



BELKNAP COUNTY COMMISSIONERS  
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**David DeVoy**  
Chairman  
Sanbornton

**Glen Waring**  
Vice-Chairman  
Gilmanton

**Hunter Taylor**  
Clerk  
Alton

## Commission Meeting Minutes April 19, 2018

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

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

**Calendar:** There was no discussion.

**Previously Signed Documents:** M/Taylor, S/Waring. Unanimous. **Motion passed.**

### **Previously Signed Documents**

<u>Document Date</u>	<u>Document</u>
4/4/2018	Payroll & A/P Manifest
4/4/2018	Sympathy card
4/5/2018	VWA Grant
4/9/2018	NH Juvenile Court Diversion Network Accreditation
4/11/2018	Payroll & A/P Manifest

**Department Update-Restorative Justice:** Restorative Justice Director Mike MacFadzen reviewed his departmental update. He stated he was concerned about the safety of the staff due to the pretrial clients that are being sent over on Wednesdays. Restorative Justice Director MacFadzen stated the costs in the packet are as of today. He has concerns with the urine screens line and the repairs that need to be completed on the van for it to pass inspection. Commissioner Taylor asked if he had calculated the amount needed. Restorative Justice Director MacFadzen stated he had and was going to ask for \$3,000 from contingency. Commissioner Waring stated he did not believe that would be enough. He suggested \$3,000 for the urine screens and \$1,000 for the van repair. M/Taylor, S/Waring to move \$4,000 from contingency to Restorative Justice. Unanimous. **Motion passed.**

Commissioner Waring asked if there is an alternative space within the County were the staff could meet with the Wednesday clients that would be more secure. Restorative Justice Director MacFadzen stated the community corrections center is the most secure place. He stated he would work with Superintendent Gray on this.

**Budget Update:** County Administrator Shackett stated we are 29% through the year. She stated she was worried about the IT budget as the contract line is at 47%. County Administrator Shackett stated she did not see a way to make it up without a transfer from contingency. Commissioner Waring suggested a list be prepared and brought to the next meeting for the Commissioners to review. Commissioner Taylor asked for a list of the lines that might have money at the end of the year for the next meeting.

County Administrator Shackett stated revenues are on track. Commissioner Waring asked about the real estate transfer revenue. Register of Deeds Judith McGrath stated it has been a slow first quarter but was hoping to make it up over the summer.

County Administrator Shackett stated there has not been a date set for the Delegation to meet to discuss the cost items of the contract. M/Waring to send the Delegation an official letter requesting a meeting and the contract, S/Taylor. Unanimous. **Motion passed.**

County Administrator Shackett reviewed the cash flow and stated they would need to borrow the additional \$4.4 million TAN. This will be added to the agenda for the 1<sup>st</sup> meeting in June to begin the process.

**Wage Increases:** County Administrator Shackett stated there were lists for 2017 & 2018 for wages by position. Commissioner Taylor suggested this be discussed at the next meeting so the information could be reviewed.

**Grant application-County Attorney:** County Attorney Andrew Livernois requested permission to apply for the grant that funds the current victim witness advocate. M/Taylor, S/Waring to approve the request of the County Attorney. Unanimous. **Motion passed.**

**Garden Program-Dept. of Corrections:** Superintendent Keith Gray requested permission to discontinue the garden program as a way to save money. M/Taylor to accept the Superintendents recommendation temporarily for one year S/Waring. Commissioner Waring stated he regrets that this must be done. Unanimous. **Motion passed.**

**CTE Grant-Dept. of Corrections:** Superintendent Gray requested permission to apply for the CTE grant. M/Taylor, S/Waring to approve the grant request. Superintendent Gray stated once the proposal is ready he would bring it to the board for final approval. M/Waring to amend the motion to allow the County Administrator to sign the grant. S/Taylor. Unanimous. **Motion passed.** M/Taylor, S/Waring to approve the grant request. Unanimous. **Motion passed.**

**Commissioner's 2017 Report:** Commissioner Taylor will bring forth a rough draft at the next meeting.

**Other:** Commissioner Taylor stated the amount that needs to be bonded looks like it might be lower and the final amount is needed prior to May 7<sup>th</sup>. County Administrator Shackett will work on a sheet of the final cost for the next meeting.

Commissioner Taylor spoke about the PACE program that DHHS is pushing out. He suggested the County study it. Commissioner Waring asked that any information be sent to County Administrator Shackett and she can disperse the information to the board.

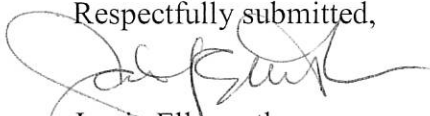
County Attorney Livernois spoke about the law firm he believes the County should sign an engagement letter with for the civil suit against those legally responsible for the wrongful distribution of prescription opiates and damages caused thereby. The information will be reviewed and discussed at the next Commissioners meeting.

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

**Non Public Session 91-A:3, II (a):** M/Taylor to enter into non-public session per RSA 91-A:3, II (a) for personnel reasons, S/Waring. County Administrator Shackett called roll: Taylor-Y and Waring-Y. At 6:40pm the Board entered non-public session.

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

Respectfully submitted,



Jamie Ellsworth  
Administrative Assistant

