



County of Merrimack Board of Commissioners Meeting Minutes
September 9, 2024

Meeting conducted in person and electronically (via Zoom) at

*Old Courthouse – 163 N. Main Street Concord, NH 03301
Boscawen, NH 03303*

*Meeting ID: 868 4421 4713
Passcode: 543266*

Start Time 10:00 a.m.

Present: Commissioner Tara Reardon, Commissioner Stuart D. Trachy, Commissioner David M. Lovlien, Jr.

Staff: County Administrator Ross Cunningham, Finance Director Aaron Turner, Corrections Superintendent Travis Cushman, Community Relations Coordinator Jessica Riendeau, Human Resources Director Sara Lewko, Facilities Director Dustin Muzzey, Assistant Nursing Home Administrator Ross Johnson, Director of Administrative Services Jen Ridlon, Nursing Home Administrator Heather Moquin, Treasurer Mary Heath, Purchasing Manager Jon Gardner, Human Services Director Kara Coffey, Assistant Human Resources Director Wendy Heath and Executive Coordinator Melinda Harrison

Guest(s): Representative Steve Shurtleff

Zoom Attendees:

1. Commissioner Reardon opened the meeting at 10:00 a.m.

Pledge of Allegiance led by Commissioner Lovlien.

Commissioner Lovlien moved approval of the consent agenda as presented and to approve sealing the August 26, 2024 non-public minutes for a period of five years because it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of this board. Seconded by Commissioner Trachy, all voted in favor.

2. County Administrator Ross Cunningham presented snapshots of County function explaining current activity. Discussions followed on Managed Medicare vs. Medicare A under nursing home and the SOAR program under department of corrections.

3. Nursing Home Administrator presented the admissions policy for the Board's review and also approve the policy to be updated to include out of County individuals for the short stay rehab (skilled) unit.

The current policy states “that residents admitted to the Merrimack County Nursing Home should be residents of Merrimack County, however, out of county persons can be admitted when approved by the Administrator or the Board of Commissioners.”

Ms. Moquin explained now that the short stay rehab (skilled) unit has re-opened, would the Board of Commissioners approved admissions for short stay rehab from out of County individuals. Discussion followed.

Commissioner Trachy moved approval to update the admissions policy to include out of County individuals for the rehab (skilled) unit as presented and discussed. Seconded by Commissioner Lovlien, all voted in favor.

4. Facilities Director Dustin Muzzey presented a request of authorization from the Board to sole source Aeration blowers for the purchase of new aeration equipment for the waste water treatment plant from Aqua Solutions, the exclusive regional distributor for the manufacturer.

5. Human Services Director Kara Coffey presented a request to approval the acceptance of funding in the amount of \$61,047.94 from the New Hampshire Juvenile Court Diversion Network for the fiscal year 2025. This is an additional \$50,000 subcontract via NH DHHS funding. Discussion followed.

Commissioner Trachy moved approval to accept funding in the amount of \$61,047.94 from New Hampshire Juvenile Court Diversion Network as presented and discussed. Seconded by Commissioner Lovlien. All voted in favor.

6. Director of Administrative Services Jen Ridlon and Assistant Human Resources Director Wendy Heath presented a reclassification and new job description for Computer Assistant at the Nursing Home.

Job description for the existing Computer Assistant has been updated leading to a reclassification and name change to align with other County entities.

This revision includes reclassification from Labor Grade 8 to Labor Grade 10. Approximately \$1,120 for remainder of 2024.

Commissioner Lovlien moved approval of the Computer Assistant reclassification and new job description as presented. Seconded by Commissioner Trachy. All voted in favor.

7. Purchasing Manager Jon Gardner presented proposals for the removal and disposal of the existing carpet and cove base at the DOC, the preparation of flooring for new carpet, and the installation of new carpet tiles and cove base.

The solicitation was posted with three (3) proposals ranging from \$20,990 to \$28,780 received.

Permission to award the services to Absolute Floors at a cost of \$20,990 is requested. Project to be funded with ARPA funds.

Commissioner Trachy moved approval of Absolute Floors at a cost of \$20,990 as presented. Seconded by Commissioner Lovlien. All voted in favor.

Manager Gardner presented proposals for replacement of the access gate at the waste water treatment plant.

The solicitation was posted with four (4) proposals ranging from \$14,700 to \$28,865 received.

Permission to award the design-build services to American Fences at a cost of \$14,700. Project to be funded with ARPA funds.

Commissioner Lovlien moved approval of American Fences at a cost of \$14,700 as presented. Seconded by Commissioner Trachy, all voted in favor.

8. Board of Commissioner Comments: Commissioner Lovlien reminded all of Primary Day September 10th. Commissioner Reardon wished Corrections Superintendent Cushman a happy birthday.

9. Unfinished Business: Meeting calendars.

Discussion on adjusting meeting calendars for a meeting with Canterbury, Boscawen and Salisbury regarding ambulance services. The Board agrees to adjust October 15th & October 21st to accommodate schedules.

10. New Business: Administrator Cunningham discusses utilization of services and funding for ambulance services and the Board expressed concerns about the financial stability of Penacook Rescue and impact of their services on the County.

Discussion on the potential for regionalization of ambulance services and the need for more information on the financials and governance of Penacook Rescue.

The Board agrees to continue the discussion and gather more information before making any decisions.

11. Public Comment: None


12. Staff Comment: Community Relations Coordinator Jessica Riendeau shared an invite to the upcoming 9.25.24 ribbon cutting ceremony for Emergency Housing through the Friends program.

Board took a 5 minute recess before heading into nonpublic session.

13. *Commissioner Trachy moved to enter into nonpublic session in accordance with RSA 91-A:3,II,(a) at 10:47 a.m. for the purpose of personnel matters. Seconded by Commissioner Lovlien. On a roll call vote, Commissioner Reardon – yes, Commissioner Trachy – yes, Commissioner Lovlien - yes. Motion passed.*

14. Adjourn Meeting – Commissioner Lovlien moved to adjourn the meeting at 10:57 a.m. Seconded by Commissioner Trachy. All voted in favor.

Minutes taken by: Executive Coordinator, Melinda A. Harrison

Approved by: 

David M. Lovlien Jr., Clerk