



BELKNAP COUNTY COMMISSIONERS  
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**David DeVoy**  
Chairman  
Sanbornton

**Glen Waring**  
Vice-Chairman  
Gilmanton

**Hunter Taylor**  
Clerk  
Alton

## Commission Meeting Minutes December 21, 2017

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

**Minutes:** M/Waring, S/Taylor to approve the minutes. 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**

<u>Document Date</u>	<u>Document</u>
12/7/2017	Payroll & A/P Manifest
12/7/2017	MS-46
12/13/2017	Payroll & A/P Manifest

**Departmental Update-Dept. of Corrections:** Superintendent Keith Gray reviewed inmate data and stated the average daily population has been the same for the last three years. He stated there is a projected surplus but are awaiting some medical bills.

**Building Committee Update:** Superintendent Gray spoke of the shower room update and communication system update which will replace old speakers and cables. He stated the generator has been tested and is online. Commissioner Waring asked for the status of the claim for the fire. County Administrator Debra Shackett stated we will be receiving a formal investigative report. She stated no claims have been paid as of yet. Commissioner Waring asked if there is any indication of who is the primary responsible. County Administrator Shackett stated it is no fault of the County.

Facilities Manager Dustin Muzzey stated the roofing project as of Tuesday was 40% complete at the Nursing Home. He stated they are hoping to be 50% complete before they have to pack up for the winter.

**Appoint a Deputy Treasurer:** M/Waring, S/Taylor to accept the recommendation of Treasurer Muzzey and appoint Carmen Lorentz as Deputy Treasurer. Unanimous. **Motion passed.**

**Budget Update:** County Administrator Shackett reviewed the expenditures to date. She stated the numbers assumed the encumbered projects that will be talked about later will be approved. Commissioner Waring asked why there was a surplus in capital projects. County Administrator Shackett stated it was due to the projects coming in much lower than anticipated. Commissioner DeVoy asked if the budget would be in the negative without the supplemental appropriation. County Administrator Shackett stated it would have been in the negative. She stated the 4<sup>th</sup> quarter bed tax has not come in for the Nursing Home.

County Administrator Shackett reviewed the revenues to date. She stated the Nursing Home revenues are coming in higher than expected.

**Encumbered Projects:** County Administrator Shackett reviewed the projects to be discussed for encumbering.

M/Taylor to encumber the money for the audio equipment in the conference room. Commissioner Taylor stated there have been countless people that have attended public meetings and are not able to hear what is being said. Commissioner Waring stated he did not want to continue to exasperate the fund balance. S/DeVoy. 2-1 Commissioner Waring opposed. **Motion passed.**

Commissioner Taylor stated the call bell system is something they cannot be without. M/Taylor, S/Waring to encumber the money for the call bell system at the nursing home. Unanimous. **Motion passed.**

Commissioner DeVoy asked if the dates of the contract need to be changed to a multiyear. County Administrator Shackett stated an adjustment to the contract would need to be approved. Commissioner Waring stated he would not support as it is a 2018 expense. Commissioner Taylor stated he did not see any problem with modifying the existing contract. M/Taylor, S/DeVoy to encumber the money necessary to get a modification of the existing contract to continue services with Mr. Warwick. 2-1 Commissioner Waring opposed. **Motion passed.**

M/Waring, S/Taylor to approve the purchase of maintenance system software. Unanimous. **Motion passed.**

Nursing Home Administrator Shelley Richardson requested to encumber money to replace the mixer in the kitchen at the nursing home. M/Taylor, S/DeVoy encumber the money for the kitchen mixer. 2-1 Commissioner Waring opposed. **Motion passed.**

Commissioner DeVoy stated the boiler repair could extend the life of the boiler. Commissioner Waring stated this amount is not included in the 2018 budget. Facilities Manager Muzzey stated there is no guarantee that the boiler will last with the repair due to its age.

Facilities Manager Muzzey stated there is a serviceable vehicle but there is no guarantee that it will last. He stated this encumbrance would cover the lease payment of a new truck. Commissioner Waring stated it is for lease payments for 2018 and should not be moved forward with. Commissioner DeVoy stated he disagreed. M/Taylor, S/DeVoy to encumber the money for the lease. 2-1 Commissioner Waring opposed. **Motion passed.**

Commissioner DeVoy stated the money for the virtual server should come out of the County Attorney budget. Commissioner Waring stated that goes against the way we have been doing business. M/Taylor, S/DeVoy to encumber the funds with 60% being charged to County Attorney and 40% being charged to Nursing Home. 2-1 Commissioner Waring opposed. **Motion passed.**

**Accept Donations-Nursing Home:** Nursing Home Administrator Richardson stated they had received three donations and requested the Board accept them. Commissioner DeVoy asked how the donations are used. NH Administrator Richardson stated the resident council approves them to be used for a larger more expensive activity. County Administrator Shackett asked why the state survey team donated money. NH Administrator Richardson the donate money for the food they receive while here for survey. M/Waring, S/Taylor to accept the donations for the reasons specified. Unanimous. **Motion passed.**

**Letter to Attorney General-Dept. of Corrections inspection:** M/Waring to accept the letter S/Taylor. Unanimous. **Motion passed.**

**Nursing Home Receivables:** County Administrator Shackett stated we know that we are receiving \$40,000 for 2015 which was unanticipated. She stated \$375,000 is reasonable to say is uncollectible. Commissioner Waring stated he was comfortable with that amount. County Administrator Shackett recommended not writing anything off after 2014. Commissioner DeVoy asked if something is written off and then collected does it get recorded as unanticipated income. County Administrator Shackett stated it would. M/Taylor, S/DeVoy to write anything off from 2104 and back. 2-1 Commissioner Waring opposed. **Motion passed.**

Nursing Home Administrator Richardson spoke about the contact for the State Medicaid that comes here quarterly to help with claims that are unpaid. It was decided to receive an update at the last Commission meeting every month and a write off recommendation twice a year.

**Information for Delegation:** Commissioner DeVoy stated some Delegation members had requested information and he believes it should be sent to all members.

**Corrections:** Superintendent Keith Gray reviewed the information for the request by the Delegation member.

**Administration:** County Administrator Shackett reviewed the information for the Delegation request.

**Facilities:** Facilities Manager Muzzey reviewed the narrative about the paving of the road.

**Other:** There was a discussion about a sample resolution for the Delegation.

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

**Non Public Session RSA 91-A:3, II (a):** M/Taylor, S/Waring to enter into non-public session per RSA 91-A:3, II (a). County Administrator Shackett called the roll: Taylor-Yes, Waring-Yes and DeVoy-Yes. At 7:45 pm the board entered non-public session.

**Adjourn:** The meeting adjourned at the conclusion of the non-public session at 7:56 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