and authorize Superintendent Gray and County Administrator Shackett to negotiate the details for the long term contract and bring it back to the Board of Commissioners. Unanimous. **Motion passed.**

Departmental Update: Sheriff: Sheriff Mike Moyer stated the approval of the supplemental appropriation will help to bring back the two part-time deputies. He stated he had frozen several accounts and it will be a very close budget. Sheriff Moyer stated they have some cars that are in need of repair and they have one that was taken out of service. Commissioner Taylor said when you save a dollar that is going to cost \$5 in 3 years that it is not being fiscally responsible. He urged the Sheriff to think about the budget going forward over multiple years and come up with a plan for the cars. Commissioner DeVoy asked if they shopped around for repair service. Sergeant William Wright stated they do.

Budget Update: County Administrator Debra Shackett reviewed the expenditures to date. There was a discussion about how to record grants in the budget. It was decided that for the 2018 budget grants will be put in the unbudgeted grant fund per the opinion of the financial auditors. There was a discussion about the effects the overestimated revenue and supplemental appropriation is going to have on the fund balance. Commissioner Taylor stated they will need to know how quick a TAN will be needed next year. County Administrator Shackett stated it could be January.

County Administrator Shackett reviewed the expenses and stated they look better with the supplemental numbers plugged in. She stated every department head is watching every penny. Commissioner DeVoy stated it was his opinion to not spend any more money than was appropriated for the Delegation line. Commissioner Taylor stated he agreed. County Administrator Shackett stated the only way to stop the bills is to tell the attorney to stop working. Commissioner Waring stated they are caught in a conundrum. He stated they have an obligation to defend the County and the Delegation. County Administrator Shackett stated Rep Vadney is well aware there is a hearing on Monday and he will be attending. She stated he also has an estimated cost to continue the case.

Commissioner Waring left the meeting at 6:47 pm.

There was a discussion about the nursing home truck that will not pass inspection in September and will cost approximately \$5,000 to repair. Commissioner DeVoy asked for pricing to plow the Courthouse.

Building Committee Update: Superintendent Gray stated the internal jail portion of the construction project had begun. He stated after Labor Day the inmates in the house of corrections and minimum security female inmates will be moved to the new facility.


Commissioner DeVoy stated he would like to have a building committee meeting after Labor Day.

Other: Commissioner DeVoy asked how the process to receive quotes for electric was going. Facilities Manager Muzzey stated he can obtain pricing August 24th and spoke about the process of receiving different pricing.

Public Comment: There was no public comment.

Adjourn: M/Taylor, S/DeVoy to adjourn at 7:27 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jamie Ellsworth", with a long horizontal flourish extending to the right.

Jamie Ellsworth
Administrative Assistant

