



BELKNAP COUNTY COMMISSIONERS  
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**David DeVoy**  
Chairman  
Sanbornton

**Glen Waring**  
Vice-Chairman  
Gilmanton

**Hunter Taylor**  
Clerk  
Alton

## Commission Meeting Minutes November 15, 2018

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

**Minutes:** Commissioner Waring requested the minutes from October 30<sup>th</sup> reflect he was in attendance and the minutes from November 1<sup>st</sup> show a vote of 2-0 for approval of the minutes. M/Taylor to approve the minutes with the changes, S/Waring. Unanimous. **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	
<u>Document Date</u>	<u>Document</u>
10/31/2018	Payroll & A/P Manifest
10/31/2018	Employee years of service letters
10/31/2018	Employee evaluations
10/31/2018	Employee status change
11/7/2018	Payroll & A/P Manifest
11/8/2018	Certificate of Authority (DV Attorney Grant)
11/8/2018	(2) Employee evaluations
11/8/2018	Employee status change

**Departmental Update-Restorative Justice:** Restorative Justice Director Mike MacFadzen reviewed his departmental update.

**Nursing Home:**

- Accept donation-Nursing Home Administrator Shelley Richardson recommended the Board accept a donation received. M/Waring to accept the donation, S/Taylor. Unanimous. **Motion passed.**
- Purchase of new oven-The Board agreed to purchase the 2<sup>nd</sup> oven for \$6,000 as a RFP had already been done.
- Position reclassification-Nursing Home Administrator Richardson requested the Activity Aide positions be reclassified to the LNA grade and make it a requirement of the position to hold an active LNA license. M/Taylor approve request to reclassify the position, S/Waring. Unanimous. **Motion passed.**

**Financial Update:** County Administrator Shackett reviewed the Nursing Home receivables. The expenditure report was reviewed and any accounts that had a variance were reviewed.

M/DeVoy to enter into non-public per RSA 91-A:3, II (l) for legal advice. County Administrator Shackett called roll: Waring-Y, Taylor-Y and DeVoy-Y at 4:28 pm the Commissioners entered non-public session.

The Commissioners returned to public session at 4:35pm.

Accounting Manager Lori Sharp reviewed the projected cash flow. County Administrator Shackett reviewed the revenue report and any accounts that had a variance were reviewed.

**Other:** County Administrator Shackett stated she has been receiving correspondence on the Lakeport Hydroelectric Dam and is keeping a file. Commissioner DeVoy stated he also receives them by email.

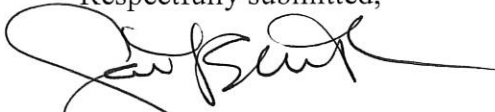
County Administrator Shackett stated she would like to purchase the email exchange server this year verses next year. Commissioner Waring stated he would like a master list of all projects and discuss them all at once.

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

**Non-public session per RSA 91-A:3, II (a):** M/DeVoy to enter non-public session at 4:55pm  
M/DeVoy to enter into non-public per RSA 91-A:3, II (a) for personnel matters. County Administrator Shackett called roll: Waring-Y, Taylor-Y and DeVoy-Y at 4:55 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