



BELKNAP COUNTY COMMISSIONERS  
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**David DeVoy**  
Chairman  
Sanbornton

**Glen Waring**  
Vice-Chairman  
Gilmanton

**Hunter Taylor**  
Clerk  
Alton

## Commission Meeting Minutes May 3, 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:** Commission Waring and Taylor will be out of town for the Executive Committee and Delegation meetings.

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

### **Previously Signed Documents**

<b><u>Document Date</u></b>	<b><u>Document</u></b>
4/18/2018	Payroll & A/P Manifest
4/23/2018	Termination Letter
4/25/2018	Payroll & A/P Manifest
4/25/2018	2019 VOCA Application
4/25/2018	Certificate of Authority

**Wage Increases:** M/Taylor, to treat the non-union hourly employees the same as the union employees with the cost of living retroactive to January 1<sup>st</sup> and step to be retroactive to April 1<sup>st</sup>, S/Waring. Unanimous. **Motion passed.**

Commissioner Waring stated that he would support a motion to treat the non-union salaried employees, excluding Department Heads, the same as non-union hourly employees. He suggested that Department Heads be considered by the Commissioners when they complete their performance evaluations. Commissioner Taylor stated he had questions regarding employees paid above a certain level and preferred to wait until Commissioner DeVoy is back.

**Bond Issue-finalize dollar amount:** County Administrator Shackett reviewed the calculation sheet. She recommended \$7,772,000 be borrowed for the bond. Commissioner Waring stated the bond amount should be \$7.8 million. Commissioner Taylor stated the financial problem the county is facing now started in 2015. He stated the cost of the roof and windows at Courthouse

came out of the community corrections project. M/Waring for the bond issue of \$7.8 million, S/Taylor. Unanimous. **Motion passed.**

**Transfer Request:** Commissioner Waring stated there should be a discussion about the lines that would be underfunded and what lines will have a surplus. County Administrator Shackett stated Corrections, Registry of Deeds and IT are underfunded. She stated the only options are a transfer from contingency or a supplemental request. County Administrator Shackett stated she couldn't confidently say there will be a surplus in any line. Commissioner Waring stated the Deeds amount is due to a change in the department. He stated for the Corrections and IT departments they should ask for a supplemental appropriation of \$120,000 as they were underfunded and transfer \$5,000 from contingency for Deeds near the end of the year. Commissioner Taylor stated his thoughts were to continue and watch carefully. Commissioner Waring asked how long they should wait. Commissioner Taylor stated something would probably need to be done by the beginning of July. He stated to just plow ahead they are not in a dangerous spot yet. Commissioner Waring stated he would agree to disagree.

**Engagement letter with Napoli Shkolnik & Bonsignore Trial Lawyers:** Commissioner Taylor stated Commissioner DeVoy was concerned about the hospitals being exposed by this suit. County Attorney Andrew Livernois stated the hospitals will not be plaintiffs. He stated two other Counties have signed on with this law firm. Commissioner Taylor asked if there is any anticipated costs to the County. County Attorney Livernois stated there is none anticipated. Commissioner Taylor asked to what extent they anticipate involvement by the County staff. Attorney Bonsignore stated as soon as they are confirmed he will present a one page sheet to the County Administrator and County Attorney fill in. M/Taylor approve the engagement letter, S/Waring. Unanimous. **Motion passed.**

**Audit Report:** Sheryl Stephens Burke, Melanson Heath stated she appreciates the staff at the County. She reviewed the audit report. (To view the full audit report visit our website at [www.belknapcounty.org](http://www.belknapcounty.org)) Ms. Burke stated the report includes the financials from Gunstock. She spoke about the effects GASB68 has on the net position. Ms. Burke stated the fund balance is extremely low and will definitely affect the bond rating if it hadn't already. She stated there is a new governmental standard, GASB75, which will need to be included in audit reports for 2018.

**Surplus Property-Facilities Maintenance:** Facilities Manager Dustin Muzzey requested permission to dispose of the older truck with plow. He stated the new truck has been put on order. Facilities Manager Muzzey stated the State auction is Saturday, May 19<sup>th</sup>. He stated Superintendent Gray also has a vehicle that he would like to bring to the auction. M/Taylor to grant the request, S/Waring. Commissioner Waring asked what happens if the vehicles do not sell. Facilities Manager Muzzey stated on the case it doesn't sell we have to pick it up on Monday, but he had never had anything not sell. Unanimous. **Motion passed.**

**Departmental Update-Nursing Home:** Nursing Home Administrator Shelley Richardson reviewed her departmental report for January to April. Commissioner Waring wanted to clarify the 9 new employees as vacant positions not new positions. Nursing Home Administrator Richardson stated that was correct. Commissioner Taylor asked if there was a reason the skilled occupancy has dropped. Nursing Home Administrator Richardson stated the hospital had a low

census. Commissioner Waring asked how the receivables were. Nursing Home Administrator Richardson stated there are a lot of new processes in place and there are monthly meetings with the billing coordinator, finance manager and A/R clerk. Commissioner Taylor asked if there was any idea of the % that is being collected. Nursing Home Administrator Richardson stated it is trending up. Commissioner Waring asked if the allowance that is being carried on the books is sufficient for what we see as aged receivables. County Administrator Shackett stated she was sure it was. She stated everything prior to 2015 had been written off. County Administrator Shackett stated a report can be ready for the next meeting.

**Commissioner's 2017 Report:** The Commissioners reviewed the draft report submitted by the County Administrator and Commissioner Taylor. Commissioner Waring stated he preferred the County Administrator's report. M/Waring, to accept the County Administrator's report, S/Taylor. Unanimous. **Motion passed.**

**Other:** Commissioner Taylor stated he would still like to talk about an approach to the eldercare situation. He stated he is still working on collecting information. Commissioner Waring stated he would still like all the information sent to the County Administrator and then sent to the board.

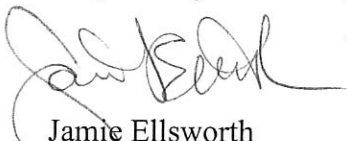
Commissioner Taylor inquired about the Corrections health summit. Superintendent Keith Gray stated it was today. He stated it was a summit involving correctional facilities throughout the state with a lot of good networking and information. Superintendent Gray stated they have a good system in place to verify the inmate health coverage. He stated health care costs in corrections are extremely high and the burden falls on the tax payers. Superintendent Gray stated Merilyn Lein does a fantastic job and goes above and beyond. Commissioner Taylor asked how often people are held at the jail that should be at the state hospital. Superintendent Gray stated it is a state wide problem. Commissioner Taylor asked if it is adding a burden on staff having to deal with mental health inmates. Superintendent Gray stated it was and gave an example of a current inmate with mental health problems.

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

**Non Public Session 91-A: 3, II (e):** M/Waring to enter into non-public session per RSA 91-A: 3, II (e), S/Taylor. County Administrator Shackett called roll: Waring-Y and Taylor-Y. At 6:28pm the Board entered non-public session.

**Adjourn:** The meeting adjourn at the conclusion of the non-public session at 6:40pm.

Respectfully submitted,



Jamie Ellsworth  
Administrative Assistant

