County of Merrimack Board of Commissioners Meeting Minutes
Monday, July 27, 2026

*Meeting conducted in person and electronically (via Zoom) at*
*163 N. Main Street Concord, NH 03301*

*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, 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, Network Administrator Tom Trumble, Assistant Superintendent Jessica Riendeau, Facilities Director Dustin Muzzey, Purchasing Manager Jon Gardner, Development Coordinator Kara Coffey, Human Services Director Candice Coulter, IT Don Smith, Treasurer Mary Heath, Sergeant Matt Wilson, Sheriff Dave Croft, Office Manager Deanna Fortier

**Guests:** Herb Carpenter, Executive Director, Fellowship Housing Opportunities

**Zoom Attendees:**

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**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

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**2. Development Coordinator Kara Coffey**

**a. Community Development Block Grant Public Hearing**

Commissioner Trachy opened the public hearing on Progress of the Fellowship House CDBG Project at 10:01 a.m.

Clerk Shurtleff read the following:

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to $750,000 annually is available on a competitive basis for public facility projects, up to $750,000 for housing projects, up to $500,000 for economic development projects, and up to $350,000 annually is available for emergency activities. Up to $25,000 is available per planning study. All projects must primarily benefit low- and moderate-income persons. The public hearing will update the public on, and take public comment on, the progress of the Fellowship Housing, Inc. Fire Escape Improvements project.

- October 2023 Submitted request for CDBG Funding to City of Concord, NH
- November 2023 Presented request to City of Concord, NH
- December 2023 withdrew request to City of Concord, NH, and presented request to Merrimack County
- January 2024 worked on CDBG application, project narrative, and budget for project. Fayette Street Egress Budget $125,184. Chesley Street Elevator Budget $249,415 , County $24,800
- August 2024 Grant Agreement executed by NH Secretary of State. Total Grant for projects $194,300.50. FHO to contribute $194, 300.50 for total amount for projects of$388,601
- It became apparent that Chesley Street Elevator project may be too much for us to tackle and more complicated than anticipated and decided that we would work on the projects separately starting with Fayette Street. Subsequently, we decided not to work on the Chesley Street Elevator project at this time.
- April 2025 Team Engineering completed work for Fayette Street Egress Project for a cost of $2,000
- June 2025 SRW Environmental Consulting, LLC completed work on Environmental study at Fayette Street Egress Project for a cost of $5,000
- September 2025 agreed to work with JH Spain on Fayette Street Egress Project. Originally cost estimate was $93,876 with change order of $21,600 for a total cost of$115,476
- November 2025 work began on Fayette Street Egress Project
- Total cost of project was $122,476 of which $61,238 was paid by the Grant and $61,238 was paid by Fellowship Housing Opportunities, Inc.
- July 2026 100% complete

Commissioner Trachy opened the public comment period at 10:05 a.m. It was noted that no comments had been received by telephone or written communication prior to the meeting. Commissioner Trachy asked if there were any comments from the public present at the meeting. With no public comments brought forward, Commissioner Trachy closed the public comment period at 10:06 a.m.

Commissioner Trachy closed the public hearing session at 10:06 a.m.

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**3. Public Comment:** None**.**

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**4. Sheriff David Croft and Sergeant Matt Wilson**

**a. Highway Safety Grant**

The Sheriff's Office is seeking approval to apply for the Highway Safety Grant to support countywide enforcement patrols and the purchase of a Radar Enforcement Trailer. The trailer collects and compiles data on high and low speeds, time of day, acceleration and deceleration, and other traffic-related information. The trailer may also be utilized throughout the County's cities and towns as needed to support enforcement efforts.

The County Commissioners, in a majority vote, accepted the terms of the Highway Safety Grant as presented in the amount of $8,500.00, and the amended grant terms in the amount of $8,764.20 as presented in the Grant Agreement Amendment Notice for an adjusted total grant limitation of $17,264.20.

**Motion:** Commissioner Lovlien moved to approve and accept the terms of the Highway Safety Grant as presented.
**Second:** Commissioner Shurtleff
**Vote:** All in favor, 3–0

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**5. Finance Director Aaron Turner**

**a. Budget Memo and Timeline**

A memo outlining specific budget items, along with the Board of Commissioners' goals for the current budget year, was presented. A budget timeline similar to the previous year was also presented. Commissioners commented that the outline and memo were helpful to newly elected county representatives.

Commissioner Lovlien asked how the County plans to approach the budget, particularly regarding potential increases. Finance Director Turner explained that the goal is to keep the budget as level as possible while allowing for reasonable increases. Staff are also compiling information on other counties and their budgeting practices for comparison.

**Motion:** Commissioner Lovlien moved to approve the budget memo and proposed schedule as presented.
**Second:** Commissioner Shurtleff
**Vote:** All in favor, 3–0

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**6. County Administrator Ross Cunningham**

**a. County Dashboard**

Staff provided an update on the County dashboard; no significant concerns were reported. Finance Director Turner noted the positive impact of property revenue and additional funding anticipated from the State.

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**7. Board of Commissioner Comments**

**a.** Commissioner Lovlien inquired about the use of agency staff at MCNH and whether agency staff are scheduled to fill open shifts before providing other staff members the opportunity to fill them. He asked when the agency contracts are up for renewal and whether a cancellation flexibility clause could be included. He noted that he had seen this issue referenced in the Nursing Home newsletter.

Nursing Home Administrator Moquin explained that the County has the ability to cancel contracts early, which would occur if agency staff were no longer needed. She clarified that agency staff are contracted for specific shifts. Other staff have the ability to fill open shifts when available; however, they cannot fill shifts that are not available or filled with agency staff per contract.

Following discussion, it became apparent that information in the newsletter, along with a possible learning curve with UKG, contributed to some initial confusion regarding scheduling and the availability of open shifts. Administrator Moquin noted that information regarding scheduling has been clarified and resolved with staff.

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**8. Unfinished Business**

**a**. July and August meeting calendars were reviewed.
**b.** The Department of Corrections walkthrough went well, with a letter being completed and submitted in accordance to semi-annual requirements.

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## 9. New Business

None.

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## 10. Staff Comments

None.

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## 11. Non-Public Session

**Motion:** Commissioner Lovlien moved to enter non-public session at 10:19 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

Chairman Trachy reconvened the public session at 10:57 a.m.

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## 12. Adjournment

**Motion:** Commissioner Lovlien moved to adjourn at 10:58 a.m.
**Second:** Commissioner Shurtleff
**Vote:** Motion carried unanimously, 3–0

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**Approved by:**

Stephen Shurtleff, Clerk