



BELKNAP COUNTY COMMISSIONERS  
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**David DeVoy**  
Chairman  
Sanbornton

**Glen Waring**  
Vice-Chairman  
Gilmanton

**Hunter Taylor**  
Clerk  
Alton

## Commission Meeting Minutes June 25, 2018

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

**Minutes:** M/Taylor, S/DeVoy to approve the 5/31/18 minutes. Waring abstained. **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>
6/6/2018	Payroll & A/P Manifest
6/13/2018	Payroll & A/P Manifest

**PFM Engagement Letter:** Lori Sharp requested permission to sign the engagement letter relating to the BAN. M/Taylor to approve the request, S/Waring. Unanimous. **Motion passed.**

**Acceptance of donations:** Nursing Home Administrator Shelley Richardson recommended the acceptance of nine donations. M/Taylor, S/Waring to accept the recommendation of the Nursing Home Administrator. Unanimous. **Motion passed.**

**Sheriff cruiser purchase:** Chief Deputy Dave Perkins stated there were new cruisers budgeted for. They would like to purchase them from Irwin's as they have been awarded the State Bid contract. M/Waring to authorize the purchase of two cruisers from Irwin's, S/Taylor. Unanimous. **Motion passed.**

**TAN Request:** Accounting Manager Lori Sharp requested approval to borrow up to the difference in what was already borrowed verses what was approved for the TAN. Commissioner Waring asked if it would be enough to get through the year. Accounting Manager Sharp stated it would. M/Waring, S/Taylor to authorize the borrowing of up to \$4.4 million in anticipation of taxes. Unanimous. **Motion passed.**

**Financial Update:** County Administrator Debra Shackett reviewed the revenue sheet and the effect of the ProShare revenue.

County Administrator Shackett reviewed the expense report and stated she has worked on projections with department heads. She reminded the Commissioners of the IT shortfall. Commissioner DeVoy stated they received a total appropriation and asked why we can't buy what we need and let it run negative. County Administrator Shackett stated as long as everyone knows the Board of Commissioners are the one that made the decision. Commissioner Taylor stated he was on board. Commissioner Waring stated it was his opinion to request a supplemental appropriation. He stated they can clearly show two departments were underfunded and the budget is being run way to tight and to close. Commissioner Waring stated the additional ProShare money might help to not raise taxes. He stated they owe it to themselves and the departments to ask for the supplemental appropriation and let the Delegation make the decision. Commissioner Taylor stated he would not ask for a supplemental appropriation as the Delegation approved bottom line numbers. It was decided for County Administrator Shackett to schedule a meeting for the Commissioners to meet with Mr. Lipman and Commissioner Myers.

County Administrator Shackett reviewed the NH receivable balance by year. She stated you can see how things have improved since changes have been put into place. Commissioner DeVoy asked if the County Attorney was helping with the collection letters. County Administrator Shackett stated he was when requested by the Nursing Home Administrator. Commissioner DeVoy asked what portion of the 2015 receivables government money is owed. He stated a letter can be sent to our Senator asking for help to collect the money. County Administrator Shackett stated they can get the detail from a report.

**Other:** Commissioner Taylor stated he was disturbed by the fact that there are a number of permanent part-time employees that do not receive the same paid time off as full-time employees. He stated he had one employee contact him about not receiving bereavement pay. M/Taylor they be treated the same as the full time non-union employees. Commissioner Waring stated he would want to have a full review of the policies and make a changes all at once. He stated he would like to have a recommendation by the Dept. Head and County Administrator. Commissioner DeVoy asked how long it would take to make the review and make recommendations. County Administrator Shackett stated they have been looking at the personnel policy manual and will be making some recommended changes. Commissioner Waring asked when the last time the manual was revised. County Administrator Shackett stated it was revised in 2011. Commissioner Taylor stated he did not want to let this one go by. He stated the policy was handled the way it was supposed to be. County Administrator Shackett stated the Commissioners can override the decision to deny paying bereavement pay. She stated the review and recommendations will be complete for the first meeting in August. M/Taylor to grant an exception for the employee that was denied bereavement pay, S/Waring. Unanimous.  
**Motion passed.**

Commissioner DeVoy asked if they would have time to review the suggested changes. County Administrator Shackett stated significant legal review will be needed before any changes are made. Commissioner Taylor asked if it will be applicable to non-union employees. County

Administrator Shackett stated it will cover non-union employees and union employees where their contracts are silent.

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

**Semi-annual DOC tour:** At 6:35pm the Commissioners toured the Department of Corrections as required per RSA 30-B:12.

**Adjourn:** The meeting adjourned at the completion of the tour.

Respectfully submitted,

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

Jamie Ellsworth  
Administrative Assistant

