

MERRIMACK COUNTY
NEW HAMPSHIRE



ANNUAL REPORT

FISCAL YEAR 2023

January 1st - December 31st

TABLE OF CONTENTS

County Directory	2
Delegation/Executive Meetings	5
Board of Commissioners Highlights	28
Human Resources	29
Nursing Home	30
Register of Deeds	31
Sheriff's Office	32
Advocacy Center	33
Corrections	35
Attorney's Office	36
Human Services	37
UNH Cooperative Extension	39
Treasurer	41
County Budget & Auditor's Report	43

COUNTY DIRECTORY
OFFICERS AND DEPARTMENT HEADS
(2023)

County Commissioners

Tara Reardon, Chair, Concord
Stuart D. Trachy, Vice Chair, Franklin
David M. Lovlien Jr., Clerk, Pembroke

County Administrator

Ross L. Cunningham

County Treasurer

Mary R. Heath, Salisbury

Finance Director

Aaron Turner

Human Resources Director

Sara A. Lewko

County Attorney

Paul Halvorsen

Sheriff

David Croft

Register of Deeds

Erica S. Davis

Nursing Home Administrator

Heather Moquin

Corrections Superintendent

Travis Cushman

UNH Cooperative Extension

Melissa Lee

Advocacy Center

Jessica Riendeau

Human Services

Kara Coffey

MERRIMACK COUNTY TOWNS BY DISTRICT

DISTRICT ONE

Bow
Concord

DISTRICT TWO

Andover
Boscawen
Bradford
Canterbury
Chichester
Franklin
Danbury
Hill
Loudon
New London
Newbury
Northfield
Salisbury
Sutton
Warner
Webster
Wilmot

DISTRICT THREE

Allenstown
Dunbarton
Epsom
Henniker
Hooksett
Hopkinton
Pembroke
Pittsfield

MEMBERS OF THE NEW HAMPSHIRE HOUSE OF REPRESENTATIVES

(2023)

ANDRUS, LOUISE*
AURES, CYRIL
AYLWARD, DEBORAH
BOYD, STEPHEN
BRENNAN, ANGELA
CAMBRILS, JOSE
CAPLAN, TONY
CAREY, LORRIE
EBEL, KAREN*
GALLAGER, ERIC
GERHARD, JASON*
GIBBS, MERRYL
GOULD, SHERRY
HALL, MURIEL
HICKS, MATTHEW
HILL, GREGORY
HOELL, JR
LANE, CONNIE
LEAVITT, JOHN
LUNEAU, DAVID*
MACKAY, JAMES*
MASON, JIM
MCGUIRE, CAROL
MCGUIRE, DANIEL
MCWILLIAMS, REBECCA
MOFFETT, MICHAEL*
MYLER, MEL
PAYEUR, STEPHANIE
POLOZOV, YURY
RICHARDS, BETH
ROESENER, JAMES
SCHAMBERG, TOM*
SCHUETT, DIANNE*
SCHULTZ, KRIS
SEAWORTH, BRIAN*
SEE, ALVIN
SHURTLEFF, STEPHEN*
SOUCY, TIMOTHY
TESTERMAN, DAVE*
TURCOTTE, ALLISON
WALLNER, MARY JANE
WALSH, THOMAS
WOLF, DANIEL
WOOD, CLAYTON

DELEGATION OFFICERS

Dianne Schuett, Chair
Dave Luneau, Vice Chair
Thomas Schamberg, Clerk

**EXECUTIVE COMMITTEE
OFFICERS**

James MacKay, Chair
Karen Ebel, Vice Chair
Michael Moffett, Clerk

* Executive Committee Member

Delegation Meeting Minutes

Minutes - PUBLIC HEARING AND DELEGATION MEETING
3-10-23 @ 10am - 163 North Main Street, Concord, NH.

Chairman Schuett called the public hearing to order at 10:07am

First order of business, Pledge of Allegiance.

Chairman Schuett called upon Clerk Representative Tom Schamberg to read the public notice for the public hearing. Notices for meetings were duly noted in the House Calendar, Concord Monitor and County website.

Chairman Schuett called upon County Administrator Ross Cunningham to present a summary of the 2023 proposed budget - PowerPoint

County Administrator Ross Cunningham presented a summary of the 2023 budget and explained after considerable discussions, the 2023 budget has been amended since the time of the meeting mailing.

Administrator Cunningham further explained that the NCEU supervisor's contract for the department of corrections was voted on this week by the NCEU and Commissioners. Supporting documentation was provided and discussed.

Also discussed, was the 2023 budget and the impact it may have on the tax rate. Finance Director Turner and I reviewed funding sources that are likely to change over the next year in a positive direction.

A recommendation was brought to the Commissioners which would bring the tax rate down from 2.76% to 1.36%. This recommendation was unanimously approved by the Board. Discussion followed.

County Administrator presented the 2023 PowerPoint presentation and explained each slide in detail.

Chairman Schuett called upon Sheriff David Croft to present a summary of a tentative agreement with the NEPBA for the Sheriff's Office.

Sheriff David Croft explained:

Current contract ended 12/31/22

2 year contract

Staying competitive with market in regard to starting wages

36 NEPBA Bargaining Unit Positions

2023 wage breakdown: \$190,931, other wage costs \$26,468, Holiday Bonuses \$3,000 for a total of \$160,399

2024 wage breakdown: \$165,872, other wage costs \$32,657, Holiday Bonuses \$3,000 for a total of \$201,529

Chairman Schuett called upon Corrections Superintendent Travis Cushman to present a summary of a tentative agreement with the NCEU for Department of Corrections.

Superintendent Travis Cushman explained:

Current contract ended 12/31/22

Change in sick leave maximum accumulation from 866.25 hours to 470.25 hours and removed the limit on pay out of sick leave accruals upon retirement.

Two year contract January 1, 2023 through December 31, 2024

17 Full-Time employees (5 Lieutenants, 12 Sergeants)

2023 wage breakdown: Wages \$38,608, optional health benefit \$6,000, retirement health, insurance benefit \$0, Overtime shift premium benefit ARPA funds for a total of \$44,608

2024 wage breakdown: Wages \$121,671, optional health benefit \$6,000, retirement health, insurance benefit \$0, overtime shift premium benefit ARPA funds for a total of \$127,671

Chairman Schuett explained the next order of business is the annual adoption of the Grant Resolution. This resolution first came in front of the Delegation for approval in 2016. Authorization of this resolution will effectively allow the Board of Commissioners to apply for state, federal, local governments and other non-profit agencies grant dollars to aid in the effective operation and expended services of our functions as a County.

Sheriff Croft presented information regarding an increase in fees of Sheriffs and Deputy Sheriffs under NH RSA 104:31. Discussion followed.

Chairman Schuett asked if any member of the public wished to comment.

Seeing none, public hearing was closed at 11:01am

Chairman Schuett opened the Delegation meeting at 11:02am and asked Clerk Representative Tom Schamberg to read the public notice for the meeting.

Clerk Schamberg called roll with the following Representatives present: Andrus, Aures, Aylward, Brennan, Cambrils, Ebel, Ellison, Gallagher, Gerhard, Gibbs, Gould, Hoell, Luneau, MacKay, C. McGuire, McWilliams, Myler, Roesener, Schamberg, Schuett, Schultz, Seaworth, See, Shurtleff, Soucy, Testerman, Turcotte, Wallner, Wolf, Wood. A physical quorum is declared with 29 members in attendance.

Chairman Schuett called for a vote on the NEPBA Collective Bargaining Agreement for the Sheriff's Office.

Representative Schultz moved approval of the 2 year NEPBA Collective Bargaining Agreement for the Sheriff's Office in the amount of \$361,928 as presented. Seconded by Representative Myler. By way of

roll call, motion passes 29-0.

Chairman Schuett called for a vote on the NCEU Collective Bargaining Agreement for the Department of Corrections.

Representative Cambrils moved approval of the 2 year NCEU Collective Bargaining Agreement for the Department of Corrections in the amount of \$172,279 as presented. Seconded by Representative Soucy. By way of roll call, motion passes 29-0.

Chairman Schuett called for a vote on the Sheriff fees.

Representative Wood moved approval of the Sheriff increase in fees as presented under NH RSA 104:31. Seconded by Cambrils. By way of roll call, motion passes 29-0.

Discussion followed on Medicaid breakdown at the Nursing Home.

Discussion followed on Gerrish Manor Assisted Living and Nursing Home Administrator Heather Moquin explained Gerrish Manor is at 100% occupancy with 29 residents. Renovation for Gerrish Manor was also discussed.

Discussion followed on recruiting attempts with All Star Talent to assist in this process.

Representative Hoell voiced concern with receiving updated budget figures at the meeting.

Chairman Schuett called for a vote on the 2023 amended budget.

Representative MacKay moved approval of \$103,061,963 for the 2023 budget and to authorize the use of \$5,498,577 of fund balance and \$47,275,835 to be raised by taxes. Seconded by Representative Schultz. By way of roll call, motion passes 28-0.

Representative Andrus stated she would like to change her vote on the 2023 budget to no and explained she can't continuously approve an increase of any kind that will affect the taxpayers.

Chairman Schuett called for a vote on the Grant Resolution.

Representative Aures moved approval of the Grant Resolution as presented. Seconded by Representative Cambrils. By way of roll call, motion passes 28-0

Other Business: Chair Schuett reminded members of tentative upcoming meetings. Tentative schedule will be supplied via email by Ms. Harrison.

Motion to adjourn at 11:36a.m. Representative Hoell, seconded by Representative Aylward.

Representative Tom Schamberg, Clerk

Chairman Dianne Schuett called the public hearing to order at 10:30am and explained now that the COVID related emergency orders have expired, the procedure for remote participation by Delegation Members will be read and roll call votes will be taken during the Delegation meeting.

Convention is made up of 45 members, that means that a quorum is likely a majority of the membership, or 23 members. 23 members must be physically present at the meeting, and of those members attending in person, at least a majority (i.e. 12 physically present members) must vote to allow the remote members to participate consistent with the below.

1. The remote member's physical/in-person attendance must not be "reasonably practical", and the reason must be stated in the minutes.
2. Except in an emergency, a quorum of the Convention must be physically present at the noticed place of the meeting. This means that some members of the Convention (a quorum of the entire membership, which is typically a majority) must be physically present at the noticed physical location of the meeting, unless there are grounds for an emergency meeting. The Governor's emergency order during the pandemic (EO#12) suspended the emergency requirement so that the entire membership of a public body could meet remotely. Now that the COVID related emergency orders have expired, the statute as written is again in effect, and a quorum of the Convention must be physically present unless it is an "emergency".
3. The members of the Convention physically present at the place of the meeting must vote to allow the remote member to participate remotely.
4. The public attending the meeting at the physical location must be able to hear the remote member and vice versa. Zoom or phone conferencing allows for this.
5. The in person members and remote member must be able to simultaneously communicate with each other. Zoom or phone conferencing allows for this.
6. The remote member must announce if there are other individuals in the room present with them at their remote location.
7. All votes taken must be roll call votes.

First order of business, Pledge of Allegiance.

Chairman Schuett called upon Clerk Representative Tom Schamberg to read the public notice for the meeting which was duly noted in the House Calendar, Concord Monitor and County website.

Chairman Schuett called up on Clerk Schamberg to call roll. Representatives if attending by Zoom will indicate if they are alone and the reason they are on Zoom.

Andrus - in person
Aures- in person
Andrus - in person
Aylward - in person
Brennan - in person
Cambrils - in person
Carey - in person
Ebel- in person
Ellison- In person
Gallagher - in person
Gerhard - in person
Gould - in person
Hall - in person
Hicks - in person
Luneau - in person
MacKay - in person
Mason - in person
McGuire - in person
McGuire - in person
McWilliams - in person
Moffett - in person
Myler - Remote - alone - "not reasonable to be in person"
Roeseneer - in person
Schamberg - in person
Schuett - in person
Schultz - in person
Seaworth - in person
See - in person
Shurtleff - in person
Soucy - in person
Testerman - in person
Turcotte - in person
Wallner - in person
Wood - in person

Clerk Schamberg announced 33 members were present in person and 1 member present remotely. Representative Luneau moved to allow Representative Myler participate remotely. Seconded by Representative Soucy. In a show of hands, motion carries.

Chair Schuett called upon Nursing Home Administrator Heather Moquin to present a summary of tentative agreement with the Teamsters Union for the nursing home.

Administrator Moquin explained:

The Last contract ended 6/30/2023
18 month contract to allow for alignment with budget cycle

Changes to the administration and utilization of Sick Leave and Mentorship Program to benefit facility operations

Feeding Assistant Training Program directly benefits resident care

Staying competitive with market in regard to staff wages for recruitment & retention purposes, directly impacting consistent staffing which benefits resident care

Annual Leave Redemption reduces County accrual liability

Holiday Worked Bonus and Annual Leave Redemption to be covered by ARPA in year one

(**\$121,632 of year one cost)

116 Teamsters – Nursing Home Bargaining Unit Employees

ARTICLE	SUBJECT	FY23	FY24
Wages	New Wage Schedules 7/1/23	\$105,262	\$329,058
	<ul style="list-style-type: none"> Unlicensed - Remove first 4 Steps; shift & add steps 9 - 12 – 3% between steps. Placement is 6% increase Licensed – 2% increase 		
	New Wage Schedules 7/1/24		
	<ul style="list-style-type: none"> Unlicensed – 2% increase Licensed – 2% increase 		
Other Wage Costs	Payroll & Benefits NHRS, Medicare tax, Workers' Comp tax	\$51,827	\$111,503
Shift Differentials	Shift Differential (2 nd)	\$52,513	\$105,026
	<ul style="list-style-type: none"> Change from \$2.00/hr to \$2.50/hr 		
	Shift Differential (3 rd)		
	<ul style="list-style-type: none"> Change from \$2.00/hr to \$3.00/hr 		
	Weekend Differential		
	<ul style="list-style-type: none"> Change from \$1.50/hr to \$1.60/hr 		
Holiday Worked Bonuses	\$200 payment for working hours on Thanksgiving Day, Christmas Eve, Christmas Day or New Year's Day	\$60,000	\$80,000
Annual Leave Redemption	Up to 60 hours of earned leave each year while maintaining minimum balance.	\$41,360	\$43,432
Uniform Allowance	Increase from \$150/year to \$300/year in 2024	\$0	\$18,500
TOTALS:		\$310,962	\$687,519
		**(\$121,632)	
		\$189,330	

Others areas discussed were wages, other wage costs, shift differentials, holiday worked bonuses, annual leave redemption and uniform allowance.

A lengthy discussion ensued around wages & benefits.

Administrator Heather Moquin provided an update on the on-goings at the nursing home to include staffing.

Representative Aures moved to delay a vote on the Teamsters Union agreement until such time appropriate figures can be furnished in wages. Seconded by Representative Mason.

After further discussion and explanation of the wage piece, Representative Aures was satisfied and withdrew his motion to delay the vote. Representative Mason also withdrew his second.

Representative Shurtleff called for the vote.

Representative Aures moved approval of the Teamsters Union Agreement as presented and discussed. Seconded by Representative Cambrils. On a roll call vote, motion passes 34-0.

Sheriff David Croft presented a request to approve a 7.0% increase for fees of Sheriffs and Deputy Sheriffs that would be added to the base cost of all civil process. Discussion followed.

Representative Schamberg moved approval of the 7.0% increase in fees for Sheriffs and Deputy Sheriffs as presented and discussed in full. Seconded by Representative Mason. On a roll call vote, motion passes 34-0.

In closing, Chair Schuett reminded all members of the 200th County Community Celebration on 9.30 from 11 a.m. – 3 p.m. being held behind the nursing home.

Motion to adjourn at 11:00 a.m. by Representative Schultz, Seconded by Representative Turcotte.

Respectfully,

Rep. Thomas Schamberg
Clerk

Minutes - DELEGATION MEETING
12-8-23 @ 10am - 163 North Main Street, Concord, NH.

Chair Dianne Schuett called the public hearing to order at 10:15 a.m.

Pledge of Allegiance.

A Moment of Silence was recognized for Chief Bradley Haas.

Clerk Thomas Schamberg read the Public Hearing Notice as posted in the Concord Monitor & House Calendar.

Chair Schuett called upon County Administrator Ross Cunningham to the present the 2024 budget by way of power point.

Administrator Cunningham explained initially when the budget process started, the Commissioners were seeing a 17% increase. The team has done an outstanding job arriving at the 9% increase presented today.

Revenues: MCNH \$38,891,116, Corrections \$1,483,000, Deeds \$1,495,500, Sheriff's Office \$1,578,348, Gerrish Manor \$1,388,289 * projected general fund revenues up \$4,985,736 from prior year *

Expenditures: MCNH \$38,792,250, Corrections \$15,878,108, Alternative care \$16,233,246, County Personnel & Benefits \$57,989,156 *projected general fund expenditures up \$8,220,612 from prior year *

Administrator Cunningham briefed on the annual Merrimack County equalized assessed valuation as well as the county taxes by year.

County taxes by City and Town were also reviewed as well as outstanding bonded debt with the refunding of the Nursing Home paid off in 2024.

The 2024 budget utilizes \$4,226,285 of fund balance and revenue other than taxes for 2024 is projected at \$51,061,737.

Nursing home Medicaid breakdown as well as census was discussed.

County employment was also discussed with the Nursing department and Corrections having the highest level of vacancies.

Administrator Cunningham briefed on the pay study just completed for both Union and Non - Union employees.

Chair Schuett asked if anyone from the public wished to comment. Seeing none, public hearing closed at 10:29 a.m.

Chair Schuett opened the Delegation meeting.

Clerk Schamberg read the public notice as posted in Concord Monitor & House Calendar.

Clerk Schamberg called roll with 33 members present. Quorum is declared.

Chair Schuett opened the meeting to questions.

Based on a question from Representative Dan McGuire, a discussion ensued on employment #'s for 2024 at the nursing home.

Representative Hill asked if any of the traveling nurses were included in these numbers. Nursing Home Administrator Heather Moquin explained yes, travel nurses are being utilized quite a bit at the nursing home but is not represented on the slide.

Representative Polozov asked if Grants were being utilized at the nursing home. Administrator Moquin explained right now, outside of the ARPA funding been utilized for the talent and recruitment piece, there are not any grants. There is however, the GOEFFER grant to assist with the Gerrish Manor assisted living renovation project. Discussion followed on residents at Gerrish Manor being relocated during construction.

Representative Gerhard asked if Administrator Moquin was recommending or requiring the COVID vaccine at the nursing home. Administrator Moquin explained no.

Chair Schuett explained she would entertain a motion to approve the continuation of county expenditures resolution as printed.

Representative Shurtleff moved approval of the continuation of expenses resolution as printed. Seconded by Representative Hill. On a roll call vote, motion passed 33-0.

Representative Shurtleff asked with the nursing shortages, has there been any thought about providing nursing training to those incarcerated at the County jail for nonviolent/ misdemeanor inmates. Administrator Moquin explained the team hadn't actually thought about that. Right now, the team is still really in the beginning stages with training and recruitment. So at this point, the focus has been on schools quite a bit, and the nurse recruiter has done a number of presentations at various high schools. Certainly something to discuss further.

Representatives Polozov and Gerhard addressed recordings of meetings being placed on the County website for public to access. Discussion followed.

Representative Gerhard moved that recorded meetings be published to the County website. Seconded by Representative Hill. Chair Schuett explained she discussed this process with the County Administrator prior to the meeting and there is no monetary objections or technical objections.

Discussion followed on different platforms to perform this function. Administrator Cunningham explained the office uses the Zoom platform.

On a voice vote, motion passed.

Representative McGuire recommended staff work on a policy to include retention of the meetings for the Delegation to review at their next scheduled meeting.

Discussion followed on a recent visit Representative Gerhard made to the Department of Corrections.

Chair Schuett announced there would be an Executive Committee Meeting following adjournment of the Delegation meeting.

Representative Aures moved to adjourn at 10:57 a.m. Seconded by Representative Carey.

Respectfully Submitted,

NH. St. Rep. Tom Schamberg

Rep. Thomas Schamberg
Clerk

Minutes – EXECUTIVE COMMITTEE MEETING
2-27-23 @ 10am – 163 North Main Street, Concord, NH.

Chairman MacKay called the Executive Committee meeting to order at 10:00 a.m.

All present rose for the Pledge of Allegiance.

Acting Clerk Schuett called the roll with seven members present.

In Person Attendance: Representatives Andrus, Ebel, Gerhard, MacKay, Schuett, Seaworth, Shurtleff.
A quorum was declared with 7 members present.

Attending via Zoom: Stacey Luke, Merrimack County Conservation District.

Others in attendance: Representative Schultz

County Administrator Cunningham presented fourth quarter financials.

Revenue – October 1, 2022 – December 31, 2022

Quarter review

Revenues are tracking at 89% of projected with quarterly revenues under/over projections by \$7,231,231.

Year to date review

Overall revenues at end of quarter \$56,031,226 – overall revenues tracking at 92% of projected. Overall revenues under/ (over) projections by \$1,639,864. Overall revenues are tracking at 198% of budget. All revenues as of 12/31/22 are tracking at 92% of projected with \$56,031,226 at end of quarter. Overall revenues tracking at 198% of budget.

Points of Interest

County-wide revenues end of the year \$1.6M below budget (with FB removed)
Operating revenue only \$450k below budget
\$2M of unanticipated FMAP revenue greatly assisted with this.

Fund balance – use of fund balance estimated at \$3.15M compared to \$5.6M budgeted

Deeds – low final quarter.

Corrections – low number of federal inmates.

Other - \$2M of additional FMAP monies – federal medical assistance %'s, federal government is giving an additional sum of money to NH MCD, lowering the County's liability.

Representative Ebel moved approval of the fourth quarter revenue as presented and discussed. Seconded by Representative Shurtleff. All voted in favor.

Expenditures – October 1 – December 31, 2022

Quarter Review

Quarterly expenses tracking at: 100% of Projected
Quarterly expenses under/ (over) projections by: (\$23,668)

Year to Date Review

Overall expenses at end of quarter: \$28,291,334
Overall expenses tracking at: 95% of Projected
Overall expenses under/ (over) projections by: \$5,049,205
Overall expenses tracking at: 95% of Budget

Points of Interest

County-Wide Expenses end the year \$5M below budgeted
\$1.2M below on personnel
\$2.2M below on benefits
\$2M below on ARPA expenses

Representative Shurtleff moved approval of the Fourth Quarter Expenditures as presented and discussed. Seconded by Representative Ebel. All voted in favor.

Representative Luneau joined the meeting at 10:15a.m. for a total of 8 present.

2023 Budget Review by Subcommittee

Sheriff

Revenue \$1,289,437
Grant Revenue \$106,500
Expenditures \$4,660,858 includes union contract (\$160,399)
Grant Expenditures \$117,361

County Attorney

Revenue \$102,995
Expenditures \$4,144,608

Victim Witness Grant \$30,000

Other grants \$120,244

Department of Corrections

Revenue \$1,800,000
Grant Revenue \$40,000
Expenditures \$15,615,155 includes union contract (\$38,608)
Grant Expenditures \$53,333

Discussion on department vacancies – All Star Talent

Human Services

Revenue \$161,900
Grant Revenue \$558,970
Expenditures \$2,804,644

Grant Expenditures \$705,808

Grant Agencies

Visiting Nurses Franklin & Granite \$35,402

Friends Program \$59,700

Crisis Center \$25,000

Coalition to End Homelessness \$10,000

Community Action Program \$198,064

Concord Boys & Girls Club \$25,000

Waypoint \$45,000

Total \$398,166

County Conservation \$54,710

UNH Cooperative Extension

Revenue: \$44,608

Expenditures: \$448,070

Gerrish Manor

Revenue: \$1,016,600

Expenditures: \$1,384,852

Census is full and fully staffed

Briefing on GM renovation – through GOEFFER grant

Nursing Home

Revenue \$34,103,031

Expenditures: \$32,685,72 and Alternative Care

Discussion on vacancies, census and Medicare rate

Personnel – new administrator, COLA, merits etc.

Outside Services – higher split for nursing software (split w/MCNH)

New Equipment – two new computers, four wireless access points; total of \$1,265,431, an increase of \$70,993

Alternative Care Lines:

Alternative Care and Nursing Home Care

Revenue: \$225,000

Expenditures: \$15,865,459

Delegation: \$9,800

Administration & Commissioners \$1,337,111

Finance Revenue: \$480,000

Finance Expenditures: \$869,429

Other Revenue: \$44,608

Other Expenditures: \$2,334,827

Debt Svc. Expenditures: \$4, 717,448

Other Grants (ARPA) Revenue: \$7,500,000

Other Grants (ARPA) Expenditures: \$7,494,763

Fund Balance Revenue \$5,498,577
CIP, Fund Balance \$514,083
CIP \$514,083
Transfer to CIP \$500,000

Facilities Revenue: \$118,927
Facilities Expenditures: \$5,159,994

Register of Deeds Revenue: \$50,000
Register of Deeds Expenditures: \$666,654

Information Technology Expenditures: \$07,262

Purchasing Expenditures: \$506,410

Total Revenue to be recommended to the Delegation is \$103,067,963. Discussion followed.
Moved by Representative Luneau, Seconded by Representative Ebel. Motion carries.

Total Expenditures to be recommend to the Delegation is \$103,067,963. Discussion followed.
Moved by Representative Luneau, Seconded by Representative Ebel. Motion carries.

Tax increase of 2.76%

Representative Andrus explained she would ask that further reductions be looked at and brought to the Delegation meeting. In the meantime, she will vote on the recommendation of a 2.76% tax increase.

County Administrator Cunningham presented the grant resolution prepared for Delegation consideration, it reads: Requesting the Merrimack County Delegation to consider authorization allowing the Merrimack County Board of Commissioners to apply for, accept, and to expend those unanticipated funds from State, Local, Federal governments and not-for-profit grant agencies, without further action by the Delegation, which become available to the County during the current fiscal year, and further to raise and appropriate, borrow, and/or transfer a sum of money for required matches to such grants or to take any other action in relation thereof. Revenues acquired via this approval are to be spent in manners that comply with the grant stipulations.

County Administrator Cunningham explained adoption of this resolution will be presented to the County Delegation at the March 11th meeting. Discussion followed.

Representative Ebel moved acceptance of the grant resolution as presented and discussed. Seconded by Representative Luneau. Motion carries.

Representative Luenau moved approval of total 2023 revenue in the amount of \$98,946,761 with use of fund balance totaling \$5,498,577 and taxes totaling \$47,925,835. Seconded by Representative Ebel. Motion carries.

Discussion followed on those union contracts still being negotiated and the possibility of calling a Delegation meeting over the summer.

Commissioner Trachy thanked Merrimack County department heads, as well as the Executive Committee and Delegation members for their hard work on the budget process.

Meeting adjourned at 11:27a.m.

Respectfully submitted,

Dianne Schuett
Acting Clerk

Minutes – EXECUTIVE COMMITTEE MEETING
5-8-23 @ 1PM – 163 North Main Street, Concord, NH.

Merrimack County Executive Committee Meeting Minutes, May 8, 2023 @ 1:00 p.m.
Old Courthouse 163 N. Main Street, Concord, NH

Chairman MacKay called the Executive Committee meeting to order at 1:00 p.m.

All present rose for the Pledge of Allegiance.

Clerk Moffett called roll with nine members present.

Representatives Ebel, Gerhard, Luneau, MacKay, Moffett, Schamberg, Schuett, Seaworth, Testerman.
A quorum was declared with 9 members present.

County Administrator Cunningham presented 1st quarter financials.

Revenue – January 1, 2023 – March 31, 2023

Points of Interest

Finance – Higher than YTD comes from ARPA indirect revenue & high interest returns (savings=3.2%,
NHPDIP 4.85%)

Corrections low federal inmate census

Nursing Home lower 1st quarter was expected census averaged 206 vs 220 budgeted
(1/1=195 residents, 3/31=224)

Report variance does not include \$1M estimate for 1st quarter bed tax revenue

Quarter Review

Overall quarterly revenues are tracking at 96% of projected
Quarterly revenues under/ (over) projections by (\$392,499)

Year to date review

Overall revenue at end of quarter \$10,243,848 – overall revenues tracking at 96% of projected. Overall
revenues under/ (over) projections by \$392,499. Overall revenues are tracking at 20% of budget.

Expenditures – October 1, 2023 – March 31, 2023

Points of Interest

County-Wide Personnel & Benefits \$1.2M below expected due to vacancies – vacancy report was
shown and discussed. Assistance from All-Star Talent departments are starting to see some traction
with vacancies.

Nursing Home agency over projected amount by \$1.5M (partially offset by vacancies). As census

increases, revenues should assist in offsetting the costs as well. Census as of 5.8.23 is 223. Discussion followed with the opening of a new unit that will add an additional 22 beds.

Quarter Review

Quarterly expenses tracking at \$101 of projected
Quarterly expenses under/(over) projections by \$305,669

Year to Date Review

Overall expenses at end of quarter \$23,882,759
Overall expenses tracking at 101% of projected
Overall expenses under/(over) projection (\$305,669)

Overall expenses tracking at 23% of budget

Discussion followed on energy pricing and any increases the impact has had County wide.

Representative Ebel reported that removing licenses for LNA's was removed from the house version of the budget.

Representative Ebel also reported that the house tabled a bill that has to do with travel nurse agencies and the concern some Counties are having surrounding these contracts.

Representative Ebel moved acceptance of the first quarter Revenue & Expenditures as presented and discussed. Seconded by Representative Seaworth, on a roll vote motion passed 9-0.

In other business Representative Schuett explained the bill for Sheriffs' to increase fees has passed and will go into effect July 3rd, 2023.

Motion to adjourn at 1:23 p.m. by Representative Schamberg, seconded by Representative Moffett.

Respectfully submitted,

Michael Moffett
Clerk

Minutes – EXECUTIVE COMMITTEE MEETING
9-18-23 @ 9am – 163 North Main Street, Concord, NH.

Chairman MacKay called the Executive Committee meeting to order at 9:00a.m.

Chairman MacKay thanked all those that have reached out during his recent health episode and thanked Merrimack County for the beautiful flowers sent. A special thank you to Representative Steve Shurtleff for all his assistance.

All present rose for the Pledge of Allegiance.

Clerk Moffett called roll with 11 members present.

Representatives Andrus, Ebel, Gerhard, Luneau, MacKay, Moffett, Schamberg, Schuett, Seaworth, Shurtleff and Testerman. A quorum was declared with 11 members present.

Finance Director Aaron Turner presented 2nd quarter financials for the period April 2 – June 30, 2023 and explained revenues through the second quarter are above projected and expenses are under projected.

As a whole the county is on a good pace for the year.

A few highlights on the revenue side:

This year is the first year we've utilized New Hampshire P DEP and receiving 5.45% return on our money. So, well above our interest income.

The nursing home had a census average of 223 in June. They started the year at 197 and are currently at 236. So that will bode well for third and fourth quarters.

Corrections has a low revenue right now and that is due to a low federal inmate census.

Quarterly revenues tracking at 104% of projected and quarterly revenues (under)/over projections by \$680,236.

Representative Ebel moved approval of the 2nd quarter revenue as presented. Seconded by Representative Seaworth, all voted in favor.

Highlights on the expenditure side:

Expenses through the second quarter are down nearly \$900,000. That is mostly due to vacancies throughout the county which overwhelmingly personnel costs and benefits is keeping the expenses low.

We also haven't utilized as much of ARPA funds through the second quarter as there are large projects still in pending stages that will incur large costs which also assisted in keeping the expenses down.

Discussion followed on vacancies/ All-Star Talent.

Representative Ebel asked Nursing Home Administrator Heather Moquin to provide an update on the on-goings at the nursing home.

Discussion followed on overtime expenses.

Quarterly expenses tracking at 96% of projected and quarterly revenues (under)/over projections by \$866,370

Representative Ebel moved approval of the 2nd quarter expenditures as presented. Seconded by Representative Seaworth, all voted in favor.

In other business, Finance Director Aaron Turner explained how grants will be budgeted for 2024.

Nursing Home Administrator Heather Moquin provided a brief overview on the Teamsters union contract that will be presented and voted on at the Delegation meeting.

ARTICLE	SUBJECT	FY23	FY24
Wages	New Wage Schedules 7/1/23		
	<ul style="list-style-type: none"> Unlicensed - Remove first 4 Steps; shift & add steps 9 - 12 – 3% between steps. Placement is 6% increase Licensed – 2% increase 	\$105,262	\$329,058
	New Wage Schedules 7/1/24		
	<ul style="list-style-type: none"> Unlicensed – 2% increase Licensed – 2% increase 		
Other Wage Costs	Payroll & Benefits NHRS, Medicare tax, Workers' Comp tax	\$51,827	\$111,503
Shift Differentials	Shift Differential (2nd)		
	<ul style="list-style-type: none"> Change from \$2.00/hr to \$2.50/hr 		
	Shift Differential (3rd)	\$52,513	\$105,026
	<ul style="list-style-type: none"> Change from \$2.00/hr to \$3.00/hr 		
	Weekend Differential		
	<ul style="list-style-type: none"> Change from \$1.50/hr to \$1.60/hr 		
Holiday Worked Bonuses	\$200 payment for working hours on Thanksgiving Day, Christmas Eve, Christmas Day or New Year's Day	\$60,000	\$80,000
Annual Leave Redemption	Up to 60 hours of earned leave each year while maintaining minimum balance.	\$41,360	\$43,432
Uniform Allowance	Increase from \$150/year to \$300/year in 2024	\$0	\$18,500
TOTALS:		\$310,962	\$687,519
		**(\$121,632)	
		\$189,330	

Last contract ended 6/30/2023, 18 month contract to allow for alignment with budget cycle, changes to the administration and utilization of Sick Leave and Mentorship Program to benefit facility operations, Feeding Assistant Training Program directly benefits resident care, staying competitive with market in regard to staff wages for recruitment & retention purposes, directly impacting consistent staffing which benefits resident care, annual Leave Redemption reduces County accrual liability, holiday Worked Bonus and Annual Leave Redemption to be covered by ARPA in year one

(**\$121,632 of year one cost), 116 Teamsters – Nursing Home Bargaining Unit Employees

Representative Ebel moved to recommend the Teamsters Union Contract as presented onto the Delegation. Seconded by Representative Shurtleff, all voted in favor.

Motion to adjourn at 9:24 a.m. by Representative Shurtleff, seconded by Representative Seaworth.

Respectfully submitted,

Michael Moffett
Clerk

Minutes – EXECUTIVE COMMITTEE MEETING
11-3-23 @ 10am – 163 North Main Street, Concord, NH.

Chairman MacKay called the Executive Committee meeting to order at 10:00 a.m.

All present rose for the Pledge of Allegiance.

Representatives Andrus, Gerhard, Luneau, MacKay, Schamberg, Seaworth, Shurtleff were present. A quorum was declared with 7 members present.

Acting Clerk Thomas Schamberg read the public notice of the meeting.

County Administrator Ross Cunningham presented 3rd quarter revenue financials for the period July 1 – September 30, 2023 and explained revenues at quarter review are tracking at 110% of projected.

Finance: Interest revenue \$369k over budget, escheated property is \$200k under

Sheriff: Writs at \$90k vs \$75k quarter budget and \$48k in Outside details vs \$12.5k quarter budget.

Corrections: Federal inmate census is low for quarter 3.

Nursing Home: Census averaged 237 in September (compared to 197 in Jan)

**Budget report does not include \$1M estimate of bed tax revenue or \$950,000 Opioid abatement reimbursement. Discussion followed.

Representative Shurtleff moved approval of the 3rd quarter revenue financials as presented and discussed. Seconded by Representative Seaworth, all voted in favor.

Administrator Cunningham presented 3rd quarter expenditure financials and explained expenditures at quarter review are tracking at 99% of projected.

Administration: TAN interest booked at (\$237,813)

Nursing Home: Large nursing agency cost necessary to increase census – ended quarter will 237 census which is up from start of quarter of 230 and year start of 195.

**Budget report does not include Alternative Care September bill of \$1,349,000.

Administrator Cunningham explained recruitment is still a work in progress and with the help of All Star Talent, departments are seeing positive results.

Discussion followed on tax anticipation borrowing that occurs twice a year.

Representative Shurtleff moved approval of the 3rd quarter expenditure financials as presented and discussed. Seconded by Representative Seaworth, all voted in favor.

In new business: Administrator Cunningham and Assistant HR Director Wendy Heath presented on the recent pay and classification study that was completed by Paypoint HR.

Areas of the study discussed: project approach, comparators, existing salary scale, compensable factor score, external market – 50th percentile and recommendations.

Administrator Cunningham explained the Commissioners have endorsed and embraced this project and will have a final vote at their 11.13 meeting.

Each job title was examined relative to the 50th percentile (middle) of the market. Half of the market pays more than Merrimack County does, half pay less for each position. The overall average for Merrimack County shows 3.6% below market.

Chairman MacKay thanked both Mr. Cunningham and Mrs. Heath for the presentation.

Representative Gerhard referenced Executive Committee and Delegation meetings videoed and shared on the county website. Mr. Cunningham explained a request like this would need to go in front of the Delegation.

Seeing no other business to come before the committee, Representative Schamberg moved to adjourn the meeting at 10:24 a.m. Seconded by Representative Shurtleff, all voted in favor.

Respectfully submitted,

Thomas Schamberg
Acting Clerk

Minutes - EXECUTIVE COMMITTEE MEETING
12-8-23 @ 11am - 163 North Main Street, Concord, NH.

Chair MacKay called the meeting to order at 11:09 a.m.

Acting Clerk Schamberg read the public notice of the meeting.

Acting Clerk Schamberg call roll with the following representatives present: Andrus, Ebel, Gerhard, Luneau, MacKay, Schamberg, Schuett, Seaworth and Shurtleff.

A quorum was declared with 9 members present.

Merrimack County Treasurer Mary Heath appeared before the Executive Committee and read the resolution for tax anticipation notes.

“Resolved that, it being anticipated that no more than forty three million dollars (\$43,000,000) will be needed during the fiscal year ending December 31, 2024 to meet the demands upon the County Treasury, which there is insufficient money to meet, the Merrimack County Treasurer is hereby authorized to borrow an amount not to exceed forty three million dollars (\$43,000,000) during said year upon the order of the Board of Commissioners pursuant to NH RSA 29:8.”

Motion to approve the 2024 Tax Anticipation Note Resolution as read and presented by Representative Shurtleff, 2nd by Representative Ebel, by roll call vote, motion passes 9-0.

Motion to adjourn at 11:15 a.m. by Representative Shurtleff, 2nd by Representative Schuett.

Thomas Schamberg, Acting Clerk

BOARD OF COMMISSIONER HIGHLIGHTS
JANUARY - DECEMBER 2023

The County Commissioners are proud to represent the hard-working, trustworthy, and giving people that make Merrimack County the strong community it is. We remain dedicated to finding new and innovative ways to support and improve the lives of our residents. We are proud of the accomplishments Merrimack County has made in 2023, including but not limited to the following:

Newly elected Commissioner David M. Lovlien, Jr. representing District 3 was sworn in on January 5, 2023 along with Deputy Register of Deeds Charlene Brack, Register of Deeds Erica Davis, Treasurer Mary Heath, Commissioner Stuart D. Trachy, County Attorney Paul Halvorsen, Deputy County Attorney George Waldron, Deputy County Attorney Wayne Coull and Sheriff David Croft.

This year, approximately \$1.7 Million in American Rescue Plan Act funds were passed along to community partners throughout Merrimack County to support community-driven goals that build an opportunity-rich region and strengthen families, schools, and neighborhoods. Commissioners announced federal ARPA Grant Awards totaling over \$1 Million with seventeen agencies approved for funding.

Merrimack County celebrated their 200th anniversary with a community family fun day celebration. The event included a cookout, dedication ceremony with special guest speakers and tree planting, musical presentations by the Concord Community Music School, a K-9 demonstration, informational booths, a kid's activity corner, Touch-a-Truck, raffles and more! The event was a huge success and well attended by members of the community.

Congratulations goes out to the following 2023 New Hampshire Association of Counties recipient's: Assisted Living Employee of the Year: Cathy Murdough, Nursing Home Employee of the Year: Sherrie Kneeland, Sheriff's Office Employee of the Year: Justin Malcolm, County Attorney's Office Employee of the Year: Terri Harrington, Corrections Employee of the Year: Brian Paine, County Team Award: Merrimack County Finance Department, Aaron Turner, Diane Dorval, Cristina Burzo, Mike Rivard, State Legislature of the Year: Representative Dianne Schuett, Public Service Award: Commissioner Ray Burton Community Services Award: Casey Callahan.

In 2024, Merrimack County looks forward to several initiatives that we hope will continue to contribute to the livelihood of the County. From exploring renewable energy projects to engaging with the Community Power Coalition of New Hampshire, we are hopeful we can continue to positively impact the residents of our County.

We would like to thank the professionals of Merrimack County for their commitment to making a positive impact on our community.


Respectfully submitted,



Tara Reardon
Chair



Peter J. Spaulding
Vice Chair



Stuart D. Trachy
Clerk

Human Resources

The Merrimack County Human Resources Department is a team of seven dedicated professionals committed to exceeding the expectations of our workforce. Our mission is to be inclusive, collaborative, effective, and informative in partnership with the elected officials, department heads and employees of Merrimack County. Our core values that drive our everyday commitments include teamwork, trust, integrity, friendliness, support, and confidentiality.

The Human Resources Team manages wages, benefits, personnel data and the application of policies and procedures for over 700 employees of the County. The Team is located on the Boscawen Campus within Administration with satellite offices at the Nursing Home and Department of Corrections.

One of the more important responsibilities of the Human Resources Department is the on-going administration and maintenance of the County's benefits program. In general, these benefits include:

◆ Health Insurance	◆ Health Insurance for Retirees
◆ Dental Insurance	◆ Section 125 Plan
◆ Life Insurance	◆ Differentials
◆ Sick Leave	◆ Deferred Compensation
◆ Accumulated Annual Leave or Paid Time Off	◆ Uniform Allowance
◆ Short-Term Disability	◆ Educational Assistance
◆ 11 or 12 Paid Holidays	◆ Longevity Recognition
◆ NH State Retirement Plan	◆ Optional Health Benefit

Note: Eligibility for benefits varies based on employment status

Human Resources continues to grow in the area of technology. 2021 brought the Neogov employee portal for County employees to view benefits and communicate with Human Resources. All of Merrimack County employee personnel files have been scanned into electronic files creating paperless files. The County's time and attendance software UKG is managed by the Human Resources Team and supports the payroll function for the Finance Department. 2023 brought a new HRIS system as part of the new Finance payroll system for tracking of employees. Several initiatives have been used to recruit new staff to include the new Digital Bill Board that sits on the hill of the Boscawen Campus. In 2023 the Human Resources Team expanded to include an HR Recruiter to assist the departments in their recruitment efforts. The Human Resources Team continues to strive to utilize programs that benefits the County's employees, department heads and elected officials.

I would like to take the opportunity to thank the County Delegation, Board of Commissioners, the County Administrator and the Department Heads of Merrimack County for their continued support and valued assistance throughout 2023.

Respectfully submitted,

Sara A. Lewko, PHR, SHRM-CP

Human Resources Director

Nursing Home

Throughout 2023, Merrimack County Nursing Home focused on increasing staffing and occupancy with a goal of resuming usual operations post public health (Covid-19) emergency.

Resident Life

As staffing improved, MCNH was able to admit to previously vacant corridors on 4N and the SCU, increasing census by 44 residents. Residents continued to occupy units on 4N 4S, 3N, and 3S. In addition, the specialty units of Young Adult, Hospice and our Special Care Unit (secure dementia care) were operational at 100% occupancy. The Skilled and Transitional units remained closed with a plan for Gerrish Manor ALF residents to temporarily relocate there while Gerrish Manor undergoes a renovation.

Residents continued to enjoy unrestricted visits from family and friends in 2023, as well as special events like the 200th Anniversary celebration for Merrimack County.

Staff

Recruitment efforts in 2023 continued to have success. Vacant positions in housekeeping, laundry and food service continue to be minimal.

Recruitment for positions in the nursing department continued to be a high priority, especially for LNAs (Licensed Nursing Assistants). MCNH was approved by the NH Board of Nursing as a LNA training site. The facility completed 2 classes in 2023 with paid trainees hired as MCNH employees who converted to LNA positions after successfully completing the training.

MCNH worked closely with a contracted marketing firm (All-Star Talent) and our Merrimack County recruiter (a new position in 2023) to enhance recruitment efforts. We are seeing success throughout all departments with a net increase of 22 employees, 11 of those in the nursing department.

Financials

Merrimack County Nursing Home increased average occupancy to 77% in 2023. This increase was accomplished with the re-opening of 2 previously vacant corridors on 4N and the SCU. There were 270 admissions and 229 discharges from MCNH.

<u>Payor Source</u>	<u>Occupancy</u>	<u>Average Rate</u>
Medicaid	77%	\$231.08/day
Medicare	2%	\$664.69/day
Private	21%	\$334.95/day

Quality

A health inspection was concluded by the State survey team on March 3, 2023. 4 low level deficiencies were noted. The average number of deficiencies in NH is 4.8. The national average is 5.6.

Respectfully Submitted

Heather Moquin RN, MBA NHA

Administrator

Register of Deeds

The Merrimack County Register of Deed is responsible for recording and maintaining public records and documents relative to real estate ownership.

Deeds' revenue come from fees for services rendered and from 4% commissions for collecting the State of New Hampshire real estate transfer tax and the Land Community Heritage Investment Program fee (LCHIP). We also collect a \$2 sur-charge fee, which goes toward purchasing and maintaining our equipment.

2023 revenues can be broken down as follows:

REGULAR REVENUES

Commission of collection of state transfer tax:	\$ 673,745
Commission on collection of LCHIP:	\$ 12,263
Recording fees:	\$ 467,671
All other income:	\$ 218,285

TOTAL:	\$1,371,964
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SPECIAL REVENUES

\$2 sur-charge fee:	\$ 34,238
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Erica S. Davis has served as Registrar since January 2023. Charlene Brack has served as Deputy Registrar since January 2003.

The office is open from 8:00AM to 4:00PM. It is open to telephone inquiries from 8:00AM to 4:00PM and to walk-ins from 8:00AM to 3:45PM. The Registry attempts to register all documents received by 3:45PM on the same day.

Currently there are five (5) computers in the research area and one (1) in the recording area for use by the public.

Submitted by:

Erica S. Davis

Register of Deeds

Charlene Brack

Deputy Register of Deeds

Sheriff's Office



Office of the Sheriff

Merrimack County

David Croft, Sheriff

333 Daniel Webster Highway

Boscawen, NH 03303

Phone: (603) 796-6600 Fax: (603) 796-6617



Sheriff's Office

2023 Report

In 2023 the Sheriff's Office remains one of very few Departments who are fully staffed in the County. Because of this statistic we have been able to expand services to our 27 different communities.

As the highest ranking law enforcement agency in the County we are proud to serve our residents and do so in many different ways. Whether that is by patrolling our communities in cruisers or with our mountain bike patrols or by assisting with major case investigations.

Whatever the need we have been there to help. This last year we were able to expand the amount of towns we teach the DARE Program to and increase the amount of investigations into internet crimes against children.

We were able to teach civilian response to active shooter training at our local places of worship and to teach human trafficking classes at the police academy.

We remain active with providing court security not only in our 3 circuit courts but also in our superior court as well as providing dispatch services to 16 local communities.

In closing we continue to fulfill our statutory requirements by transporting offenders to and from the county jails and state prisons to court, and to serve civil process. Regardless of what service we are performing the men and women of the office are proud to represent the citizens of Merrimack County.

Sheriff David Croft

Merrimack County Advocacy Center

The Merrimack County Advocacy Center's (MCAC) mission is to strengthen and protect victims, families and the community through a multi-disciplinary team approach that emphasizes early intervention, coordinated investigations and collaborative action plans. The MCAC works to empower victims and families by providing a safe and friendly environment for interviewing potential victims and witnesses of physical and sexual abuse.

In 2023, the MCAC conducted 248 forensic interviews of victims of crime. MCAC also consulted on 36 cases offering supportive services even though interviews did not take place for various reasons. These reports included sexual abuse, physical abuse, witnessing crimes such as domestic violence assaults, drug activity, drug overdoses, human trafficking and other allegations. The forensic interview is an integral part of these investigations, providing a victim centered, neutral, non-leading interview to gather facts for these investigations. The MCAC also coordinates these efforts with a multi-disciplinary team including law enforcement, child protection, prosecution, medical providers, mental health providers, victim advocacy and others as needed. The team approach allows for victims to be better supported and allows for the investigation to be done through a collaborative approach.

At the end of 2023 MCAC integrated the HEART Program in several school districts. Helping Ensure Appropriate Response to Trauma (HEART) is a collaboration between the MCAC and local schools to ensure that children seen at MCAC receive the appropriate response to their trauma related learning and behavioral struggles so they can be successful in the school community. Through this collaboration the hope is that children who experience child abuse, neglect, or other adversity can heal, survive and thrive not only in their education, but in life. MCAC currently works in partnership with the following school districts: Andover, Concord, Franklin, and Merrimack Valley. MCAC is always working on adding additional schools to the HEART Program.

The MCAC provides supportive case management and follow up to victims and families served. Through the Family Support Specialist, victims and family members are provided with information, education, and referrals to partner agencies for support services. The support of victims and their families increases cooperation with members of the team during an investigation and addresses other needs and dynamics related to reports of sexual abuse and violence. In 2023, the Family Support Specialist provided follow up services more than 600 times, in addition to making more than 450 referrals to partner agencies including the Crisis Center of Central New Hampshire, the New Hampshire Victims' Compensation program, and UpReach Therapeutic Equestrian Center, as well as many others.

Additionally, MCAC is also home to the Adverse Childhood Experiences Response Team (ACERT) Coordinator. The Adverse Childhood Experience Response Team (ACERT) is made up of a local police officer, a behavioral health professional, and a family support advocate. The role of the ACERT Coordinator at Merrimack County Advocacy Center is to work collaboratively with Concord and Franklin Police Departments to identify children who have been exposed to adverse experiences such as abuse, neglect, domestic violence, and household dysfunction, and then connect the child(ren)/family to local community resources who can intervene. The goal of intervention is to lessen the immediate and long-term harm to the child(ren), to build individual and family protective factors, and to prevent adverse childhood experiences. In 2023, ACERT has reached out to a total of 300 families in the Concord and Franklin Communities. ACERT has made 110 referrals to the community

service partners and also had 100 families accept folders with various resources even though they declined direct referrals.

Looking ahead to 2024, the MCAC looks forward to the continued collaboration with agencies that support victims and families throughout Merrimack County. We will continue working to identify cases and increase reporting of abuse and neglect in order to assist more victims by connecting them to services and providing pathways to justice and healing.

MERRIMACK COUNTY DEPARTMENT OF CORRECTIONS

As is our mission, MCDOC is committed to providing exceptional care and service through positive and innovative practices that enhance the safety and the lives of those we serve. We strive to be a unified and trusted partner with our community by utilizing effective strategies and initiatives. The department is comprised of uniformed and non-uniformed professionals. In 2023, the department processed approximately 1,841 inmates who were remanded into custody. Subsequently, the department conducted 1,760 releases. The average daily population for 2023 was 119 males and 27 females.

The department's recruitment and training team worked extensively during this period to bring new hires in the door by attending 14 job fairs at local schools and utilizing the social media recruitment services of All Star Talent as well. The training department also provided ample training opportunities to staff throughout the year. MCDOC hosted its first ever Axon Taser Instructor Certification class for approximately 35 local and state law enforcement professionals where a number of department employees earned the Taser instructor certification. Additionally, the training department conducted 12 tours for a variety of schools and organizations such as Coe Brown, Leadership Greater Concord (LGC) and the Concord Area Student Leadership (CASL) program to support the department's continuous effort of meaningful community engagement.

The department, in partnership with the United States Marshal's Service of New Hampshire (USMS-NH), expanded the services of the SOAR program to federal detainees in 2023. As a result of this initiative, the program experienced historical growth and successfully grew 6 times in size within a five month period. The department's growing Community Corrections team took advantage of the opportunity to have a greater impact on the inmate population and continue to work diligently every day to give these individuals the tools to successfully transition back into their local communities.

The department completed renovations to all housing unit bathrooms and shower areas, to include resurfacing the floors and walls of the Processing and Medical cell areas. These areas were original to the building from 2005 and due to consistent daily use, were in great need of repair and resurfacing. Operationally, the team did a great job and worked together in coordinating the constant movement of housing units and effectively managing the inmate population during this project.

Operationally, the facility conducted 737 initial classifications and 1,428 reclassifications. There were 3,971 searches of cells and common areas, and 712 inmate transports conducted for the year.

Merrimack County DOC 2023 Budget: \$15,653,763

Merrimack County DOC 2023 Overall Average Daily Population: 146

County Attorney
OFFICE OF THE MERRIMACK COUNTY ATTORNEY



Paul A. Halvorsen
County Attorney

4 Court Street
Concord, New Hampshire 03301-4336
Telephone: (603) 228-0529 Fax: (603) 226-4447
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The Office of The Merrimack County Attorney serves an area of 955 square miles and a population estimated by the United States Census Bureau to be just over 151,000. The area served by the Office of the Merrimack County Attorney is divided into 25 towns and 2 cities.

Office of the Merrimack County Attorney

The Office of the Merrimack County Attorney is responsible for the prosecution of crimes committed within Merrimack County. These cases consist of both felonies and misdemeanors. The County Attorney's Office also prosecutes probation violations for the New Hampshire Department of Corrections. In addition to appearing in Merrimack County Superior Court Assistant County Attorneys also appear in Circuit Courts located in Concord, Franklin, Hillsborough, Hooksett and Newport. The assigned areas of responsibility for Circuit Courts located in Hillsborough and Newport, while physically located in Hillsborough and Sullivan Counties respectively, include several towns located within Merrimack County. Prosecutors also provide advice for law enforcement agencies concerning charging, search warrants, arrest warrants and officer training.

The County Attorney's Office presents the vast majority of felony cases from within the County to a Grand Jury (some cases are presented by the office of the New Hampshire Attorney General). The Grand Jury typically meets two or three days per month and, after hearing testimony, decides on whether or not an indictment is issued.

Specialized services provided by the Office of the Merrimack County Attorney include extradition proceedings, issuing subpoenas to witnesses located out of state, civil commitment proceedings, attending and assisting interviews at the Merrimack County Advocacy Center and addressing habeas corpus petitions.

Excluding the County Attorney, office staff include two Deputy County Attorneys, fifteen Assistant County Attorneys (including one who is also the Solicitor), four Victim Witness Coordinators, one Sexual Assault Investigator, one Investigator, one Office Administrator and six support staff.

Human Services

The Human Services Department exists to aid Merrimack County citizens in need with their efforts to live in a healthy, safe, and productive manner. We work with clients to provide guidance to services and resources in an equitable manner that is evidenced based and trauma informed. We acknowledge that the possibilities of helping others is endless and we work tirelessly in that pursuit.

Navigators work to empower clients and help them to identify and organize their support network. Navigators work with families, the elderly, the unhoused, victims of crime, trauma and abuse, those struggling with substance misuse and those with developmental disabilities. The Navigation program served 437 clients in 2023. The Navigator program began in 2022 and showed significant growth in 2023, we are excited to see the program continue to flourish in the years to come.

The Human Services Department also provides supports and services to juvenile offenders through our Juvenile Services program. Juvenile Services offers supports and assistance to clients by providing community-based alternatives to the formal court process. Our program is accredited through the Juvenile Diversion Network, we utilize a restorative justice process through the application of community accountability boards. Our focus is to promote positive youth development with our clients while we work to reduce the incidence of juvenile crime and reduce recidivism. Staff does this through resource sharing, skill building and educational programming. In 2023, the State of New Hampshire transformed the juvenile justice system, this transformation changed how restorative juvenile justice systems both processed and received clients. The Juvenile Services program served 37 clients in 2023.

The Merrimack County Adult Diversion program works with adult clients who have been referred to the program from the courts or from prosecutorial offices. The Adult Diversion program is a voluntary program that is appropriate for non-violent offenders and is offered as an alternative to the normal prosecution and conviction process. Merrimack County Adult Diversion programs are tailored to meet the needs of the clients to ensure the best possible outcome for the client. Staff work with referring agencies to remove the client from the criminal justice process as quickly as possible to avoid negative outcomes that may be associated with prosecution and conviction. The Adult Diversion program served 393 clients in 2023.

The Pretrial Services program is a bail supervision program that provides a reasonable alternative to pretrial incarceration for criminal offenders. Pretrial clients are referred by the Circuit Courts and the Superior Court in Merrimack County. Staff work with clients to ensure they report to court as ordered and ensure that the client complies with the terms of their court ordered release. Pretrial staff utilize the Ohio Risk Assessment System (ORAS) Pretrial Assessment Tool to assess clients prior to their first appearance in court. This validated assessment tool is designed to be predictive of both a defendant's failure to appear and their risk of violating the terms of their release on bail. This tool offers consistent information to the courts, prosecutors and defense counsel so that appropriate determinations can be made regarding bail and bail conditions. Pretrial Services staff conducted 456 pre-arraignment interviews and assessments in 2023 and supervised an average monthly caseload of 158 clients.

The Mental Health Court program provides an alternative to the traditional adjudication process for those individuals who are struggling with mental illness. Merrimack County's program is a

partnership with the 6th Circuit District Court in Concord. This program is offered to those who engage in criminal behavior due to their mental illness, Mental Health Court works with the participant to address and modify their behavior through appropriate treatment as they work toward recovery. The Program offers case management as it holds participants accountable for behavior and works with service providers to ensure quality care for the participant. The Mental Health Court served 15 participants throughout 2023 and graduated three participants.

UNH Cooperative Extension

UNH Cooperative Extension serves residents in each of Merrimack County's 25 towns and 2 cities with diverse programming through 4-H Youth Development & Education, Health & Well-Being, Nutrition Connections, Food & Agriculture, Community & Economic Development, Natural Resources. Extension is the public outreach arm of the University of New Hampshire, bringing information and education into NH's towns, helping to make individuals, businesses, and communities more successful and keeping NH's natural resources healthy and productive.

Food & Agriculture: We support the county's agricultural industries, including producers of fruits, vegetables, ornamental plants, and livestock, through workshops, trainings, diagnostic services, applied research, and one-on-one consultations. In 2023, a multitude of educational workshops were conducted with Extension at the helm. Hundreds of individuals received one-on-one consultation through email and phone conversations, 140 farm visits were conducted to fruit, vegetable, and dairy farms, during which recommendations were tailored towards the individual educational needs of the client. A total of 384 soil tests were reviewed and approved, optimizing soil fertility practices, and maximizing production on sites throughout the county. Extreme weather events impacting producers required a pivot in the scope of our work, which we shifted towards economic impact analysis to inform legislators and partner organizations in hopes that state and federal legislative action will help mitigate the impact to individual farms.

Natural Resources: Our natural resources team provides research, education, and stewardship throughout the state with a "boots on the ground" approach, extending state-wide programs in forestry and wildlife, natural resource development, land and water conservation, and marine fisheries. This year, 1,945 Merrimack County residents received one-on-one education from woodlot visits, educational events, telephone calls, and email correspondence. At least 1,426 County residents participated in educational events: Tree Farm Field Days, Tree Id Walks, Invasive Plant Control workshops, Wildlife Habitat field tours, Forest Health workshops, and Forest Ecology Field Tours for Middle School Science Classes. This year's educational offerings were augmented by a wide variety of virtual meetings to provide residents with virtual learning opportunities. To find out more about our programs and events check out the UNH Forestry and Wildlife Facebook page (<https://www.facebook.com/nhwoods.org>). This year, there were over 400 Volunteers who worked with UNH Extension in Merrimack County helping to conserve and manage its natural resources. The Volunteers participated in the Natural Resource Stewards program, the Coverts Project, Nature Groupie, the NH Big Tree Program, and the Lakes Lay Monitoring Program. Please visit our website to find out how to volunteer with UNH Extension <https://extension.unh.edu/about/volunteering>.

Community & Economic Development (CED): The CED team provides programming and technical assistance to communities, businesses, and nonprofit organizations around New Hampshire. The CED team's work focuses on revitalizing main streets, retaining and growing local businesses, supporting entrepreneurs and innovators, improving quality of life, and leveraging tourism and the recreation economy. Central to the CED team's work is engaging individuals throughout the community in developing a vision, designing an approach, and moving to action. Over the past year, the Merrimack County CED team has supported ongoing statewide programming on housing and broadband/digital equity. Continued support of the Northfield-based Foothills Foundation, along with a collaborative project to support outdoor economy, trails, and non-profit capacity and development across central Merrimack County and portions of Belknap County is ongoing. Additionally, the CED team has nearly completed the Downtowns and Trails program in Hopkinton and Contoocook, NH, which began in December 2022. This project will result in a detailed report for

the community, action, and next steps, and include a community presentation and ongoing support from the CED team as goals are worked towards.

4-H Youth Development & Education: 4-H is the youth development program of UNH Cooperative Extension and is offered in partnership with the USDA/ NIFA. The mission of 4-H is to provide hands-on learning opportunities, through positive youth-adult partnerships and peer-reviewed curriculum, to create tomorrow's leaders. 4-H programming helps youth find their spark, or their passion, so that in their adult life they find meaningful ways to contribute to their communities. A timeless tradition is Merrimack County 4-H members participating in events at the Hopkinton Fair. The 2023 fair hosted 114 4-H animal exhibitors and 92 youth exhibitors in the Ruth Kimball 4-H Exhibit Hall. All these opportunities serve as a capstone experience for a 4-H project, for youth to demonstrate their learning from the past program year. To close out the 2022-2023 program year, Merrimack County involved 371 youth in the program with the help of 109 volunteers.

Nutrition Connections is a no-cost, hands-on nutrition and physical education program that provides limited-resource youth, adults, and families the knowledge and skills needed for better health. In Merrimack County, Nutrition Connections engaged adults through partnerships with local agencies, including housing sites for older adults, senior centers, emergency housing, peer support, and more. Participants explored topics like saving money at the grocery store, reading food labels, simple recipes, and physical activity. Nutrition Connections also worked with youth in Franklin and Pittsfield. Middle schoolers learned how to set nutrition and physical activity goals and make healthy food choices. Two garden nutrition programs were offered to youth attending an afterschool and summer program and three preschool groups learned about fruits and vegetables. Nutrition Connections will continue to collaborate with local organizations and schools to help engage all ages around the skills and knowledge for better health.

Health & Well-being: Provides information, programs and training grounded in research to help individuals and their families succeed and thrive, such as Youth and Adult Mental Health First Aid Training, Chronic Disease, and Chronic Pain Self-Management Programs. We are collaborating with schools and public health partners to increase prevention and early intervention for mental health and wellness and substance misuse in communities. Our Merrimack County Field Specialist is serving as Project Director for the Community First Responder Program, funded by SAMHSA, which is bringing opioid prevention education to audiences across NH.

We would like to thank our Advisory Council that consists of 10 citizens from Merrimack County, and a representative of the County Commissioners office and County Delegation. These advisors assist Extension program staff to evaluate current programming, identify local educational and research needs, and to consider new programming across the county. Our 2022-2023 council members included: Janine Condi, Chip Donnelly, Ken Koerber, Josh Marshall, Jill McCullough, Tim Meeh, Page Poole, Scott Reynolds, Dee Treybig, Anya Twarog, Commissioner David Lovlien, and Rep. Thomas Schamberg.

To find out more about our programs please visit our website at <https://extension.unh.edu/>

Our office is located at 315 Daniel Webster Hwy, Boscawen, NH 03303. Please give us a call at (603) 255-3556, M-F, 8:00 a.m. to 4:00 p.m.

<https://extension.unh.edu/facility/merrimack-county-office>

MERRIMACK COUNTY TREASURER

The Treasurer's duty to comply with Chapter 29 of the NH Statutes continues to be successful because of the professional and efficient work of the Finance Team led by Aaron Turner. The staff: Diane Dorval, Cristina Burzo and Michael Rivard's experience and long tenure with the County continues to serve with the utmost trustworthiness and positive attitudes.

This past year's budget cycle using the new finance software system provided valuable information and data to the Delegation and its sub-committees for their review and consideration in approving the budget.

I also express my appreciation to my Deputy, Linda Lorden, for her willingness to serve whenever I am unavailable.

Respectfully submitted,

Mary R Heath, Treasurer

Edna C. McKenna Trust Fund			Yearly	\$
Donations for the Year 2023			Total:	1,842.33
Date	Name	Amount		
6/8/2023	Carol Boisvert	\$ 25.00		
4/25/2023	Tom and Debbie Marsh	\$ 75.00		
5/13/2023	Terry and Jane Fecto	\$ 50.00		
5/3/2023	Maureen Marcotte and Family	\$ 50.00		
5/4/2023	Patricia A. Chase	\$ 100.00		
2/23/2023	Kelly Clark	\$ 450.00		
7/9/2023	B Dumont	\$ 5.00		
2/2/2023	MCNH Laundry Staff	\$ 200.00		
2/2/2023	Sharon Tondel	\$ 50.00		
2/2/2023	Linnea Overlan	\$ 512.33		
9/5/2023	Chichester Town Library	\$ 25.00		
10/29/2023				
3	Niles Downing	\$ 100.00		
10/30/2023				
3	Carlissa Huckins	\$ 100.00		
12/16/2023				
3	G&S Petell Family Trust	\$ 100.00		

The Fund Trustees approved the following items in 2023 to enhance the quality of life for residents

- * Digital Music Project for the Activity Rooms and Kiosks (dining rooms)
- * EZ-Up Canopy Tents for summer outdoor activities to provide shade for residents
- * Replacement Upholstery of chairs for the Special Care Unit
- * Continued support of the Sweet Retreat Gift Shop at the Nursing Home

COUNTY OF MERRIMACK, NEW HAMPSHIRE

**Statement of Net Position
December 31, 2023**

	<u>Primary Government Governmental Activities</u>
ASSETS	
Cash and cash equivalents	\$ 20,174,940
Investments	10,009,650
Receivables, net	1,987,848
Due from other governments	3,195,840
Inventories	332,670
Prepaid expenses	223,112
Capital assets:	
Land and construction in progress	1,491,871
Other capital assets, net of accumulated depreciation	<u>28,543,768</u>
Total assets	<u>65,959,699</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows of resources related to pensions	5,648,711
Deferred outflows of resources related to other post employment benefits	<u>23,835,144</u>
Total deferred outflows of resources	<u>29,483,855</u>
LIABILITIES	
Accounts payable	1,770,239
Accrued expenses	2,616,947
Due to other governments	1,778,316
Internal balances due to/from other funds	8,897
Current portion of long-term liabilities	3,343,197
Other liabilities	17,689
Noncurrent:	
Bonds payable	22,585,000
Lease obligations	19,056
Compensated absences	3,575,449
Other post employment benefit obligations	68,588,471
Net pension liability	<u>47,358,534</u>
Total liabilities	<u>151,661,795</u>
DEFERRED INFLOWS OF RESOURCES	
Unearned revenue	14,471,741
Deferred inflows of resources related to debt refinancing	610,829
Deferred inflows of resources related to pensions	3,648,687
Deferred inflows of resources related to other post employment benefits	<u>43,697,809</u>
Total deferred inflows of resources	<u>62,429,066</u>
NET POSITION	
Net investment in capital assets	4,088,386
Restricted for:	
Specific purposes	555,782
Unrestricted	<u>(123,291,475)</u>
Total net position	<u>\$ (118,647,307)</u>

COUNTY OF MERRIMACK, NEW HAMPSHIRE

Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities Year Ended December 31, 2023

Total Net Change in Fund Balances - Governmental Funds \$ (3,153,192)

Amounts reported for governmental activities in the statement of activities are different because:

Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense.

Capital outlays	\$ 4,899,899	
Depreciation expense	(5,457,195)	
Gain (Loss) on disposal of assets	<u>(34,602)</u>	(591,898)

Repayment of bond and lease principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.

Principal on bonds	3,630,000	
Principal on leases	<u>17,377</u>	3,647,377

Interest on long-term liabilities in the statement of activities differs from the amount reported in the governmental funds because interest is recognized as an expenditure in the funds when it is due. In the statement of activities, however, interest expense is accrued.

Change in accrued interest (increase) decrease		14,418
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In the statement of activities, certain operating expenses are measured by the amounts earned/used during the year. In governmental funds, however, expenditures for these items are measured by the amount of financial resources used.

Compensated absences (increase) decrease	994,808	
OPEB obligation (increase) decrease	(7,735,196)	
Net pension liability (increase) decrease	<u>3,777,885</u>	(2,962,503)

The change in deferred inflows and outflows of resources related to long term liabilities are reported against pension expense and other financing uses in the governmental activities.

Deferred inflows - pension (increase) decrease	(543,771)	
Deferred inflows - debt refinance (increase) decrease	248,217	
Deferred inflows - OPEB (increase) decrease	10,445,732	
Deferred outflows - pension increase (decrease)	<u>(2,693,331)</u>	<u>7,456,847</u>

Change in Net Position of Governmental Activities \$ 4,411,049

COUNTY OF MERRIMACK, NEW HAMPSHIRE

**Statement of Revenues, Expenditures and
Changes in Fund Balances
Governmental Funds
Year Ended December 31, 2023**

	General Fund	Federal Grants Fund	Nonmajor Governmental Funds	Total Governmental Funds
Revenues				
Assessments	\$ 47,275,835	\$ -	\$ -	\$ 47,275,835
Charges for services	5,770,365	-	34,238	5,804,603
Intergovernmental	2,387,082	8,996,416	1,026,358	12,409,856
Nursing home revenues	34,863,313	-	-	34,863,313
Miscellaneous	1,781,738	-	17,992	1,799,730
Total revenues	<u>92,078,333</u>	<u>8,996,416</u>	<u>1,078,588</u>	<u>102,153,337</u>
Expenditures				
Purchasing	483,119	-	-	483,119
Information technology	865,033	-	-	865,033
Pretrial diversion	1,067,069	-	-	1,067,069
Delegation & Commissioners	7,387	-	-	7,387
Administration	1,300,893	-	-	1,300,893
Finance	787,921	-	-	787,921
County attorney	3,899,786	-	-	3,899,786
Register of deeds	649,090	-	46,186	695,276
Court security	945,095	-	-	945,095
Sheriff's department	2,512,247	-	-	2,512,247
Dispatch	1,029,030	-	-	1,029,030
Gerrish Manor	1,395,907	-	-	1,395,907
Human services	16,822,466	-	-	16,822,466
Department of corrections	14,342,359	-	-	14,342,359
MMC facilities	3,697,207	-	-	3,697,207
Health agencies	441,390	-	-	441,390
Nursing home administration	39,353,189	-	-	39,353,189
Debt service	4,998,520	-	-	4,998,520
Capital outlay	241,314	-	-	241,314
Miscellaneous	993,737	9,287,273	140,311	10,421,321
Total expenditures	<u>95,832,759</u>	<u>9,287,273</u>	<u>186,497</u>	<u>105,306,529</u>
Revenue over (under) expenditures	<u>(3,754,426)</u>	<u>(290,857)</u>	<u>892,091</u>	<u>(3,153,192)</u>
Other Financing Sources (Uses)				
Transfers in	926,655	290,459	264	1,217,378
Transfers out	(290,723)	-	(926,655)	(1,217,378)
Total other financing sources (uses)	<u>635,932</u>	<u>290,459</u>	<u>(926,391)</u>	<u>-</u>
Net change in fund balances	(3,118,494)	(398)	(34,300)	(3,153,192)
Fund balance, beginning	18,145,197	398	385,922	18,531,517
Fund balance, ending	<u>\$ 15,026,703</u>	<u>\$ -</u>	<u>\$ 351,622</u>	<u>\$ 15,378,325</u>