



BELKNAP COUNTY COMMISSIONERS

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David DeVoy  
Chairman  
Sanbornton

Glen Waring  
Vice-Chairman  
Gilmanton

Hunter Taylor  
Clerk  
Alton

Commission Meeting Minutes  
April 16, 2020

In Attendance: Commissioners David DeVoy, Glen Waring (electronically) and Hunter Taylor (electronically). Also in attendance was Debra Shackett, County Administrator.

**Minutes:** M/Taylor to approve the April 2<sup>nd</sup> minutes, S/Waring. County Administrator Shackett called roll: Waring-yes, DeVoy-yes and Taylor-yes. Unanimous. **Motion passed.**

**Calendar:** There was no discussion on the calendar.

**Previously Signed Documents:** M/Taylor to ratify the previously signed documents, S/Waring. County Administrator Shackett called roll: Waring-yes, DeVoy-yes and Taylor-yes. Unanimous. **Motion passed.**

| Previously Signed Documents |                        |
|-----------------------------|------------------------|
| Document Date               | Document               |
| 4/1/2020                    | Payroll & A/P Manifest |
| 4/7/2020                    | Letter to the Governor |
| 4/8/2020                    | Payroll & A/P Manifest |

**Departmental Update-Dept. of Corrections:** Superintendent Gray reviewed his departmental update. The department has hired an agency nurse for 8 weeks to help fill shifts of staff out on leave. The inmate population is down but will increase once the court system starts back up. The academy for new officers has been put on hold.

There was a discussion about the Dube building and the ability keep people sent there from leaving. There will be a process put in place by HHS.

County Attorney Livernois stated his office is working toward making office completely paperless.

Sheriff Moyer had nothing new to report.

Facilities Manager Dustin Muzzey stated the staff were getting a lot of projects done especially at the Courthouse. He recommended the bid for the lavatory toilet fixtures in the jail be awarded

to Sam Mechanical. M/Waring to accept recommendation and authorize County Administrator Shackett to sign, S/Taylor. County Administrator Shackett called roll: Waring-yes, DeVoy-yes and Taylor-yes. Unanimous. **Motion passed.**

**Financial Update:** Accounting Manager Lori Sharp reviewed the cash flow. She stated the TAN is scheduled to close on May 28<sup>th</sup>. The budget reports were reviewed any large variances were noted. Accounting Manager Sharp has set up project code 40000 for Covid19 expenses. This was set up to seek reimbursement from FEMA.

The nursing home receivables continue to be collected at 96%.

**Ratify votes:** Non-union wage increase. County Administrator Shackett called roll: Waring-yes, DeVoy-yes and Taylor-yes. Unanimous. **Motion passed.**

Waive meal cost for NH employees. County Administrator Shackett called roll: Waring-yes, DeVoy-yes and Taylor-yes. Unanimous. **Motion passed.**

Commissioner DeVoy stated two letters were sent to the Governor's office and they need to ratify those votes. County Administrator Shackett called roll: DeVoy-yes, Waring-no and Taylor-yes. Commissioner Waring stated he wanted to see the letter that is being ratified. 2-1 **Motion passed.**

M/DeVoy to recess the meeting at 6:13pm, S/Taylor. County Administrator Shackett called roll: Waring-yes, DeVoy-yes and Taylor-yes. Unanimous. **Motion passed.**

Resume public meeting at 6:58pm. County Administrator Shackett called roll: Waring-yes, DeVoy-yes and Taylor-yes. Unanimous. **Motion passed.**

Commissioner DeVoy started the discussion about the incident command meetings that are being held every Tuesday and Friday at 11am. These meetings are so department heads can provide updates and no decision are being made during them. There was a discussion about members of the Board attending and the schedule. It was decided to have the meetings every Tuesday at 10am and every Friday at 10am. For the weeks that there are Thursday Commission meetings there will be no Friday 10am meetings.

Commissioner Waring inquired about the Governors recent order regarding stipends to nursing home employees. County Administrator Shackett stated any employee working more than 30 hours will get \$300/week and those working 5-30 hours/week will get \$150/week. She stated the New Hampshire Retirement will put guidance on their website soon. County Administrator Shackett stated there are questions regarding language regarding who is eligible for the stipend. There was a discussion about if a supplemental appropriation will be needed. M/Taylor accept money and get it out to staff as quick as possible and advise the Board of any problems, S/Waring. County Administrator Shackett called roll: Waring-yes, DeVoy-yes and Taylor-yes. Unanimous. **Motion passed.**

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

**Adjourn:** M/Taylor, S/Waring to adjourn at 7:28pm. County Administrator Shackett called roll: Waring-yes, DeVoy-yes and Taylor-yes. Unanimous. **Motion passed.**

Respectfully submitted,

  
Jamie Ellsworth  
Administrative Assistant

