



BELKNAP COUNTY COMMISSIONERS
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Peter Spanos
Chairman
Laconia

Glen Waring
Vice-Chairman
Gilmanton

Stephen Hodges
Clerk
Alton

Commission Meeting Minutes April 17, 2023, at 5:15pm

Commissioners Present: Peter Spanos, Glen Waring, and Stephen Hodges. Also in attendance was Debra Shackett, County Administrator. The meeting was called to order at 5:16pm.

Minutes: Motion by Commissioner Waring to approve the Minutes of March 29, 2023. Second by Commissioner Hodges. Unanimous. **Motion Passed.**

Calendar: No discussion.

Previously Signed Documents: Motion by Commissioner Waring to Accept. Second by Commissioner Hodges. Unanimous. **Motion Passed.**

<u>Document Date</u>	<u>Document</u>
04/05/23	Payroll & AP Manifest
04/12/23	Payroll & AP Manifest

Department Update, Corrections: Superintendent, Adam Cunningham, provided an update on bookings, programs, training, staffing, budget, and scheduling. He also thanked the Commissioners for their support over the years as Superintendent Cunningham's last day will be June 2, 2023.

Sheriff's Request for Waiver of Purchasing Policy: Sheriff Wright asked the Commissioners to waive the Purchasing Policy for (2) Cruisers, (2) Cruiser Radios, and (2) upfits. Motion by Commissioner Hodges to allow the purchase of the cruisers from McGovern, radios from Motorola, and upfit from NEVO. Second by Commissioner Waring. Unanimous. **Motion Passed.**

Victim Advocate Grant Application: County Attorney, Andrew Livernois, asked the Commissioners for their approval to accept the grant that his office was awarded from the Department of Justice. Motion by Commissioner Spanos to Accept. Second by Commissioner Hodges. Unanimous. **Motion Passed.**

Proposed Purchasing Policy: County Administrator, Debra Shackett, asked the Commissioners to approve an updated policy that would streamline the purchasing process for Department Heads when a State Bid is available.

The Finance Director would be able to approve the request without having the Department Head attend and present at a Commissioners Meeting, thus speeding up the efficiency of the department. Motion by Commissioner Hodges to Accept. Second by Commissioner Waring. Unanimous. **Motion Passed.**

Financial Update: Finance Director, Lori Sharp, notified the Commissioners that the Treasurer will be in attendance at the Executive Committee Meeting on April 27, 2023, at 6:30pm. Brief discussion on cash flow, revenue, expenses, and receivables. The Financial Audit is still ongoing, and an update will follow at the next financial update.

Non-Union Wage Increase: County Administrator, Debra Shackett, requested authorization to implement wage increases for non-union employees for 2023. The budget was recommended and approved with a 3.6% step increase for all non-union employees based on performance evaluations on their anniversary date in that position. Motion by Commissioner Waring to Accept. Second by Commissioner Hodges. Unanimous. **Motion Passed.**

Recommendation to Award Contracts for ARPA Projects: Facilities Director, Jon Bossey presented results on two recent bids and County Administrator, Debra Shackett, presented one.

- (1) Two Zero-Turn Mowers – Bids were received from Diesel Works Center (14,763.00), MB Tractor & Equipment (19,406.00), and James R. Rosencrantz & Sons/John Deere (\$20,499.00). Bid was awarded to Diesel Works. Motion by Commissioner Hodges to Accept. Second by Commissioner Waring. Unanimous. **Motion Passed.**
- (2) Plow & Sander Package – Bids were received from Alton Motorsports (15,950.00), MB Tractor & Equipment (\$16,757.00), and Technology International (\$20,499.00). The bid was awarded to Alton Motorsports. Motion by Commissioner Hodges to Accept. Second by Commissioner Waring. Unanimous. **Motion Passed.**
- (3) Sheriff's Network Separation Equipment – Only one bid was received from Mainstay Technologies (\$38,153.00). Motion by Commissioner Waring to Accept. Second by Commissioner Hodges. Unanimous. **Motion Passed.**

ARPA Project List Review: County Administrator, Debra Shackett, and Facilities Director, Jon Bossey, provided a list of outstanding and completed projects. After a brief review, there was a discussion about the Courthouse Basement, Window Replacement, and Solar Array projects. The Commissioners agreed that they would like to move forward on the Solar Array and get a RFP done for a Consultant for the project. The basement and window projects are currently moving forward.

Other: None.

Public Comment: None.

Adjourn: – The meeting adjourned at 6:34pm.

Respectfully submitted,

Kelly Howland

Kelly Howland, Administrative Assistant