



BELKNAP COUNTY COMMISSIONERS

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David DeVoy
Chairman
Sanbornton

Glen Waring
Vice-Chairman
Gilmanton

Hunter Taylor
Clerk
Alton

Commission Meeting Minutes
October 15, 2020

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

Commissioner Taylor stated he was at home in his kitchen with his dog.

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

Calendar: Commissioner Waring noted the budget work session needed to be added to the calendar for October 24 at 9:00 am.

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

Previously Signed Documents	
<u>Document Date</u>	<u>Document</u>
9/30/2020	Payroll & A/P Manifest
10/7/2020	Payroll & A/P Manifest

Review of 2019 Audit Report: Sheryl Stephens Burke reviewed the clean 2019 audit report. She spoke about the potential for a single audit for 2020 due to the grants that have been received for Covid19. She answered questions from the Board regarding the single audit. Ms. Stephens Burke will review current grants with County Administrator Shackett and Accounting Manager Sharp to see if a single audit will be required.

Departmental Update-County Attorney: County Attorney Andrew Livernois provided the Board with a department update. He stated he has not filled the part-time investigator position due to Covid19 but will be looking to fill it soon, as things are opening back up. County Attorney Livernois reviewed the Covid19 protocols he has put in place for the department.

Nursing Home-position conversion: Nursing Home Administrator Shelley Richardson requested converting the part-time quality assurance nurse position to full-time. She stated she would not fill the full-time 3-11 RN position. Commissioner DeVoy asked if the position was

ever full-time. Nursing Home Administrator Richardson stated it had never been full-time that other positions were helping with the workload. M/Taylor to approve the request of the Nursing Home Administrator, S/Waring. County Administrator Shackett called roll: DeVoy-yes, Waring-yes and Taylor-yes. Unanimous. **Motion passed.**

Courthouse Lease: County Administrator Shackett stated the State agreed to a 2% increase every year for 2 years. M/Waring to accept the lease and authorize the County Administrator to sign the documents, S/Taylor. County Administrator Shackett called roll: DeVoy-yes, Waring-yes and Taylor-yes. Unanimous. **Motion passed.**

Other: County Administrator Shackett stated due to the nursing home being back at phase 0 the kitchen a/c project has been put on hold. Commissioner Waring asked if a purchase order had been entered. Accounting Manager Sharp stated one had been entered.

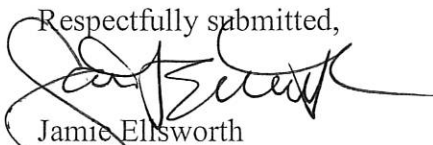
County Administrator Shackett stated the health insurance rates for 2021 will have a 4% increase.

Public Comment: Mike Sylvia, Belmont, stated the vote on the nursing position was not clear. Commissioner DeVoy stated the vote was to make the part-time position full-time.

Mr. Sylvia suggested the Board review RSA 28:8-d in regard to the Courthouse lease.

Adjourn: M/Waring to adjourn at 6:07 pm S/Taylor. County Administrator Shackett called roll: DeVoy-yes, Waring-yes and Taylor-yes. Unanimous. **Motion passed.**

Respectfully submitted,



Jamie Ellsworth
Administrative Assistant