

**COUNTY OF MERRIMACK
BOARD OF COMMISSIONERS MEETING MINUTES
Monday, August 24, 2026**

Meeting conducted in person and electronically via Zoom

Location:

Old Courthouse (OCH)
163 N. Main Street
Concord, NH 03301

Zoom Meeting ID: 868 4421 4713

Passcode: 543266

Start Time: 10:00 a.m.

Present: Commissioner Trachy, Commissioner Lovlien, Commissioner Shurtleff

Staff: County Administrator Ross Cunningham, Finance Director Aaron Turner, Assistant Corrections Superintendent Jessica Riendeau, Corrections Superintendent Garrett Jewell, Nursing Home Administrator Heather Moquin, Assistant Nursing Home Administrator Ross Johnson, Human Resources Director Wendy Heath, Assistant Human Resources Director Kelly Johnson, Office Manager Deanna Fortier, Executive Coordinator Melinda Harrison, Treasurer Mary Heath, Purchasing Manager Jon Gardner, Development Coordinator Kara Coffey, Human Services Director Candice Coulter, Facilities Director Dustin Muzzey, Network Administrator Tom Trumble

Guests

Dianne Schuett, Raegan Wyman, Keith Kelly

Zoom Attendees

Paul Halvorsen, County Attorney

1. Call to Order

Chair Trachy called the meeting to order at 10:00 a.m.

The meeting opened with the Pledge of Allegiance.

a. Consent Agenda

Motion: Commissioner Lovlien moved to approve the Consent Agenda as presented.

Second: Commissioner Shurtleff.

Vote: Motion carried, 3–0.

2. Public Comment

a. None

No public comments were received.

3. County Administrator Ross Cunningham

a. County Dashboard

Staff provided an update on the County Dashboard. No significant concerns were reported.

b. Poor Farm Cemetery Renovation Proposal

Administrator Cunningham introduced Raegan Wyman of Bow High School, who has undertaken the renovation of the Poor Farm Cemetery as part of her senior project.

Ms. Wyman provided an overview of the financial aspects of the project, including options for fencing, gravestone restoration, and signage. She discussed the challenges associated with gravestone restoration, particularly the costs involved.

Ms. Wyman also outlined plans for the installation of flowers and shrubs, emphasizing the selection of native plants. The project will also involve the Katie Bentley Lilac Project.

Pricing for the plants was obtained from Black Forest Nursery, with monetary donations provided by the Coffey and Saltmarsh families. Flowers have not yet been planted, pending completion of the fencing.

Ms. Wyman presented mockups of proposed signage for the cemetery pathway. Signs are proposed for placement at the cemetery entrance and along the rail trail to draw attention to the cemetery.

The proposed fencing will mimic the existing fence and will be extended slightly to avoid the grave markers. American Fencing will install the fencing, with options including white vinyl or wood split rail fencing.

Commissioner Trachy and others discussed the advantages and disadvantages of the various fencing materials, including vinyl and wood split rail.

The fencing will be funded through the current year's budget, with gravestone restoration being considered for funding in the following year.

Historical context and the naming of the cemetery were also discussed. The cemetery has been referred to by various names over the years, including the Poor Farm Cemetery and Pauper Cemetery.

Ms. Wyman and others discussed the historical significance of the individuals buried at the cemetery. Commissioner Lovlien proposed forming a subcommittee to determine a permanent name for the cemetery.

The subcommittee will consist of Commissioner Lovlien, Development Coordinator Kara Coffey, and Treasurer Mary Heath, who has extensive knowledge of the cemetery's history.

Motion: Commissioner Lovlien moved to approve the Merrimack County Poor Farm Cemetery Renovation Plan as presented by Ms. Wyman, with the decision to use vinyl fencing and order signs upon confirmation of a new name.

Second: Commissioner Shurtleff.

Vote: Motion carried, 3–0.

4. County Administrator Ross Cunningham and Keith Kelly, Harvey Construction

a. Harvey Construction Contract

Administrator Cunningham and Mr. Kelly updated the Board on the Harvey Construction contract for construction management services for the McLeod renovation project.

Mr. Kelly explained that Harvey Construction had reduced its fee from the previous 4% to 2.5%. Discussion followed.

Motion: Commissioner Lovlien moved to approve the Harvey Construction contract with a reduced fee of 2.5%, down from the previous 4%.

Second: Commissioner Shurtleff.

Vote: Motion carried, 3–0.

5. Nursing Home Administrator Heather Moquin and Director of Social Services Amanda Alley

a. Outside Services Agreement: Behavioral Health & Therapy

Administrator Moquin and Director Alley requested approval for an outside services contract to provide psychiatric care and behavioral care plans at the nursing home.

The contract will provide in-person services from a licensed social worker to address an increase in psychiatric needs.

The contract includes annual renewal provisions with a 30-day notice period for either party.

Motion: Commissioner Lovlien moved to approve the Evolve Behavioral Health & Therapy contract at \$5,000 per month, with the goal of reducing medication usage and improving staff training.

Second: Commissioner Shurtleff.

Vote: Motion carried, 3–0.

6. Corrections Superintendent Garrett Jewell

a. SOTER Contract

Superintendent Jewell requested approval to enter into a three-year contract with SOTER RS for warranty coverage of the body scanner located in the booking department.

The cost for the extended full manufacturer's warranty for three years is \$30,000.

Motion: Commissioner Lovlien moved to approve the extension of the full manufacturer's warranty for three years with SOTER RS as presented.

Second: Commissioner Shurtleff.

Vote: Motion carried, 3–0.

7. Board of Commissioner Comments

None.

8. Unfinished Business

a. August/September Calendars

The August and September calendars were reviewed. The Community Corrections Stakeholder Open House scheduled for September 18, 2026, was noted.

9. New Business

None.

10. Staff Comment

None.

11. Non-Public Session

Motion: Commissioner Lovlien moved to enter non-public session at 10:36 a.m., pursuant to RSA 91-A: 3, II (a), Personnel.

Second: Commissioner Shurtleff.

Roll Call Vote

- Trachy – Yes
- Shurtleff – Yes
- Lovlien – Yes

Vote: Motion carried, 3–0.

Chair Trachy reconvened the public session at 11:06 a.m.

Motion: Commissioner Lovlien moved to seal the non-public minutes for five years, as divulgence could adversely affect the reputation of a person other than a Board member or render the proposed action ineffective.

Second: Commissioner Shurtleff.

Roll Call Vote

- Trachy – Yes
- Lovlien – Yes
- Shurtleff – Yes

Vote: Motion carried unanimously, 3–0. The minutes were sealed.

12. Adjournment

Motion: Commissioner Lovlien moved to adjourn at 11:06 a.m.

Second: Commissioner Shurtleff.

Vote: Motion carried unanimously, 3–0.

Approved by:

A handwritten signature in dark ink, appearing to read "Stephen Shurtleff", written in a cursive style.

Stephen Shurtleff, Clerk