



BELKNAP COUNTY COMMISSIONERS  
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**David DeVoy**  
Chairman  
Sanbornton

**Glen Waring**  
Vice-Chairman  
Gilmanton

**Hunter Taylor**  
Clerk  
Alton

## Commission Meeting Minutes December 11, 2018

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

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

**Calendar:** There was no discussion.

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

<b>Previously Signed Documents</b>	
<b>Document Date</b>	<b>Document</b>
11/14/2018	Payroll & A/P Manifest
11/14/2018	Sympathy card
11/20/2018	Payroll & A/P Manifest
11/20/2018	Employee status change forms
11/28/2018	Payroll & A/P Manifest
11/30/2018	MS-46
12/5/2018	Payroll & A/P Manifest

**TAN Request:** Treasurer Michael Muzzey reviewed his request for the tax anticipation note borrowing. He stated he would like to bring it to the Delegation as soon as it can be added to their agenda. M/Taylor recommend to the Executive Committee the Treasures request to borrow, S/Waring. Unanimous. **Motion passed.**

**Departmental Update-Nursing Home:** Nursing Home Administrator Shelley Richardson reviewed her departmental update. Commissioner Waring requested the results of the recent survey be sent to the Board.

Phil Dion reviewed the findings of the damper inspections and answered questions from the Board. M/Taylor to waive the RFP process, S/Waring. Unanimous. **Motion passed.**

The Commissioners requested the Nursing Home Administrator to look at food service companies that could save the County money.

**Continuing Resolution:** County Administrator Shackett reviewed the conversation she had with Attorney Fitzgerald during last year's budget process regarding a continuing resolution. The Commissioners decided not to present the document to the Delegation.

**Other:** Commissioner Taylor spoke of the recent letter received from HHS Commissioner Meyers in regards to the returning of the ProShare money. The Board will need further information from the IDN and Commissioner Meyers prior to making a decision on this matter.

County Administrator Shackett requested the Board authorize the County Administrator to sign the contract for the VAWA grant. M/Taylor authorize the Chairman to sign the Certificate of Authority, S/Waring. Unanimous. **Motion passed.**

The Commissioners reviewed the budget presentation slides and discussed the slide containing the fund balance history and projections.

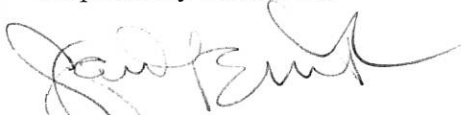
The Commissioners requested a list from all departments of potential purchases to be made this year and remove from the 2019 budget. Commissioner Waring requested the list also include items that have already been approved.

**Public Comment:** Mike Sylvia, Belmont reviewed his understanding of the ProShare and Bed Tax. Commissioner Waring stated the bed tax is a tax on NH revenues in the quarter it was received

**Semi-annual tour of DOC:** Will be rescheduled to next meeting.

**Adjourn:** M/Taylor to adjourn at 6:40 pm, S/Waring. Unanimous. **Motion passed.**

Respectfully submitted,



Jamie Ellsworth  
Administrative Assistant