

BELKNAP COUNTY COMMISSIONERS  
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**David DeVoy**  
Chairman  
Sanbornton

**Glen Waring**  
Vice-Chairman  
Gilmanton

**Hunter Taylor**  
Clerk  
Alton

## Commission Meeting Minutes November 1, 2018

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

**Minutes:** M/Taylor to approve the minutes, S/Waring. 2-0 Waring abstained as he was not present. **Motion passed.**

**Calendar:** There was no discussion.

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

### **Previously Signed Documents**

<b><u>Document Date</u></b>	<b><u>Document</u></b>
10/17/2018	Payroll & A/P Manifest
10/24/2018	Payroll & A/P Manifest
10/25/2018	Sympathy card

**Consideration of 2018 wage increases for Department Heads:** Commissioner Waring stated he would prefer to address wage increases at the time of evaluation. M/Taylor approve as presented if evaluations are complete and complete the other two as promptly as possible, S/Waring. Unanimous. **Motion passed.**

**Departmental Update-Department of Corrections:** Superintendent Gray provided a review of his department.

Commissioner Waring asked if the 7 employees had not resigned what would the budget have been. Superintendent Gray stated \$75,000-\$80,000 short. Commissioner Waring stated roughly \$150,000 short overall. County Administrator Shackett stated to add another \$60,000 to that due to Horizons helping with the councilor.

**Accept donation-Nursing Home:** Nursing Home Administrator Shelley Richardson recommended the Commissioners accept the donation received. M/Taylor accept the recommendation of the Nursing Home Administrator, S/Waring. Unanimous. **Motion passed.**

**New equipment purchase-Nursing Home oven:** Nursing Home Administrator Shelley Richardson reviewed the additional equipment she would like to purchase.

Commissioner Waring asked what the surplus is primarily from. Nursing Home Administrator Richardson stated vacant positions over the year. Commissioner Waring stated if the positions were filled then there would not be a surplus.

County Administrator Shackett stated there are other IT projects for 2019 that could be completed. Her recommendation is to replace the email exchange server this year and do the computers next year. The Commissioners agreed to table this until they receive a complete list of other projects and vote all at the same time. M/Waring authorize the issuance of the RFP for the projects that have not previously been put out to bid, S/Taylor. Unanimous. **Motion passed.**

**Authorize postage meter contract:** Accounting Manager Lori Sharp requested authorization to enter into a 5 year contract with Pitney Bowes for the postage meter. M/Taylor authorize the request made by the Accounting Manager, S/Waring. Unanimous. **Motion passed.**

**JLMC update:** The Commissioners reviewed the report.

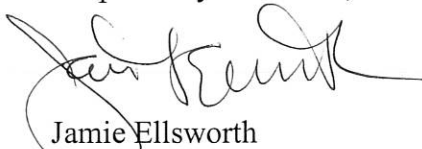
**Write Off policy:** M/Waring to accept the policy, S/Taylor. Commissioner DeVoy asked if they would receive a recommendation for previous years write offs. County Administrator Shackett stated they would receive one by the end of the year. Unanimous. **Motion passed.**

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

**Non-public session per RSA 91-A:3, II (a):** M/DeVoy to enter into non-public per RSA 91-A:3, II (a) for personnel reasons. County Administrator Shackett called roll: Waring-Y, Taylor-Y and DeVoy-Y at 5:51 pm the Commissioners entered non-public session.

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

Respectfully submitted,



Jamie Ellsworth  
Administrative Assistant