MERRIMACK COUNTY

Meeting will be conducted in person and electronically via Zoom

BOARD OF COMMISSIONERS

MEETING AGENDA

Location: 333 Daniel Webster Highway, Suite 2, Boscawen, NH 03303
Zoom Access: Meeting ID: 868 4421 4713 | Passcode: 543266
Date: Monday, September 14, 2026
Time: 10:00 a.m.

AGENDA

1. Open Meeting – Pledge of Allegiance

a. Consent Agenda – Approval

2. Non-Public Session – As per RSA 91-A:3, II(i) – Security

3. Public Comment

4. County Administrator Ross Cunningham

a. Dashboard – Review

5. Nursing Home Administrator Heather Moquin & HR Director Wendy Heath

a. Educational Reimbursement – Approval

6. HR Director Wendy Heath

a. Educational Reimbursement Policy Revision – Approval

7. Director of Administrative Services Jen Ridlon

a. MCNH Bad Debt Write-Off – Approval

8. Facilities Director Dustin Muzzey, Facilities Engineer Chris Peterson and Purchasing Manager Jon Gardner

a. McLeod Renovations Engineering Services – Approval

9. Board of Commissioners Comments

10. Unfinished Business

a. September/October Calendars

11. New Business

12. Staff Comments

13. Non-Public Session – As per RSA 91-A:3, II(a) – Personnel

14. Adjourn Meeting

Commissioners Consent Agenda

9-14-26

Previous Meeting Minutes

- August 24, 2026
- August 25, 2026
- September 3, 2026

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

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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. Public Comment

a. None

No public comments were received.

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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.

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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.

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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.

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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.

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7. Board of Commissioner Comments
None.

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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.

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9. New Business
None.

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10. Staff Comment
None.

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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.

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12. Adjournment

Motion: Commissioner Lovlien moved to adjourn at 11:06 a.m.
Second: Commissioner Shurtleff.
Vote: Motion carried unanimously, 3–0.

Approved by:

Stephen Shurtleff, Clerk

DRAFT

BOARD OF COMMISSIONERS MEETING MINUTES

August 25, 2026

Location: 333 Daniel Webster Highway, Suite 2, Boscawen, NH 03303
Start Time: 4:00 p.m.

PRESENT

Commissioner Trachy
Commissioner Lovlien
Commissioner Shurtleff

STAFF PRESENT

County Department Heads and Elected Officials

1. CALL TO ORDER

Chair Trachy called the emergency meeting to order at 4:00 p.m.

2. NON-PUBLIC SESSION

Motion: Commissioner Lovlien moved to enter into non-public session at 4:02 p.m. in accordance with RSA 91-A:3, II(i) security matters.

Second: Commissioner Shurtleff.

Roll Call Vote:

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

Vote: Motion carried, 3-0.

Chair Trachy reconvened the public session at 4:38 p.m.

Commissioner Lovlien moved to seal the non-public minutes for five years, as disclosure 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, 3-0. The minutes were sealed.

3. ADJOURNMENT

Commissioner Lovlien moved to adjourn the meeting at 4:39 p.m. The motion was seconded by Commissioner Shurtleff.

Vote: Motion carried, 3-0.

APPROVED BY:

Stephen Shurtleff
Clerk

DRAFT

BOARD OF COMMISSIONERS MEETING MINUTES

September 3, 2026

Location: 333 Daniel Webster Highway, Suite 2, Boscawen, NH 03303
Start Time: 1:00 p.m.

PRESENT

- Commissioner Trachy
- Commissioner Lovlien
- Commissioner Shurtleff

STAFF PRESENT

County Administrator Ross Cunningham, Network Administrator Tom Trumble, IT Specialist Don Smith, Finance Director Aaron Turner, Development Coordinator Kara Coffey, Executive Coordinator Melinda Harrison, Office Manager Deanna Fortier, Assistant HR Director Kelly Johnson, HR Director Wendy Heath, County Attorney Paul Halvorsen, Corrections Superintendent Garrett Jewell, Assistant Superintendent Jessica Riendeau, Purchasing Manager Jon Gardner, Nursing Home Administrator Heather Moquin, Director of Administrative Services Jen Ridlon, Computer Training Manager Virginia Evans, Facilities Director Dustin Muzzey, Human Services Director Candice Coulter, Major Tom DeAngelis, and Major Keith Sawyer.

ZOOM ATTENDEES

Register Samantha Morse, Sheriff David Croft.

1. CALL TO ORDER

Chair Trachy called the meeting to order at 1:00 p.m.

The meeting opened with the Pledge of Allegiance.

2. PUBLIC COMMENT/STAFF COMMENT

No public comments were received.

3. NON-PUBLIC SESSION

Motion: Commissioner Lovlien moved to enter into non-public session at 1:05 p.m. in accordance with RSA 91-A: 3, II (i).

Second: Commissioner Shurtleff.

Roll Call Vote:

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

Vote: Motion carried, 3-0.

Chair Trachy reconvened the public session at 2:40 p.m.

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

Second: Commissioner Shurtleff.

Roll Call Vote:

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

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

4. ADJOURNMENT

Commissioner Lovlien moved to adjourn the meeting at 2:42 p.m. The motion was seconded by Commissioner Shurtleff.

Vote: Motion carried, 3-0.

APPROVED BY:

Stephen Shurtleff
Clerk

DRAFT

NURSING HOME - as of 9/4/26	
Average Census	270
Average Skilled (Medicare A) Census	18
Private ($500 / $515)	43
% occupancy	95.00%
Waitlist	43
Pending Medicaid	35
Approved/Sched. to Admit	0

GERRISH MANOR	
Licensed Beds	33
Census	32
Medicaid	13
Private	19
Waitlist/Inquiries	53
Pending Admissions	0

CORRECTIONS - as of 9/8/26	
Population	232
Federal	82
Sentenced	35
SOAR	
SOAR Participants	14
SOAR Participants (YTD)	62
SUMMIT	
SUMMIT Participants	9
SUMMIT Participants (YTD)	82
PRETRIAL	
Clients (current total)	137
ORAS - High Risk	39%
DIVERSION	
Clients (current total)	131
Restitution Cases	38
OTHER:	
Electronic Monitoring	19
Veteran Court Clients	4
Recovery Court Clients	0
Mental Health Court Clients	5

HUMAN SERVICES - as of 09/09/26	
Navigation	
2026 New Referrals	318
Open Cases (current total)	124
Closed Cases in 2026	268
FINANCE - YTD as of July 2026	
Expense (actual vs projected	3.2% Under
Revenue (actual vs projected	2.3% Over
Available Cash, Current	$24.2M

HUMAN RESOURCES	
RECRUITMENT - DOC & MCNH	
New Hires	*CURR/YTD*
CO - FT	1-15
LNA - FT	1-5
LNA - PDH	3-35
RN - FT	0-2
RN - PDH	0-12
LNA Trainee	5-15
Recruitment	*CURR/YTD*
New Hire Screens	25-470
Applicants	85-1245
Terms	*CURR/YTD*
2026 New Hire	1-14
2026 All Other	5-95
FT Vacancies DOC & MCNH	*CURR*
CO	37
LNA	60
RN	13
Recruiting 15 titles	

COUNTY of MERRIMACK BOARD OF COMMISSIONERS

AGENDA ITEM

SUBJECT: Educational Reimbursement

DATE: September 14, 2026

Overview: Nursing Home Administrator and Human Resources Director are requesting approval for employee education reimbursement per the County's Educational Reimbursement Policy for tuition paid by an employee currently enrolled in a Master of Social Work (MSW) program at Colby Sawyer College.

Objective: Requesting approval to reimburse full-time Social Worker, Elizabeth Taylor $4,200 for the cost of tuition paid for two courses; Social Work Skills Lab II and Social Research & Evaluation courses which are part of her MSW program requirement.

Wendy Heath, HR Director

Requestor

9/14/2026

Date

Stuart D. Trachy, Chair

David M. Lovlien Jr., Vice Chair

Stephen Shurtleff, Clerk

County of Merrimack County
Educational Reimbursement
Application

Employee Section

Employee Name: Elizabeth Taylor

Department: Social Services

College Attending: Colby Sawyer College

Degree Working Toward: Masters in Social Work

Cost of Course: $4200.00

Course Title: (1) Social Work Skills Lab II

(2) Social Work Research + Eval

(Maximum of one course per semester, two courses per year)

Starting Date of Course: (1) Summer 5/11/26 - 7/2/26

(2) Summer 7/6/26 - 8/27/26

Educational Reimbursement Funds must be budgeted by Department in order for funds to be available.

Department Head Section

Signature of Approval by Department Head: Amanda Alley Manager

Date Approved: 3/12/2026

Human Resources Section

Employee Date of Hire: 11/30/2020 Position: Social Worker

Prior Educational Reimbursement Total: 0

Date Approved by Board of Commissioners: _____

Grade Received: Course Title 1 A Course Title 2 A-

Date Reimbursement Processed: _____

Approved by BOC: 5/27/04; 12/22/05, 9/30/14

COUNTY of MERRIMACK BOARD OF COMMISSIONERS

AGENDA ITEM

SUBJECT: Educational Reimbursement Policy

DATE: September 14, 2026

Overview: The County management team has made proposed revisions and updates to the County's Education Assistance Policy and Application form, please see attached.

Objective: To obtain approval for revisions and updates to the County's Education Assistance Policy, Application form and reimbursement process. Future approvals for reimbursement per the revised policy by the Department Head and Human Resources Director will be placed on the BOC Consent Agenda for final approval of the Board.

Wendy Heath, HR Director

Requestor

9/14/2026

Date

Stuart D. Trachy, Chair

David M. Lovlien Jr., Vice Chair

Stephen Shurtleff, Clerk

~~Education Assistance~~ **Tuition Reimbursement**

Merrimack County offers eligible regular full-time employees the opportunity for reimbursement for adult education or university programs up to two courses per calendar year.

The County of Merrimack, subject to availability of department budget funds, shall reimburse certain educational expenses to an employee who is enrolled in ~~adult education or university~~ **higher education** programs for a maximum of one course ~~a~~ **each** semester, but not more than two ~~such~~ courses per **calendar** year and subject to the following criteria;

1. The employee is a full-time employee (35 or more hours per week) with at least one year of service, and continues employment through the completion of the course; and

2. The course is job **related, part of a job related degree program requirement or** reflects on improved job performance; and

3. A ~~formal~~ **Tuition Reimbursement** Application **for each course** is submitted along with written **letter of** recommendation from the department head ~~for approval by the Board of Commissioners prior to enrollment~~; and

4. A grade of "C" or better, or credit in a credit/no credit class, is attained on adult education or undergraduate work and "B" or better on graduate work.

5. **Maximum reimbursement per calendar year is $5,250, the IRS maximum for non-taxable education benefits.**

Upon completion of the course, the **Tuition Reimbursement Application,** grade received and proof of tuition payment must be submitted to the Human Resources Director **within 60 days of the course completion date.** The County will then reimburse the employee for 100% of the cost of tuition. **Reimbursement will be coordinated with other grants or scholarships, regardless of source so employees will not receive more than 100% of tuition on any approved course. Merrimack County will be the second payee covering only the difference of what other grants or scholarships do not cover. Employees must indicate on the Application if they have received any other tuition benefits and documentation shall be required.** The cost of supplies, transportation, registration fee, and other expenses must be paid by the employee **and are not eligible for reimbursement.**

The ~~Educational~~ **Tuition** Reimbursement Program pertains to studies taken voluntarily by the employee outside working hours and does not refer to courses which the employee is designated to attend by the County. ~~Attendance at other workshops, training seminars and conferences appropriate to the employee's performance of his or her job shall be approved by the appropriate department head~~

~~General studies courses taken by employees towards a degree will not be eligible for this benefit.~~ **Tuition** Reimbursement ~~of approved benefit~~ is subject to availability of department budget funds **and will be considered by Department Head prior to approval.**

While the County is interested in aiding employees to improve or extend their job skills through outside education, participation in the program in no way implies any guarantee of advancement in position or wages.
Please see ~~Educational~~ **Tuition** Reimbursement Application. For more information, please see Human Resources or the Employee Portal.
Merrimack County Non-Union Employee Handbook, 1/1/2026

County of Merrimack
Tuition Reimbursement Application

Employee Name:_____

Department:_____

~~College Attending~~**Educational Institution:**_____

Degree **Program**~~Working Toward~~:_____

Course Title: _____

Cost of Course:_____

Are you applying or have received financial assistance for tuition from any other source?
YES_____ NO____
If YES, please describe other Financial Assistance Applied:_____

(Maximum of one course per semester, two courses per year, $5,250 maximum per calendar year)

~~Starting Date of~~ Course **Dates (begin/end):**_____

Tuition Reimbursement Funds must be budgeted by Department in order for funds to be available. Failure to submit complete application, grade and proof of tuition payment within 60 days of the course completion date may result in forfeiture of reimbursement eligibility for that course.

I certify that I am not applying for and/or do not expect to receive any additional financial assistance other than as noted above. I agree to return to the County any reimbursement from the County for amounts in excess of the cost of the course should other financial assistance become available to me.

_____ _____
Employee's Signature **Date**

_____ _____
Department Head **Signature** **Date**

_____ _____
Human Resources Director Signature **Date**

Approved by BOC: 5/27/04, 12/22/05, 9/30/14

COUNTY of MERRIMACK BOARD OF COMMISSIONERS

AGENDA ITEM

SUBJECT: **Approval for Bad Debt write off for uncollectible account**

DATE: **September 8, 2026**

Overview: MCNH has budgeted $150,000.00 annually in the 2026 budget to write off aging uncollectible accounts..

Objective: $64,348.49 has been identified as uncollectible aging accounts in Quarter 3 2026. Of this total over 47,000.00 is on a single account which we have secured a property lien. This balance will be paid upon refinance or sale of the property, given the potential for multiple years to lapse before sale the decision was made to remove the balance from our aging.

Jen Ridlon, Director of Admin Svc.

Requestor

Click or tap here to enter text.

Date

Stuart D. Trachy, Chair

David M. Lovlien Jr., Vice Chair

Stephen Shurtleff, Clerk

Account Summary - Batch #2013 --Bad Debt Write Off

GL Account #	GL Account Description	Debit	Credit
02114411.604	Bad Debt	$64,348.49	
02113404.075	A/R - Medicare B		$678.29
02113404.076	A/R - Physician Billing		$105.01
02113404.072	A/R - Private Pay		$51,665.28
02113404.070.3	A/R-Medicaid Patient Liability		$11,879.71
02113404.075.2	A/R-Medicare B coins from Ins		$20.20
	Grand Total	**$64,348.49**	**$64,348.49**

COUNTY of MERRIMACK BOARD OF COMMISSIONERS

AGENDA ITEM

SUBJECT: McLeod Renovations Engineering Services

DATE: 9/4/26

Overview: *On 7/31/26 the County issued a solicitation seeking proposals from qualified engineering firms for eight individual disciplines (mechanical, electrical, plumbing, fire protection, structural, civil, geotechnical, and landscape architecture). Firms were allowed to submit to as many, or as few, of the disciplines required for the project.*

As the renovation of a 50 year old building is a complicated one, the County requested firms with Assisted Living Facility experience and renovations of existing facilities greater than 100,000 sqft in size. Additionally, firms were required to attend a mandatory site tour with the County and its Architect.

When the solicitation was due, the County received proposals from ten (10) well qualified firms. The Evaluation Committee reviewed and scored the responses, in accordance with the set Criteria, and the Rating Matrices are attached with key finding listed below;

Mechanical/Electrical/Plumbing and Fire Protection (MEP-FP)
It was quickly determined that grouping MEP-FP together would provide cost and time savings to the project by streamlining project management, eliminating design conflicts early and reducing administrative costs. Proposals were received from CES, CSI, IMEG and McFarland Johnson (MFJ). CES and CSI had significant exceptions (listed in the attachments) which, unfortunately, made the apples to apples comparison of the cost evaluation not feasible, leaving IMEG and MFJ. While both are very well qualified, the Evaluation Team felt McFarland Johnson provided the best overall balance of Assisted Living/Nursing Home and occupied-facility renovation experience, Scope alignment, detailed construction-phase services, and direct experience with SMP and the County.

Structural
Gale, IMEG, MFJ and TF Moran submitted proposals for structural engineering services and TF Moran and Gale were standouts, Gale for having a dedicated wall envelope division and TF Moran for its solid history of providing excellent services to the County.

Civil
Gale, Hoyle Tanner, IMEG and Wilcox & Barton all submitted civil engineering proposals for the project and here, while all being very well qualified, Hoyle and Tanner was the standout for their previous experience with the County and their low cost submission.

Landscape Architecture
IMEG and Ironwood were the only two respondents for the landscape architecture services. Again, both very well qualified but Ironwood was the standout based on price.

Objective: *Receive Board of Commissioner's approval to contract the following: McFarland Johnson for MEP-FP Services in the amount of $750,000, TF Moran for Structural Engineering Services in the amount of $210,000, Hoyle Tanner for Civil Engineering Services in the amount of $64,440, and Ironwood for Landscape Architecture services in the amount of $43,945.*

Jonathan Gardner

Requestor

9/4/26

Date

Stuart D. Trachy, Chair

David M. Lovlien Jr., Vice Chair

Stephen Shurtleff, Clerk

Rating Factor	Weight	RFP20260731 - Engineering Services Mechanical, Electrical, Plumbing and Fire Protection									
		CES		CSI		IMEG		McFarland Johnson			
		Score	Weighted Score	Score	Weighted Score	Score	Weighted Score	Score	Weighted Score	Score	Weighted Score
Proposal Price	0.50	0	0.00	0	0.00	2.5	1.25	3.5	1.75		0.00
Qualifications, Experience, References	0.50	5	2.50	4	2.00	5	2.50	5	2.50		0.00
	0.00		0.00		0.00		0.00		0.00		0.00
	0.00		0.00		0.00		0.00		0.00		0.00
	0.00		0.00		0.00		0.00		0.00		0.00
TOTALS	**1.00**	**2.50**		**2.00**		**3.75**		**4.25**		**0.00**	

Rating Factor Legend	Description	Weight	Instructions:	Enter a score (0 to 5) in the each of the five evaluation criteria boxes:
Proposal Price	competitive, reasonable considering project goals	0.50	0	Totally unresponsive, does not meet minimum requirements.
Qualifications, Experience and References	Qualifications, Applicable Experience, References	0.50	1	Well below average, barely meets minimum requirements.
		0.00	2	Slightly below average, meets minimum requirements.
		0.00	3	Average, meets minimum requirements, exceeds minimum requirements in some areas.
		0.00	4	Above average, exceeds minimum requirements in many or all areas.
	Total	**1.00**	5	Outstanding, far exceeds minimum requirements in most or all areas.

Review Committee:

Dustin Muzzey, Chris Peterson

Anthony Mento, Keith Kelley

Jonathan Gardner

Review Date:

Month	*Day*	*Year*
9	3	2026

Notes:

Rating Factor	Weight	RFP20260731 - Engineering Services Structural									
		Gale		IMEG		McFarland Johnson		TF Moran			
		Score	Weighted	Score	Weighted	Score	Weighted	Score	Weighted Score	Score	Weighted
Proposal Price	0.50	3	1.50	3	1.50	2	1.00	4	2.00		0.00
Qualifications, Experience, References	0.50	5	2.50	4	2.00	2	1.00	5	2.50		0.00
	0.00		0.00		0.00		0.00		0.00		0.00
	0.00		0.00		0.00		0.00		0.00		0.00
	0.00		0.00		0.00		0.00		0.00		0.00
TOTALS	**1.00**	**4.00**		**3.50**		**2.00**		**4.50**		**0.00**	

Rating Factor Legend	Description	Weight	Instructions:	Enter a score (0 to 5) in the each of the five evaluation criteria boxes:
Proposal Price	competitive, reasonable considering project goals	0.50	0	Totally unresponsive, does not meet minimum requirements.
Qualifications, Experience and References	Qualifications, Applicable Experience, References	0.50	1	Well below average, barely meets minimum requirements.
		0.00	2	Slightly below average, meets minimum requirements.
		0.00	3	Average, meets minimum requirements, exceeds minimum requirements in some areas.
		0.00	4	Above average, exceeds minimum requirements in many or all areas.
	Total	**1.00**	5	Outstanding, far exceeds minimum requirements in most or all areas.

Review Committee:

Dustin Muzzey, Chris Peterson,

Anthony Mento, Keith Kelley

Jonathan Gardner

Review Date:

Month	*Day*	*Year*
9	3	2026

Notes:

Rating Factor	Weight	RFP20260731 - Engineering Services Civil									
		Gale		Hoyle Tanner		IMEG		Wilcox & Barton			
		Score	Weighted	Score	Weighted	Score	Weighted	Score	Weighted Score	Score	Weighted
Proposal Price	0.50	2	1.00	5	2.50	3	1.50	3	1.50		0.00
Qualifications, Experience, References	0.50	4	2.00	4	2.00	4	2.00	4	2.00		0.00
	0.00		0.00		0.00		0.00		0.00		0.00
	0.00		0.00		0.00		0.00		0.00		0.00
	0.00		0.00		0.00		0.00		0.00		0.00
TOTALS	**1.00**	**3.00**		**4.50**		**3.50**		**3.50**		**0.00**	

Rating Factor Legend	Description	Weight	Instructions:	Enter a score (0 to 5) in the each of the five evaluation criteria boxes:
Proposal Price	competitive, reasonable considering project goals	0.50	0	Totally unresponsive, does not meet minimum requirements.
Qualifications, Experience and References	Qualifications, Applicable Experience, References	0.50	1	Well below average, barely meets minimum requirements.
		0.00	2	Slightly below average, meets minimum requirements.
		0.00	3	Average, meets minimum requirements, exceeds minimum requirements in some areas.
		0.00	4	Above average, exceeds minimum requirements in many or all areas.
	Total	**1.00**	5	Outstanding, far exceeds minimum requirements in most or all areas.

Review Committee:

Dustin Muzzey, Chris Peterson,

Anthony Mento, Keith Kelley

Jonathan Gardner

Review Date:

Month	*Day*	*Year*
9	3	2026

Notes:

Rating Factor	Weight	RFP20260731 - Engineering Services Landscape Architect									
		IMEG		Ironwood							
		Score	Weighted	Score	Weighted	Score	Weighted	Score	Weighted Score	Score	Weighted
Proposal Price	0.50	2	1.00	4	2.00		0.00		0.00		0.00
Qualifications, Experience, References	0.50	4	2.00	4	2.00		0.00		0.00		0.00
	0.00		0.00		0.00		0.00		0.00		0.00
	0.00		0.00		0.00		0.00		0.00		0.00
	0.00		0.00		0.00		0.00		0.00		0.00
TOTALS	**1.00**	**3.00**		**4.00**		**0.00**		**0.00**		**0.00**	

Rating Factor Legend	Description	Weight	Instructions:	Enter a score (0 to 5) in the each of the five evaluation criteria boxes:
Proposal Price	competitive, reasonable considering project goals	0.50	0	Totally unresponsive, does not meet minimum requirements.
Qualifications, Experience and References	Qualifications, Applicable Experience, References	0.50	1	Well below average, barely meets minimum requirements.
		0.00	2	Slightly below average, meets minimum requirements.
		0.00	3	Average, meets minimum requirements, exceeds minimum requirements in some areas.
		0.00	4	Above average, exceeds minimum requirements in many or all areas.
	Total	**1.00**	5	Outstanding, far exceeds minimum requirements in most or all areas.

Review Committee:

Dustin Muzzey, Chris Peterson,

Anthony Mento, Keith Kelley

Jonathan Gardner

Review Date:

Month	*Day*	*Year*
9	3	2026

Notes:

September 2026

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5	6
7 **COUNTY HOLIDAY**	8	9	10	11	12	13
14 **BOC MTG AT 10AM - BOSCAWEN**	15	16	17	18 **12PM - Community Corrections Stakeholder Open House**	19	20
21	22	23	24	25	26	27
28 **BOC MTG AT 10AM - CONCORD**	29	30				

OCTOBER 2026

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
5	6	7	8	9	10	11
12 **COUNTY HOLIDAY**	13 **BOC MTG @ 10AM - BOSCAWEN**	14	15	16	17	18
19	20	21	22	23	24	25
26 **BOC MTG @ 10AM - CONCORD**	27	28	29	30	31	