



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, 2018

In Attendance: Commissioners David DeVoy (at 6:35pm), Glen Waring and Hunter Taylor and County Administrator Debra Shackett.

Minutes: M/Taylor, S/Waring to approve the minutes of 12/21/17. Unanimous. **Motion passed.**

Calendar: Commissioner Waring stated the Delegation has meetings scheduled for 1/22 & 1/29 @ 7pm. County Administrator Shackett stated both meetings have been posted as public hearings. Commissioner Taylor asked if there was any indication of a vote on the budget. County Administrator Shackett stated there was.

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

Previously Signed Documents	
Document Date	Document
12/20/2017	Payroll & A/P Manifest
12/20/2017	Letter to Attorney General (Semi-annual DOC tour)
12/27/2017	Payroll & A/P Manifest
1/3/2018	Payroll & A/P Manifest
1/10/2018	Payroll & A/P Manifest
1/16/2018	Appointment of Assistant County Attorney
1/16/2018	Payroll & A/P Manifest

Melanson Heath Auditors: Sheryl Stephens-Burke, Melanson Heath explained the allowance for doubtful accounts. Commissioner Taylor inquired how many Counties Melanson Heath handles and what the average bad debt was. Ms. Stephens-Burke stated they handle 6 Counties and the average would be around a couple hundred thousand a year.

Departmental Update-Restorative Justice: Restorative Justice Director Mike MacFadzen reviewed his departmental update. Commissioner Waring commended Restorative Justice Director MacFadzen for his thorough report.

Departmental Update-Nursing Home: Nursing Home Shelley Richardson reviewed her departmental update. She spoke of a potential job fair in February to try to fill the 23 vacant positions. Commissioner Taylor noted the column that is in the Laconia Daily Sun from the activities director.

Accept Donation-Nursing Home: Nursing Home Administrator Richardson requested the Commissioners accept a donation made by a previous resident's family. M/Taylor, S/Waring to accept the donation. Unanimous. **Motion passed.**

Position Reclassification request-Nursing Home: Nursing Home Administrator Richardson stated the job responsibilities for the A/R Clerk have been added to. She requested permission to reclassify the position due to the added duties. M/Taylor, S/Waring to approve the reclassification effective on the anniversary date of the A/R Clerk. Unanimous. **Motion passed.**

Corrections-Grant requests: Superintendent Keith Gray spoke about the VINE grant that Superintendent Dave Berry applied for on behalf of all County Jails. He reviewed the history of VINE. Commissioner Waring asked if the Commissioners accept being a subrecipient is there a vendor contract to sign. Superintendent Gray stated there would be and after two years the County could opt out before a cost is incurred. M/Taylor, S/Waring to approve the request. Unanimous. **Motion passed.**

Superintendent Gray stated he is not requesting the second grant.

Budget Update: County Administrator Shackett reviewed the budget. She stated the primary costs for 2018 are payroll expenses.

Bond Borrowing: This will be discussed at a later meeting.

Attorney Robert Bonsignore: Attorney Robert Bonsignore spoke to the Board about a civil suit against those legally responsible for the wrongful distribution of prescription opiates and damages caused thereby. County Attorney Livernois stated he had also been contacted by another law firm regarding this issue. The Commissioners requested that County Attorney Livernois review both law firm proposals and report back with a recommendation.

Other: Commissioner DeVoy stated he would like to have a Commissioner present at the first and last meeting with the auditors. Commissioner Waring stated he could attend but was not certain what he could do. County Administrator Shackett stated there is no opening meeting.

Commissioner DeVoy asked if both bids for the bond could be put out. County Administrator Shackett stated she was waiting for an answer from bond council.

Commissioner Waring asked for the status of the TAN. Accounting Manager Lori Sharp stated it should be going out to bid as we speak with a potential closing date of January 31st.

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 6:43pm the board entered non-public session.

At 7:04 pm the Board re-entered the public meeting. M/Waring, S/Taylor in light of the budget all non-union wage increases are to be withheld until the Commissioners take further action. Unanimous. **Motion passed.**

Adjourn: The meeting adjourned at 7:11 pm.

Respectfully submitted,

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

Jamie Ellsworth
Administrative Assistant

