



BELKNAP COUNTY COMMISSIONERS

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David DeVoy
Chairman
Sanbornton

Glen Waring
Vice-Chairman
Gilmanton

Hunter Taylor
Clerk
Alton

Commission Meeting Minutes
December 30, 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 dining room 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: There was no discussion.

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

Previously Signed Documents	
Document Date	Document
12/2/2020	Payroll & A/P Manifest
12/2/2020	Employee longevity letters
12/9/2020	Payroll & A/P Manifest
12/16/2020	Payroll & A/P Manifest
12/23/2020	Payroll & A/P Manifest

Corrections-Transportation Policy: Superintendent Adam Cunningham requested the Board adopt the policy authorizing County Transport and Custody Officers for BCDOC. He stated it is a joint project between the DOC and Sheriff departments. Superintendent Cunningham answered questions from the Board. M/DeVoy to adopt the policy and authorize use of RSA 30-B:25, S/Waring. County Administrator Shackett called roll: DeVoy-yes, Waring-yes and Taylor-yes. Unanimous. **Motion passed.**

Corrections-Commissary Contract: Superintendent Cunningham requested the Board approve the multi-year contract with Keefe Commissary. He stated there is no cost to the County and they will provide accounting software and kiosks to collect inmate money. M/Waring to accept the contract and authorize County Administrator Shackett to sign, S/Taylor. County

Administrator Shackett called roll: DeVoy-yes, Waring-yes and Taylor-yes. Unanimous. **Motion passed.**

Departmental Update-Nursing Home: Nursing Home Administrator Shelley Richardson reviewed the summary for the last quarter. She answered questions from the Board.

Nursing Home-request to waive purchasing policy: Nursing Home Administrator Richardson requested the Board waive the purchasing policy for the purchase of curtains, privacy curtains and bedspreads. M/Waring to waive the purchasing policy for the items requested, S/Taylor. County Administrator Shackett called roll: DeVoy-yes, Waring-yes and Taylor-yes. Unanimous. **Motion passed.**

Accept Donation-Nursing Home: Nursing Home Administrator Shelley Richardson requested the Board accept a donation received. M/Waring to approve the request to accept the donation, S/Taylor. County Administrator Shackett called roll: DeVoy-yes, Waring-yes and Taylor-yes. Unanimous. **Motion passed.**

Non-public session 91-A:3 II (I): M/DeVoy to enter into non-public session per RSA 91-A:3, II (I) for consideration of legal advice, S/Taylor. County Administrator Shackett called roll: DeVoy-yes, Waring-yes and Taylor-yes. Unanimous. **Motion passed.** At 6:01 pm the Board entered non-public session.

At 6:28 pm the Board re-entered public session.

Financial Update: Accounting Manager Lori Sharp reviewed the financial reports any large variances were noted. She stated all expenses have been reviewed with department heads. Accounting Manager Sharp stated there is a savings in the general fund from not needing to send the IDN payment.

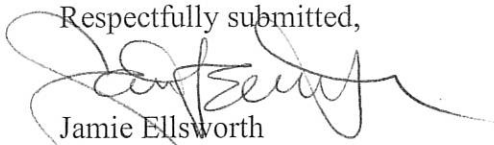
Accounting Manager Sharp reviewed the nursing home receivables and stated the billing department is doing a fine job.

Other: Commissioner Taylor and Waring thanked Commissioner DeVoy for his service and stated he would be missed.

Public Comment: There was no public comment.

Adjourn: M/DeVoy to adjourn at 6:43pm, S/ Taylor. County Administrator Shackett called roll: DeVoy-yes, Waring-yes and Taylor-yes. Unanimous. **Motion passed**

Respectfully submitted,



Jamie Ellsworth
Administrative Assistant