



BELKNAP COUNTY COMMISSIONERS  
34 County Drive  
Laconia, NH 03246  
Phone (603) 527-5400  
Fax (603) 527-5409

**David DeVoy**  
Chairman  
Sanbornton

**Glen Waring**  
Vice-Chairman  
Gilmanton

**Hunter Taylor**  
Clerk  
Alton

## Commission Meeting Minutes December 20, 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. Unanimous. **Motion passed.**

**Calendar:** Commissioner Waring asked if a request had been made for the TAN. County Administrator Shackett stated it had not.

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

Previously Signed Documents	
Document Date	Document
12/11/2018	Mainstay invoice
12/11/2018	DMV forms (James R. St. Jean auctioneers)
12/11/2018	Certificate of Authority (VAWA grant)
12/13/2018	Payroll & A/P Manifest

**Departmental Update-Registry of Deeds:** Register of Deeds Judith McGrath provided the Commissioners with a departmental update and reviewed the current budget. There was a discussion about the book restoration. There are approximately 30 books that need repair. It was decided to wait until the vendor can give a detailed recommendation for all books.

**Appoint Deputy Treasurer for 2019:** M/Taylor approve the recommendation of the Treasurer and appoint the current Deputy Treasurer Carmen Lorentz, S/Waring. Unanimous. **Motion passed.**

**Financial Review:** County Administrator Debra Shackett reviewed the financial reports. Commissioner DeVoy asked when they would receive the write off recommendation. County Administrator Shackett stated early 2019.

**Review of potential 2018 purchases:** The Commissioners discussed how they would like to handle potential purchases with 2018 funds.

M/Taylor, S/Waring to encumber the money for fire damper in the nursing home. Unanimous. **Motion passed.**

M/Taylor, S/Waring to encumber money for the a/c unit in IT room and let the Delegation know it was an emergency situation and can be removed from the 2019 budget. Unanimous. **Motion passed.**

Commissioner DeVoy asked Dustin Muzzey his opinion as to what is the most urgent item to be addressed. Facilities Manager Muzzey stated the elevator in the Courthouse is the most urgent as it has closed on an employee and bypasses the first floor for security. Commissioner Waring and Taylor both agreed to keep it in the 2019 budget.

M/Waring encumber \$5000 for microphones, S/Taylor. Unanimous. **Motion passed.**

M/Taylor encumber \$804,000 contingent upon what the state requests, S/Waring. Commissioner Taylor stated given the uncertainty and chaos that has come out of HHS. He changed his motion to encumber \$1,192,015 to have flexibility on what emerges from HHS. There was a discussion as to if there should be an expiration date set. Commissioner DeVoy and Taylor agreed to not set a deadline. Unanimous. **Motion passed.**

Commissioner Taylor suggested encumbering enough money to fix the most expensive two books. Register of Deeds McGrath stated it would cost \$40,000. It was decided to send a letter to the Delegation asking for an increase in the 2019 budget.

M/Waring to waive the formal bidding process as long as 3 quotes are received for the a/c unit, S/Taylor. Unanimous. **Motion passed.**

County Administrator Shackett stated the NH Association of Counties meeting will be here January 4<sup>th</sup> at 10am. Commissioner Waring asked for a briefing on the last meeting. Commissioner Taylor stated Rockingham County is very close to pulling out and a deal was struck that would afford the Association 2 weeks to come up with a plan for the financial bumps. County Administrator Shackett stated Rockingham County Commissioners stated they would withdraw from the Association if the two employees that work there were no longer employed there. Commissioner Waring inquired about the certification of CO's. Commissioner Taylor stated they are hoping for a reduced rate just for that purpose. Commissioner Waring requested this be tabled for the next meeting.

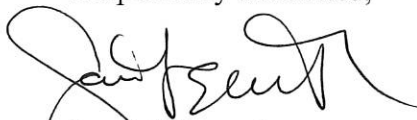
Nursing Home Administrator Richardson requested permission encumber money to purchase room signs and waive the bidding process. She stated it is not in the 2019 budget. M/DeVoy to encumber the money to purchase the room signs and waive the bidding process, S/Taylor. Unanimous. **Motion passed.**

**Public Comment:** Mike Sylvia, Belmont stated he was a little puzzled over a failing elevator. The Commissioners discussed the concern of fixing the Courthouse elevator. Commissioner Taylor stated based on the public comment he was going to heed the subtle recommendation. M/Taylor encumber the money for the elevator, S/DeVoy. Waring opposed. **Motion passed.**

**Semi-annual tour of DOC:** Postponed due to unforeseen circumstances.

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

Respectfully submitted,

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

Jamie Ellsworth  
Administrative Assistant

