



BELKNAP COUNTY COMMISSIONERS

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David DeVoy
Chairman
Sanbornton

Glen Waring
Vice-Chairman
Gilmanton

Hunter Taylor
Clerk
Alton

Commission Meeting Minutes
June 18, 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 Commission meeting minutes, S/Waring. County Administrator Shackett called roll: Waring-yes, DeVoy-yes and Taylor-yes. Unanimous.
Motion passed.

Calendar: There was no discussion.

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

Previously Signed Documents	
Document Date	Document
5/20/2020	Payroll & A/P Manifest
5/27/2020	Payroll & A/P Manifest
6/3/2020	Payroll & A/P Manifest
6/10/2020	Payroll & A/P Manifest

Departmental Update-Registry of Deeds: Registry of Deeds Judy McGrath gave an update on revenues and expenses for the department. Electronic recordings are up due to COVID-19. Plat book restoration project is underway. Department is open to the public again with appropriate safety measures in place.

Departmental Update-Maintenance: Facilities Manager Dustin Muzzey provided an update on maintenance projects at the County facilities. Staff in the maintenance department will be low over the next few weeks due to planned travel and the requirements to quarantine upon return.

Award phone server bid: Facilities Manager Dustin Muzzey reviewed the proposals received for upgrading the phone servers. He recommended the bid be awarded to Statewide Communications, Inc. M/Waring to approve the recommendation of Facilities Manager Muzzey,

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 financial reports any large variances were noted. There was a discussion about COVID-19 expenses and the various grants that cover them.

Cash flow and NH Receivables were reviewed. It was noted that in April collections were 114%

Request acceptance of \$58,008 DOJ award: County Administrator Shackett requested the Board accept the award of \$58,008. M/Taylor to accept the award, S/Waring. There was a discussion about the accounting for the grant. County Administrator Shackett called roll: Waring-yes, DeVoy-yes and Taylor-yes. Unanimous. **Motion passed.**

Request permission to apply for GOFERR Healthcare System Relief Fund: It was decided to not apply for this grant.

Schedule semi-annual tour of DOC: Commission Waring suggested a waiver or extension be made due to COVID-19. Commission Taylor suggested Superintendent Gray have a video tour for the Board to see. It was decided to have County Administrator Shackett request a waiver from the Attorney General office.

Other: County Administrator Shackett reviewed the two donations received in the Nursing Home. M/Waring to accept both donations as described, S/Taylor. County Administrator Shackett called roll: Waring-yes, DeVoy-yes and Taylor-yes. Unanimous. **Motion passed.**

County Administrator Shackett reviewed the ProShare agreement and the changes in CMS requirements to have a signed agreement. She requested the Board give her authorization to sign the document. M/Taylor to authorize the County Administrator to sign the agreement, 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 to adjourn at 5:58 pm, S/Waring. County Administrator Shackett called roll: Waring-yes, DeVoy-yes and Taylor-yes. Unanimous. **Motion passed.**

Respectfully submitted,


Jamie Ellsworth
Administrative Assistant