



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
October 1, 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 office with his dog.

Minutes: M/Taylor, S/Waring to approve the September 3, 2020 minutes. County Administrator Shackett called roll: DeVoy-yes, Waring-yes and Taylor-yes. Unanimous. **Motion passed.**

M/Taylor, S/DeVoy to approve the September 17, 2020 minutes. County Administrator Shackett called roll: Waring-abstained, DeVoy-yes and Taylor-yes. Unanimous. **Motion passed.**

Calendar: There was no discussion.

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

Document Date	Document
9/3/2020	Payroll & A/P Manifest
9/10/2020	Payroll & A/P Manifest
9/16/2020	Payroll & A/P Manifest
9/23/2020	Payroll & A/P Manifest

Departmental Update-Maintenance: Facilities Manager Dustin Muzzey provided the Board with his departmental update. The Courthouse will be opening for in-person court hearings. There have been temporary changes to the courtrooms to accommodate for this.

Facilities Manager Muzzey recommended entering into an agreement with Dubois & King Inc, not to exceed \$25,000 for the Courthouse electrical engineering. M/Waring, S/Taylor to accept the recommendation. County Administrator called roll: Waring-yes, DeVoy-yes and Taylor-yes. Unanimous. **Motion passed.**

Departmental Update-Registry of Deeds: Register of Deeds Judy McGrath provided the Board with her departmental update. She stated the office is open to the public.

IT Managed Services Recommendation: County Administrator Shackett reviewed the unanimous recommendation from the committee reviewing the proposals received. M/Waring to enter a 5-year agreement with Mainstay Technologies, S/Taylor. County Administrator Shackett called roll: DeVoy-yes, Waring-yes and Taylor-yes. Unanimous. **Motion passed.**

Financial Update: Accounting Manager Lori Sharp reviewed the financial reports. Questions were answered about the Goferr grants.

Adopt revised Personnel Policy: Commissioner Waring requested vape and e-cigarettes be added to tobacco use & smoking policy. M/Waring to adopt the revised personnel policy manual with the change, S/Taylor. County Administrator Shackett called roll: DeVoy-yes, Waring-yes and Taylor-yes. Unanimous. **Motion passed.**

Ratify vote to revise membership on NHAC: The Board reconfirmed their votes to add the Nursing Home Administrator to the New Hampshire Association of Counties Executive Committee.

Allow proxy voting at NHAC meetings: There was a discussion on the process for handling proxy voting at the NHAC meetings. County Administrator Shackett will bring the agenda for the NHAC meetings to the Commission meetings.

Lease of Courthouse space to State Dept. of Corrections (Probation & Parole): County Administrator Shackett reviewed the Probation & Parole department request for a 1-year lease with a 1% increase. County Administrator Shackett will ask for a larger increase.

Schedule 2021 budget work sessions: Commissioner Waring will send County Administrator Shackett his availability. Commissioner Taylor stated they need to know the COVID expenses for next years budget.

Public Comment: Mike Sylvia, Belmont voiced his confusion regarding the NHAC and the Commissioners being members.

Adjourn: M/Taylor to adjourn at 6:41 pm, S/Waring. County Administrator Shackett called roll: DeVoy-yes, Waring-yes and Taylor-yes. Unanimous. **Motion passed.**

Respectfully submitted,



Jamie Ellsworth

Administrative Assistant