

# MERRIMACK COUNTY NEW HAMPSHIRE



## ANNUAL REPORT

FISCAL YEAR 2022

January 1<sup>st</sup> - December 31<sup>st</sup>



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COUNTY DIRECTORY  
OFFICERS AND DEPARTMENT HEADS  
(Current)

**County Commissioners**

Tara Reardon, Chair, Concord  
Stuart D. Trachy, Vice Chair, Franklin  
David M. Lovlien, 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 Wyman

# 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**

(current)

ANDRUS, LOUISE\*  
AURES, CYRIL  
AYLWARD, DEBORAH  
BOYD, STEPHEN  
BRENNAN, ANGELA  
CAMBRILS, JOSE  
CAPLAN, TONY  
CAREY, LORRIE  
EBEL, KAREN\*  
ELLISON, ARTHUR  
GALLAGHER, 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, ALAN  
WALLNER, MARY JANE  
WALSH, THOMAS  
WOLF, DANIEL  
WOOD, CLAYTON  
WOODS, GARY

**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

\* represents members of the Executive Committee

## Delegation Meeting Minutes

### Minutes – March 11, 2022 – Merrimack County Delegation Meeting – Old Courthouse – 163 N. Main Street Concord, NH.

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 that will follow the close of the Public Hearing.

*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 public hearing. Notices for meetings were duly noted in the House Calendar, Concord Monitor and County website.

Chair Schuett called upon County Administrator Ross Cunningham to present a summary of a tentative agreement with the Teamsters Union for the Department of Corrections.

Administrator Cunningham explained:

- \* Last contract ended on 12/31/21
- \* 3 year contract
- \* Changes to the administration and utilization of PTO to benefit facility operations
- \* Staying competitive with market in regard to starting wages: Prior CBA - Merrimack ranked 4<sup>th</sup> in wages compared to other 9 counties. The tentative CBA places Merrimack County 1<sup>st</sup> for starting wage and 2<sup>nd</sup> for ending wage
- \* 96 teamsters bargaining unit positions
- \* FY22 \$289,277, FY \$767,627, FY24 \$1,037,250

County Administrator Ross Cunningham presented a summary of the 2022 budget and explained for 2022 there is a zero % increase in taxes. Total proposed budget is \$99,236,038 which includes the \$289,277 Teamsters agreement.

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

Seeing none, public hearing was closed at 10:51am

Chairman Schuett opened the Delegation meeting at 10:52am and asked Clerk Representative Tom Schamberg to read the public notice for the meeting.

Clerk Schamberg called roll.

- Alicea - in person
- Allard - in person
- Andrus - remote*
- Bartlett - in person
- Ebel - remote*
- Ellison - in person
- Gallagher - in person
- Hall - in person
- Hill - In person
- Klose - in person
- Lane - in person
- Luneau - in person
- MacKay - in person
- McGuire - in person
- McWilliams - remote*
- Moffett - in person
- Pearl - remote*
- Pimental - in person
- Rogers - in person
- Schamberg - in person



Schuett – in person  
Schultz – in person  
Seaworth – in person  
Shurtleff – in person  
Soucy – in person  
Testerman – in person  
Walsh – in person  
*Wazir – remote*  
*Wolf – remote*  
Woods – in person

Clerk Schamberg announced 24 members were present in person and 6 members were present remotely.

Representative Bartlett moved to allow remote members to participate remotely. Seconded by Representative Soucy.

Clerk Schamberg asked remote members to announce their reason for remote and if anyone was present in the room with them.

*Andrus – no answer*

Ebel – alone, not reasonably practical to attend in person

McWilliams – alone, not reasonably practical to attend in person

*Pearl – alone, not reasonably practical to attend in person*

Wazir – alone, not reasonably practical to attend in person

Wolf – alone, not reasonably practical to attend in person

*Members Andrus and Pearl opted to leave at this time.*

Clerk Schamberg called the roll with 20 members voting yes to allow remote participation, 4 members voting no. Motion carried.

Representative Allard reminded all members participating remotely to have their cameras on during voting.

A lengthy discussion ensued regarding the remote participation procedure.

Chair Schuett asked for a motion on the Teamsters Agreement as presented and explained during the Public Hearing.

Representative Bartlett moved approval of the 3 year Teamsters Union Agreement as presented and discussed. Seconded by Representative Soucy.

Clerk Schamberg called roll with 28 members voting yes, zero members voting no. Motion carried.

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

Representative Shurtleff moved approval of the Sheriff increase in fees as presented under NH RSA 104:31. Seconded by Representative Bartlett.

Clerk Schamberg call roll with 28 members voting yes, zero members voting no. Motion carried.

Representative MacKay moved approval of \$99,236,038 2022 for the 2022 budget and to authorize the use of \$6,560,472 of fund balance and \$46,639,774 to be raised by taxes. Seconded by Representative Bartlett.

Clerk Schamberg called the roll with 27 members voting yes, zero members voting no. Motion carried.

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.

Representative Luneau moved approval of the Grant Resolution as presented and discussed. Seconded by Representative Ellison.

Clerk Schamberg called the roll with 28 members voting yes, zero members voting no. Motion carried.

Seeing no other business to come before the Delegation, motion to adjourn at 11:51am by Representative MacKay. Seconded by Representative Woods. All voted in favor.

Respectfully,

Rep. Thomas Schamberg  
Clerk

**Minutes - May 23, 2022 - Merrimack County Delegation Meeting - Old Courthouse - 163 N. Main Street Concord, NH.**

Chair, Dianne Schuett, called the Merrimack County Delegation Meeting to order at 10:39am.

Chair Schuett asked Clerk Schamberg to read the public notice for the meeting.

Members stood for the Pledge of Allegiance and moment of silence for past members who have passed away.

Chair Schuett explained due to (5) zoom attendees Clerk Schamberg will read the remote procedure.

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".
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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.

All votes taken must be roll call votes.

Clerk Schamberg called the roll with the following Representative present: Allard, Andrus, Bartlett, Boyd, Cambrils, Ebel, Ellison, Gallagher, Hall, Hill, Klose, Lane, Luneau, MacKay, McGuire, Pimental, Schamberg, Schuett, Schultz, Seaworth, Shurtleff, Soucy, Testerman, Wallner, Walz, Wazir, Wolf, Woods.

A quorum was declared with 28 in-person attendance.

Representatives Alicea, Mason, McWilliams, Moffett, Myler present via Zoom and the reason to participate remote is not "reasonably practical". All Representatives are alone for the meeting.

Representative Allard moved approval to allow Representatives Alicea, Mason, McWilliams, Moffett, Myler to participate in the meeting via Zoom. Seconded by Representative Ebel. On a roll call vote, motion carries with 24-4.

Elected Officials Salary Study Committee findings:

Representative Shurtleff and Chair of the Elected Officials Salary Study Committee presented the following proposed salaries for biennium beginning January 1, 2023.

Chair, Commissioner committee is proposing \$10,290

Vice, Commissioner committee is proposing \$9,712

Clerk, Commissioner committee is proposing 9,712

Treasurer committee is proposing \$3,000

County Attorney committee is proposing \$103,075

Register of Deeds committee is proposing \$75,010  
Sheriff committee is proposing \$77,760

Discussion followed.

Representative Bartlett moved approval of the Elected Officials Salary Study report as presented and discussed. Seconded by Representative Shurtleff.

On a roll call vote, motion carries 24 y, 8 no.

Representative Ebel moved to adjourn at 11:00am, Seconded by Representative Soucy.

Respectfully submitted,

Thomas Schamberg, Clerk

## Executive Committee Meeting Minutes

### Minutes – February 28, 2022 – Merrimack County Executive Committee Meeting – Old Courthouse – 163 N. 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 eight members present.

In Person Attendance: Representatives Allard, Luneau, MacKay, Schuett, Shurtleff

Attendance via Zoom: Representatives Andrus, Ebel, Seaworth

Others in attendance: Representatives Bartlett, Walz, Woods

### 2022 Budget Review by Subcommittee

#### Human Services

Representative Bartlett presented on Grant Agencies, UNH Cooperative Extension, and Human Services

#### Grant Agencies:

Visiting Nurses Franklin & Granite \$34,402

RSVP Friends Program \$14,000 (a reduction of \$10,000 – request was \$24,000)

Crisis Center \$25,000

Coalition to End Homelessness \$10,000

Community Action Program \$120,500

Concord Boys & Girls Club \$25,000

Friends Emergency Housing (new) \$10,000 (a reduction of \$10,000 – request was for \$20,000)

Friends Youth Mentoring \$35,700

Waypoint \$35,000

Childrens Place \$10,000

CAP Long Term Care \$77,564

County Conservation \$54,710

Total: \$452,876

#### UNH Cooperative Extension:

Revenue: slight increase, \$44,608

Expenditures: a 1.2% increase from 2021 which represents cost of living increase

Total: \$448,070

#### Human Services:

Revenue: no changes made, total of \$382,645  
Expenditures: \$1,409,351, a decrease of 6.72% from 2021

Discussion followed on the County Navigator program which will provide support services to those in the community.

Discussion followed on the ACERT program that Merrimack County has modeled after Manchester Police Department.

Human Services Director Cottrell explained that Opioid litigation funds were received by the County Attorney's Office. After discussion it was decided the funds would better serve under the County Navigator Program.

**County Attorney & Sheriff**

Representative Waltz presented on County Attorney & Sheriff

County Attorney:

Revenue: \$107,674

Miscellaneous: remains level funded  
District Court Prosecution: slight increase  
Domestic Violence: remains at \$30,000

Expenditures: an additional \$35,000 was requested and approved to cover a retirement

Total: \$3,755,430

Medical Referee: remains the same at \$45,000  
Domestic Violence: \$118,087

Sheriff:

Revenue: \$779,500, slight decrease due to modifications made during the pandemic

Expenditures: \$2,890,683 reflecting a large amount of retirement money due to multiple senior employees retiring; increase in health insurance costs; primary change in this budget is personnel costs

**Department of Corrections**

Chair MacKay presented on the Department of Corrections Budget

Revenue: \$1,815,000 with most lines being level funded

Expenditures: \$15,168,524; decline in population; 34 vacancies currently; most lines have been level funded, decreased or slightly increased

Discussion followed on: positive COVID cases within the facility; the proposed DOC Teamsters Collective Bargaining Agreement (if passed, presents an increase of approximately \$224,000 to be added to the budget at the Delegation meeting on 3/11/22)

### **Gerrish Manor, Nursing Home, and Alternative Care**

Representative Woods presented on Gerrish Manor, Nursing Home and Alternative Care

Gerrish Manor:

Revenue: total of \$884,256 (decrease of \$8,401)

Expected census of 25, one lower than previous year, normally a 27

Expenditures:

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

Nursing Home:

Revenue: MCNH - expected census of 220, reduced from 261 in 2020, on average around 279

Assistant Finance Director Aaron Turner presented a change in 2022 revenue as follows:

11.5020.2101 MCNH Medicaid Income - January rate increase to \$206.77 from \$193.16 which results in a \$636,206 change for a new total of \$13,960,260

11.5037.2101 Quality Assessment & MQUIP - projected additional bed tax revenue from rate increase which results in an increase of \$280,862 for a new total \$4,188,078

2022 Proposed Amended Revenue - \$30,837,025 or 11.5% decrease over 2021 budget

MCNH Expenditures:

Administration:

11.5101 Personnel Administration - proposed change of \$80,997 (\$1,630,463); administrator resignation & hiring of new administrator wages

11.5106 Admin FICA - proposed change of \$6,197 (\$124,731) calculated costs for personnel increase

11.5106 Admin Retirement - proposed change of \$11,389 (\$195,255) calculated costs for personnel increase

11.5133 Quality Assessment Bed Tax - proposed change of \$581,089 (\$1,690,151)

11.5193 MCNH Property & Liability Insurance - proposed change of \$7,640 (\$160,437); quote from early January

Total: Administration (with changes) \$5,702,453

Discussion followed on County vacancies, sign on bonus, National Guard assistance, hosting LNA program, hosting LPN program, COVID outbreak status, admissions, vaccination policy/exemptions and census

Dietary:

11.5301 Personnel - reduction of \$200,000 (\$1,645,586) due to vacancies and low census

11.5306 FICA Dietary - reduction of \$15,300 (\$125,887)

Total: Dietary (with changes) \$3,372,223

Nursing:

11.5403 Personnel - supervisors increase of \$11,877 (\$1,837,297)

11.5406 FICA - increase of \$909 (\$698,678)

11.5406 Retirement - increase of \$1,670 (\$1,013,741)

Total: Nursing (with changes) \$17,428,266

Outside Services - slight increase due to several contracts increasing, \$1,089,156

Laundry:

Personnel - decrease, no major changes \$1,105,325

Housekeeping:

Difficulty with recruitment, no major changes \$1,105,325

Representative Moffett left the meeting at 10:44 a.m. due to a prior commitment

Hair Care & Recreation:

No major changes \$1,009,152

Therapy:

No major changes \$713,503

Social Services:

No major changes \$458,467

Medical Director:

Doctor Rodd retiring on 3/13; Doctor Sarah Glover on premise since January to transition to this position, \$444,364

Total: MCNH expenses \$32,934,535

Alternative Care Lines:



State Bill Adjustment Revenue \$165,000

Nursing Home Care \$11,697,740

Alternative Care \$3,694,023

Includes 2% increase effective 7/1/22; \$15,226,7630

Representative Juneau presented the following budgets:

Delegation: \$9,800 level funded

Commissioners: \$42,709 decreased due to utilization in conference & education

Finance Revenue: \$570,000 increased due to lower interest rates and an increase in escheated property based on past five years, contribution holiday at \$30,000

Finance Expenditures: \$621,455 increase in personnel due to finance director retirement and three FTE's; decrease in outside services due to not needing two TANs/w ARPA funds in bank

Administration: \$1,281,018 with an increase in outside services due to NEOGOV; bond principal interest down due to 2021 bond refunding

CIP Accounts: only vehicles budgeted, no extra transfers as of 2/17/2022, \$1,371,515

TAN Interest down due to expected one TAN borrowing

Discussion followed on County vacancies and sign on bonus where approved

Facilities Revenue: \$99,380 a reduction of 8.3%

Personnel: \$1,986,468 an increase due to step increases

Travel: reduction from \$4,700 to \$3,000

Conference & Education: reduction of \$2,500, total for line of \$5,000

Total: \$3,801,926

WWTP: reduction of \$39,349

Total: \$135,737

Registry of Deeds:

Revenue: \$1,820,500

Expenditures:

Personnel: reduction of \$54,417 due to IT position transferring to IT Department

Medical Insurance: reduction of \$18,370, Dental reduction of \$1,040, FICA reduction of \$4,163 and retirement reduction of \$7,651

Deeds imaging system lease increase by \$3,422

Total Deeds: \$761,921

Information Technology:

Mostly level funded with an increase in Personnel to reflect one position moved from Deeds, new total of \$789,221 to reflect medical, dental, FICA and retirement

Purchasing:

\$362,090 mostly level funded

Pretrial:

Revenue: decreased due to COVID \$80,000, discussion followed

Expenditures:

Personnel - decreased due to two retirements

Vehicle Repair - decreased due to only having one vehicle

Outside Services - saw a reduction

Contract Services - increased

Dues & Subscriptions - increased

Supplies - increased

Overall budget reduction of \$ 30,419

Total: \$1,331,909

Debt Services overview and history provided: \$4,876,599

CDBG Both Revenue & Expenditure - both \$1.00

County Tax Revenue - no increases/decrease

MCNH Sick Buy Back - 60% increase \$1,104,200

Transfer from General Fund to CIP for 2022 is zero; all in favor

ARPA overview: May of 2021 County received \$14,702,963 with another payment anticipated in 2022 of \$14,702,963 and a remaining projected balance of \$880,239. Discussion followed on overview.

Fund Balance to be used for 2022 of \$6,271,195 (slight decrease), will increase if/when CBA for Department of Corrections is approved.

County Administrator Cunningham presented fourth quarter financials.

Revenue – January 1, 2021 to December 31, 2021

Overall revenues as of 12/31/21 tracked at 95% of total budgeted 2021 revenues (excludes use of fund balance, COVID & ARPA grants). Revenues of total budget tracked as the following: Nursing Home 81%, Corrections 99%, Sheriff 94%, Adult Diversion/Pre-Trial 68%, Facilities 79%, Deeds 131%, Gerrish Manor 80%, other (includes the remaining County departments, escheated property & premium contribution holiday refunds). ARPA revenue is \$2,287,634 and COVID grant revenue is \$2,951,813.

Representative Allard moved approval of the fourth quarter revenue as presented. Seconded by Representative Luneau. On a roll call vote, motion passed 8-0.

Expenditures – January 1, 2021 to December 31, 2021

Overall expenditures at 12/31/21 tracked at 89.5% of total budgeted 2021 expenditures. Expenditures of total budget tracked at the following: Nursing Home 82%, Corrections 93%, Sheriff 94%, Attorney 93%, Facilities 89% Deeds 104%. The other expenditure categories includes County Delegation, Commissioners, Administration, Finance, IT, Purchasing, Human Services, Visitation, Grant Agencies, Cooperative Extension, Court House and other tracked at 89% of budget. Position vacancies throughout the nursing home, corrections and other departments have resulted in lower personnel and benefits expenditures. COVID expenditures \$462,655 and ARPA expenditures \$2,156,294.

Representative Allard moved approval of Fourth Quarter Expenditures as presented. Seconded by

Representative Luneau. On a roll call vote, motion passed 8-0.

County Administrator Cunningham presented a summary of tentative agreement with the Teamsters Union and explained the following: last contract ended 12.31.21, three year contract, changes to administration and utilization of PTO to benefit facility operations, staying competitive with market in regard to starting wages (prior CBA Merrimack ranked fourth in wages in comparison to the other nine counties), the tentative CBA places Merrimack County first for starting wages and second for ending wage, 96 Teamsters Bargaining Unit positions.

Totals for Fiscal Year: 2022 at \$289,277, Fiscal Year 2023 at \$762,627, Fiscal Year 2024 at \$1,031,250

Total to be recommended to the Delegation is \$289,277. Discussion followed.

Representative Allard moved to recommend to the Delegation \$289,277 for the Teamsters agreement as presented and discussed. Seconded by Representative Luneau. On a roll call vote, motion passed 8-0.

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 11<sup>th</sup> meeting. Discussion followed.

Representative Allard moved acceptance of the language of the resolution as presented and discussed. Seconded by Representative Luneau. On a roll call vote, motion passed 8-0.

County Administrator Cunningham presented the 2022 Budget PowerPoint with discussion and explanation on each slide. Total 2022 revenue is \$98,946,761 and total 2022 expenditures is \$98,946,271.

Representative Allard moved approval of total 2022 revenue in the amount of \$98,946,761 with use of fund balance totaling \$6,271,195 and taxes totaling \$46,639,774. Seconded by Representative Luneau. On a roll call vote, motion passed 8-0.

Representative Bartlett announced that Merrimack County is top notch and appreciates the hard work the delegates, commissioners and department heads put into the budget process each year.

County Administrator Cunningham introduced newly appointed Nursing Home Administrator Heather Moquin.

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

Meeting adjourned at 10:00 a.m.

Respectfully submitted,

Dianne Schuett  
Acting Clerk

**Minutes - May 23, 2022 - Merrimack County Executive Committee Meeting - Old Courthouse - 163 N. Main Street Concord, NH.**

Chairman James MacKay called the Executive Committee Meeting to order at 10:00am as published in the Concord Monitor as well as the House Calendar.

Representative Schamberg to act as acting clerk.

Representative Schamberg read the public notice.

Chairman MacKay explained due to (1) zoom attendee Representative Schamberg will read the remote procedure as there is (1) Zoom attendee for the meeting.

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".
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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.

All votes taken must be roll call votes.

Acting Clerk Schamberg called the roll with the following Representative present: Allard, Andrus, Ebel, Luneau, MacKay, Schamberg, Schuett, Seaworth, Shurtleff and Testerman.

Representative Moffett is present via Zoom and the reason to participate remote is not “reasonably practical”, as he is out of State. Representative Moffett is alone for the meeting.

A quorum was declared with 10 in-person attendance.

Representative Allard moved approval to allow Representative Moffett to participate in the meeting via Zoom. Seconded by Representative Ebel. On a roll call vote, motion carries with 10-0.

County Administrator Ross Cunningham presented 1<sup>st</sup> quarter Revenue and explained County-wide seasonally first quarter revenue is typically lower than subsequent quarters.

The nursing home is \$1.5 below first quarter projection. Revenue continues to be low due to census. Numbers started to pick up late in the quarter & stabilized at the current staffing capacity of 2022. Census now hindered by staffing needs. Proshare due in second quarter, budgeted at \$5.8m. Discussion followed.

Finance Director Aaron Turner explained since the mailing of the financials, we received notice that we got an enhanced FMAP payment from the State of \$500,000 which is the federal government paying more into the Medicaid program therefore, the County has to pay in a little less so that'll be reflected next quarter. We also got noticed that our pro share numbers will be above \$9 million is the estimate at the moment and we budgeted \$5.8 million so that will make up some of the difference from the first quarter. The last item is the Medicaid surplus, each year we get a payout based off the remaining money in the Medicaid bucket. Typically it's due to low utilization of bed days and that's expected to be around \$150,000 where we budgeted \$300,000.

Representative Shurtleff moved to approve 1<sup>st</sup> quarter Revenue as presented and discussed. Seconded by Representative Ebel. On a roll call vote, motion passed 11-0.

County Administrator Cunningham presented 1<sup>st</sup> quarter Expenditures and pointed out that wages for the IT Specialist in Registry Deeds for the remaining three quarters are budgeted under IT. As far as County-Wide, we continue to see large vacancies throughout the County. Mid way through quarter, 121 FT (20%) and 101 (45%) PT vacancies.

Discussion followed on sign-on bonus and employee incentives.

Representative Ebel moved to approve 2<sup>nd</sup> quarter Expenditures as presented and discussed. Seconded by Representative Allard. On a roll call vote, motion passed 11-0.

Representative Shurtleff and Chair of the Elected Officials Salary Study Committee presented the following proposed salaries for biennium beginning January 1, 2023.

Chair, Commissioner committee is proposing \$10,290  
Vice, Commissioner committee is proposing \$9,712  
Clerk, Commissioner committee is proposing 9,712  
Treasurer committee is proposing \$3,000  
County Attorney committee is proposing \$103,075

Register of Deeds committee is proposing \$75,010  
Sheriff committee is proposing \$77,760

Discussion followed.

Representative Schamberg moved approval of the Elected Officials Salary Study report as presented and discussed. Seconded by Representative Ebel. Motion carried 8 yes, 3 no.

Motion to adjourn at 10:33am by Representative Ebel. Seconded by Representative Shurtleff. On a roll call vote, motion to adjourn passed 11-0.

Respectfully submitted,

Thomas Schamberg, Acting Clerk

**Minutes - August 5, 2022 - Merrimack County Executive Committee Meeting - Old Courthouse - 163 N. Main Street Concord, NH.**

Chairman James MacKay called the Executive Committee Meeting to order at 11:00am as published in the Concord Monitor and House Calendar.

Representative Schuett to act as acting clerk.

All present rose for Pledge of Allegiance.

Acting Clerk Schuett called roll with the following Representatives present: Allard, Andrus, Luneau, MacKay, Schuett, Seaworth, Shurtleff. A quorum was declared with 7 in-person attendance.

County Administrator Ross Cunningham shared that Corrections Superintendent Joe Costanzo has accepted a new position as Corrections Superintendent of Hillsborough County. A round of applause was given to Superintendent Costanzo.

County Administrator Ross Cunningham presented 2<sup>nd</sup> quarter Revenue and explained everything is trending well County-wide seasonally first quarter revenue is typically lower than subsequent quarters.

Nursing Home census has picked up & stabilized since Feb/March low point, still below budgeted levels. Proshare revenue came in \$1.5 above budgeted. Census now hindered by staffing needs. Proshare due in second quarter, budgeted at \$5.8m. Discussion followed.

Gerrish Manor census picked up last (2) months of quarter.

Deeds revenue picked up last two months of quarter, averaged \$160k compared to \$135k first (4) months.

Another unbudgeted \$545,603 received as advanced Federal Medicaid Assistance Percentage (FMAP) - this is a refund on the Alternative Care payments due to Federal Government covering higher %, expect similar payment to be received in August.

Escheated property came in at \$271k – budgeted at \$500k.

Representative Shurtleff moved to approve 2<sup>nd</sup> quarter Revenue as presented and discussed. Seconded by Representative Seaworth. On a roll call vote, motion passed 7-0.

County Administrator Cunningham presented 2<sup>nd</sup> quarter Expenditures and pointed out that County-wide we continue to see large personnel vacancies throughout the County and at end of quarter, 130 FT (22%) an 87 PT (39%).

Nursing Home and Alternative Care bills are coming in higher than budgeted. On pace to be \$500k over which is offset by FMAP revenue.

Nursing Home \$128k under projected amounts, due to personnel  
Corrections \$400k under projected amounts, due to personnel  
Facilities \$167k under projected amounts, due to personnel  
Sheriff \$176k under projected amounts, due to personnel

Deeds had (1) position moved to IT in April.

Discussion followed on county-wide vacancies.

Representative Shurtleff moved to approve 2<sup>nd</sup> quarter Expenditures as presented and discussed. Seconded by Representative Allard. On a roll call vote, motion passed 7-0.

Finance Director Aaron Turner presented on the ARPA program.

County Administrator Cunningham briefed on the many county-wide projects.

Motion to adjourn at 11:33am by Representative Seaworth. Seconded by Representative Allard. On a roll call vote, motion to adjourn passed 7-0.

Respectfully submitted,

Dianne E. Schuett, Acting Clerk

**Minutes – November 3, 2022 – Merrimack County Executive Committee Meeting – Old Courthouse – 163 N. Main Street Concord, NH.**

Clerk Moffett called the meeting to order at 10:06 a.m.

Clerk Moffett called the roll with seven representatives present: Allard, Andrus, Luneau, Moffett, Schamberg, Shurtleff and Testerman. A quorum was declared with 7 in-person attendance.

Clerk Moffett announced that the third quarter financials act as the primary topic of discussion and invited County Administrator Ross Cunningham to present on the revenue.

County Administrator Ross Cunningham provided a revenue report to all present and verbally highlighted points of interest to include the following:

Census at the nursing home has remained consistent, around 200.

September revenue pushed the quarter above projected for Deeds.

Gerrish Manor has reached their full census this quarter.

Additional funds received include the Federal Medical Assistance Percentages and also the Federal Government providing additional funds to the nursing home, lowering County liabilities.

County Administrator Cunningham welcomed questions.

Q: If we are receiving an additional sum of money, with not a lot more liability this year, what happens next year; do you think you will see this money again?

A: Finance Director Turner provided a response, informing that additional funds from the federal government have been put into the Medicaid program, with the County handling a large portion of that bill, so as the State is getting funds from the Federal Government, they are reimbursing the County. The end date on this is unknown at this time.

Clerk Moffett asked if there were further questions or statements. Hearing no further questions or statements, Clerk Moffett looked for motion to accept the revenue report as presented.

Representative Allard moved to approve the third quarter revenue report as presented. Seconded by Representative Shurtleff. On a roll call vote, motion passed 7-0.

Representative Seaworth entered the meeting in present at 10:15 a.m.

Clerk Moffett invited County Administrator Ross Cunningham to present on the third quarter expenditures.

Administrator Cunningham reported the following on expenditures:

The County is tracking at about 68.5 % for overall budget numbers.

Less than half the projected ARPA expenses have been expended at this point.

There will be two new contracts in 2023 that will be reviewed during the budget process, one for the Sheriff's office and one for the Department of Corrections. The Nursing Home contract will come during the following cycle.

County Administrator Cunningham welcomed questions.

Q: Does anyone see the inflation rate and the cost of product affecting your budget for the rest of this year?

A: County Attorney Paul Halverson responded indicating that for certain departments, such as the County Attorney's Office, because it is a smaller entity, the rise in costs have been manageable for the remainder of this year, but next year may be a different outlook.



Clerk Moffett asked if there were further questions or statements. Hearing no further questions or statements, Clerk Moffett looked for motion to accept the expense report as presented.

Representative Schamberg moved to approve the third quarter expense report as presented. Seconded by Representative Seaworth. On a roll call vote, motion passed 8-0.

Clerk Moffett called for any other business to be brought to the Executive Committee.

County Administrator Cunningham briefed on County wide projects to include, the solar project with an intended approval date of November 17<sup>th</sup>, the paving project which is complete for the season with small agenda items to be scheduled this spring, and reported the County budget is in its final stages with the Board of Commissioners. Administrator Cunningham indicated that the budget is anticipated to land somewhere between 0-5percent. Adjustments have been made to the budget and department heads have worked to ensure budgets are as lean as possible. The budget is anticipated to be sent out before the Thanksgiving holiday after the Commissioners final review. Delegation will review the budget between December and March before final approval.

Motion to adjourn at 10:26 a.m. by Representative Shurtleff. Seconded by Representative Seaworth. On a roll call vote, motion to adjourn passed 8-0.

Respectfully submitted,

Michael Moffett, Clerk

**Minutes - December 12, 2022 - Merrimack County Executive Committee Meeting - Old Courthouse - 163 N. Main Street Concord, NH.**

Chair MacKay called the meeting to order at 12:05pm

Chair MacKay called the roll with representatives present: Andrus, Ebel, Gerhard, Luneau, MacKay, Seaworth, Schamberg, Schuett, Shurtleff and Testerman. A quorum was declared with 10 in-person attendance.

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, 2023 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 2023 Tax Anticipation Note Resolution as read and presented by Representative Ebel, 2<sup>nd</sup> by Representative Shurtleff by roll call vote, motion passes 10-0.

Motion to adjourn at 12:10pm by Representative Shurtleff, 2<sup>nd</sup> by Representative Andrus.

Melinda A. Harrison, Acting Clerk

## Board of Commissioners

### 2022 Highlights – Merrimack County Board of Commissioners

It is a continued privilege to work for the Merrimack County community. 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 2022 including, but not limited to the following:

Human Services launched a new Navigator Program! The program focuses on working with community members who are in need of assistance working through social service systems. Navigators work to empower clients and help them identify and organize their support network. We look forward to working closely with our community partners to grow and strengthen this program.

The Boscawen campus saw fresh paving in all parking lots. In addition, designated walking paths were created throughout the campus for employees, nursing home residents, and visitors to enjoy.

Also in 2022, the County launched a completely remodeled website, highlighting the departments within and many of the services each offers to the community.

We are extremely excited to announce that revitalization of the County Farm is well underway! Livestock now graze in the field and enjoy new fencing and a new barn area. Expansion of this project will continue into 2023 and 2024 with potential for a greenhouse to be installed on site.

Initial discussion on the Counties solar project occurred, with intention for this project to launch in early 2023.

We look forward to the continuation of these projects and welcome new ones in 2023!

After many years serving as a Merrimack County Commissioner, Peter Spaulding has retired from his position. Real dedication and loyalty are rare. We cannot express our gratitude to Peter enough for the many years of service. On behalf of the County, we wish you the best of luck in all future endeavors.

We would like to thank the professionals of Merrimack County for their commitment to making a positive impact on our community. We look forward to continuing to work closely with residents, businesses, and community organizations to identify opportunities to make Merrimack County an even better place to live, work, and raise a family.

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. 2022 was the first year where open enrollment for annual benefits was completed 100% through the employee portal. 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. 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. 2023 will bring a new HRIS system for tracking of employees. 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 2022.

Respectfully submitted,  
Sara A. Lewko, PHR, SHRM-CP  
Human Resources Director

## Nursing Home

Throughout 2022, Merrimack County Nursing Home focused on reducing restrictions to resident activity despite the ongoing Covid-19 pandemic and its impact to facility operations.

### Resident Life

Updated guidance from CMS allowed the facility to liberalize visitation and socialization among the residents. Residents continue to occupy units on 4N (50% occupancy), 4S, 3N, and 3S. In addition, the specialty units of Young Adult, Hospice and our Special Care Unit (secure dementia care) were operational, although the Special Care Unit remained at 50% occupancy. The Skilled and Transitional units remained closed. These reductions in occupancy began in 2021 and continued throughout 2022 due to staffing vacancies.

The facility resumed previous traditions that had been on hold due to the pandemic. These included family and resident barbeques, live entertainment, hosting Thanksgiving dinner and re-opening our café which is open to staff, residents and visitors.

### Staff

Recruitment efforts in 2022 were highly effective for the support departments of MCNH. Vacant positions in housekeeping, laundry and food service were filled.

Unfortunately, the facility struggled with recruitment of nursing staff as a nursing shortage continued to be experienced in the state of NH. While recruitment was challenging, as a facility MCNH had better than average retention statistics when compared to other long term care facilities. The turn-over rate for nursing assistants was 34% (national average was 48.5%). The turn-over rate for nurses was 25.5% (national average was 43.75%). Recruitment of nursing staff continues to be high priority. Stipends were paid throughout 2022, a new registry program was established, and a wage adjustment was made following a wage analysis. In addition, MCNH established a paid feeding assistant program, is seeking approval from the Board of Nursing for an LNA class taught at our facility, and is sponsoring several LNAs as they advance their training to become licensed nurses.

### Financials

Merrimack County Nursing Home maintained an average occupancy of 65% in 2022. This was due to staffing challenges and admission restrictions when units were in quarantine due to Covid-19. There were 91 admissions to the facility in 2022 which was a slight increase from 2021.

<u>Payor Source</u>	<u>Occupancy</u>	<u>Average Rate</u>
Medicaid	82%	\$214.57/day
Medicare	4%	\$600/day
Private	14%	\$325/day

### Quality

A health inspection was concluded by the State survey team on April 8, 2022. 7 low level deficiencies were noted. The average number of deficiencies in NH is 4.8. The national average is 8.6.

A complaint survey was conducted on November 22, 2022. There were no findings/deficiencies related to this audit.

The facility is currently rated a 3 star facility per Medicare.

Respectfully Submitted,

Heather Moquin RN, MBA NHA  
Administrator

## Register of Deeds

The Merrimack County Register of Deeds 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 Conservation and Improvement Program fee (LCHIP). We also collect a \$2 per-transaction fee, which goes toward purchasing and maintain our equipment.

2022 revenues can be broken down as follows:

### REGULAR REVENUES

Commission of collection of state transfer tax:	\$ 853,525.00
Commission on collection of LCHIP:	\$ 16,910.00
Recording fees:	\$ 650,213.00
All other income:	\$ 180,898.00
 TOTAL:	 \$ 1,701,546.00

### SPECIAL REVENUES

\$2 per-transaction fee:	\$ 44,948.00
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Erica S. Davis has served as Register since January 2023. She is currently being assisted by Deputy Register Charlene Brack.

The office is open from 8AM to 4PM. It is open to telephone inquiries from 8AM to 4PM and to walk-ins from 8:30AM to 3:30PM. The Registry attempts to register all documents received by 3:30PM on that same day.

Currently there are four (4) computers in the research area and one (1) in the registry 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



### Merrimack County Sheriff's Office Annual Report

In 2022 the Sheriff's Office started to see an increase in activity both in the amount of daily transports and an increase in the amount of civil service. We believe this is a direct correlation to the end of the COVID-19 pandemic.

The members of the office continue to be very hardworking and go above and beyond in giving back to our County. We continue to teach the DARE Program to 5th grade students in communities that do not have either a police department or an officer certified to teach DARE. We increased the amount of training to religious organizations on civilian response to active shooters and we have doubled the amount of road patrols throughout the county to assist our 27 communities.

We like every law enforcement agency have continued to struggle with recruitment in all three of our divisions which include our court security division, our deputies, and hit the hardest our communications division where we are responsible for dispatching for 17 different agencies.

We moved closer in 2022 in ensuring that more of our deputies became certified in Crisis Intervention Training to assist us in dealing with folks struggling with mental health issues and substance use disorders.

In closing, I am truly honored to say on behalf of my office, thank you for allowing us to serve you.

Sheriff David Croft

## 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 2022, the MCAC received referrals and conducted 292 forensic interviews of victims of crime. 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.

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 2022, the Family Support Specialist provided follow up services more than 900 times, in addition to making more than 600 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. Since October 2022, ACERT has deployed 17 times between Concord and Franklin; has reached out to a total of 279 families; and has made 63 referrals to the community service partners.

Looking ahead to 2023, the MCAC looks forward to the continued collaboration with agencies that support victims and families throughout Merrimack County, and working to identify and increase reporting of abuse and neglect in order to support more victims and connect them to services and a path to healing.

## Department of Corrections

It is our mission, and we are committed to provide 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 the communities we serve by utilizing effective strategies and initiatives. The Department is comprised of uniformed and non-uniformed professionals to include officers, clinicians, case managers, an investigator, cooks, and administrative assistants. In 2022, the Department received approximately 1,899 inmates who were remanded into custody. Subsequently, the Department conducted 1,830 releases. The average daily population for 2022 was 120 males and 20 females.

The Department was selected by The National Institute of Corrections (NIC) as one of four facilities nationwide that participated in a staffing Analysis Implementation Project. The Department participated in three months of training, coaching, and technical assistance in the NIC's staffing analysis process and methodology, which are widely regarded as the industry standard within the corrections community. Using this process, the team compiled and analyzed the data necessary to recognize where we could make efficiencies, establish or modify our policies that affect staffing, and provide justification for current or future staffing needs. During these unprecedented times of staffing shortages, efficient staffing plans and practices move us towards achieving our agency's most important requirement: providing safety for staff, those in our custody and the general public.

During the year, the Department maintained protocols and closely monitored community exposure levels as the COVID-19 pandemic continued. Vaccines were offered to inmates and staff through DHHS and United Way. Some normal operations were restored such as allowing volunteers and the public in for visits, while initial COVID screening upon check-in remained in place.

Operationally, the facility conducted 799 initial classifications and 1,174 reclassifications. 4,020 searches of cells and common areas, and 445 prisoner transports were conducted.

K9 Mack provided 42 demos for community outreach and was deployed 260 times yielding 18 contraband finds.

The grounds were improved and additional parking was created by a paving project made possible by a grant. The facility hosted various trainings for outside agencies and corrections academies.

Merrimack County DOC 2022 Budget: \$15,457,801

Merrimack County DOC Overall Average Daily Population: 140



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  
countyattorney@mcao.net

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.

## 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.

In order to provide assistance to as many Merrimack County citizens as possible, the Human Services Department restructured its services in 2022.

As part of this restructuring the County made the decision to close the Merrimack County Visitation Center in June. The Visitation Center provided supervised visitation services, case management and support services to families throughout Merrimack County. The Visitation Center served 33 families in 2022. As this center closed it made way for the new County Navigator program which was unveiled and began taking clients. The Navigators took on the case management and support services that had been provided at the Visitation Center. In addition to this work the 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 152 clients in 2022.

The Human Services Department also provides supports and services to juvenile offenders through our Juvenile Services program. This program works largely with first-time non-violent offenders who are deemed appropriate. 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. The Juvenile Services program served 92 clients in 2022. The Juvenile Services program also underwent a restructuring during 2022 as we worked to transition our services to evidence based programming and to provide group and online class formats whenever possible.

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 425 clients in 2022.

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 735 interviews in 2022 and supervised an average monthly caseload of 163 clients.

## UNH Cooperative Extension

UNH Cooperative Extension serves residents in each of Merrimack County's 27 towns with diverse programming through 4-H Education & Youth Development, Health & Well-Being, Nutrition Connections, Food & Agriculture, Community & Economic Development, Natural Resources and Dairy. 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 and trainings, diagnostic services, applied research, and one-on-one consultations. In 2022, 1100 individuals participated in programs focused on food and agriculture production, 430 individuals received one-on-one consultation through email and phone conversations, and 120 farm visits were conducted, during which recommendations were tailored towards the individual educational needs of the client. A total of 320 soil tests were reviewed and approved, optimizing soil fertility practices, and maximizing production on sites throughout the county. UNH Extension in Merrimack County has led the Vegetable and Fruit Integrated Pest Management program for the past two seasons. This program monitors vegetable and fruit pests on 15 farms and provides recommendations for best management practices. In 2021, the program saved producers an estimated \$425,000 in value of reduced crop loss due to optimal pest control practices combined with reduced costs associated with fewer pesticide applications, labor costs and fuel consumption.

The State Dairy Specialist position has been filled after a 3-year vacancy. The office has been moved from its traditional location (Grafton County) to Merrimack County. Sarah Allen started November 14, 2022, and is now more centrally located in the state to serve the dairy producers and be involved in policy development.

**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, 1,398 Merrimack County residents received one-on-one education from woodlot visits, educational events, telephone calls, and email correspondence. At least 758 County residents participated in-person, outdoors, 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 and Facebook Live webinars (<https://www.facebook.com/nhwoods.org>) to comply with the COVID-19 restrictions and to provide residents with virtual learning opportunities. This year, there were 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 and 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 from throughout the community in developing a vision, designing an approach, and moving to action. The Merrimack County CED role transitioned to a new staff person in mid-2022 who has taken lead on a variety of projects that have begun throughout the county. Support is continuing for the Northfield-based Foothills Foundation, an organization that plans to make the area a hub for recreation access and economic development through collaboration, promotion, and trail building. Additional work and engagement is starting in Hopkinton/Contoocook Village to provide support and programming surrounding business and engagement and retention, with additional work to assess recreational resources and downtown vibrancy. The Merrimack County CED is also supporting community programming surrounding housing and broadband and is developing a County-wide needs assessment where stakeholder engagement and from all communities throughout the county will be incorporated.

**Education and 4-H Youth Development:** 4-H is the youth educational program of UNH Cooperative Extension that provides youth the opportunity to engage in hands-on learning opportunities that spark their passion for life after 4-H, while learning important life skills such as communication and leadership. Programming is delivered utilizing 4-H volunteers that involve youth in the learning process through youth-adult partnerships. Coming out of the COVID-19 pandemic, Merrimack County 4-H members were able to participate in a variety of program opportunities. A highlight for many is the annual Hopkinton State Fair. Sixty-three 4-H members submitted items to the Ruth Kimball 4-H Exhibit Hall to display their projects from throughout the course of the 4-H year. Over 100 4-H members exhibited their animals at the fair and helped to educate the public about agriculture. To close out the 2021-2022 program year, Merrimack County involved 310 youth and 122 volunteers.

**Nutrition Connections** is a no-cost, hands-on nutrition and physical education program that provides limited-resource families the knowledge and skills needed for better health. In Merrimack County, Nutrition Connections provided programming to youth in schools around making healthy food choices and eating fruits and vegetables. Nutrition Connections partnered with local agencies and housing sites to reach adults and families, covering topics like reading food labels, preparing low-cost meals and snacks, saving money at the grocery store, choosy eaters, and more.

**Health & Well-being:** Provides information, programs and training grounded in research to help young people 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 working collaboratively 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 NH Opioid Prevention Project, funded by SAMHSA, which is bringing opioid prevention education to audiences across NH.

We would like to thank our Advisory Council that consists of 11 citizens of 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 2021-2022 council members

included: Chuck & Diane Souther, Josh Marshall, Tim Meeh, Jill McCullough, Ken Koerber, Mark Cowdrey, Chip Donnelly, Janine Condi, Page Poole, Anya Twarog, Commissioner Stuart Trachy, and Rep. Thomas Schamberg.

Connect with us:

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

## **Merrimack County Treasurer**

It is the Treasurer's duty to comply with Chapter 29 of the NH Statutes. It truly would be impossible to accomplish this without the professional and efficient work of the Finance Team. This year, the team's lead, Michael Rivard, retired after thirty-five years of service. Aaron Turner was promoted to Finance Director and continues to work with Diane Dorval and Cristina Burzo. Michael Rivard is working part-time with a major focus on American Rescue Plan Act funds and other grants.

The County began the process of implementing a new finance software system which will integrate with all County agencies. We look forward to continued improvements in the provision of information to department heads and county convention representatives.

We also express our appreciation to the outgoing Treasurer, Kathleen Donnelly for her service.

Respectfully submitted,

Mary R. Heath, Treasurer

## Edna C. McKenna Trust Fund

### Donations for the Year 2022

Date	Name	Amount
01/30/2022	Jerry and Gloria Walterreit	\$30.00
02/01/2022	Marjorie Starliper	\$50.00
02/07/2022	NH Bar Association	\$100.00
02/26/2022	The Sawyer Family Trust	\$100.00
02/28/2022	MacCullum's Boat House, Inc.	\$100.00
03/01/2022	Clayton A Miller, Inc.	\$50.00
03/01/2022	Teresa and Donald Egan	\$75.00
03/02/2022	Nancy and Scott Robart	\$50.00
03/03/2022	Sandra S. Miller	\$25.00
03/03/2022	Butenhof & Bomster, PC	\$25.00
03/04/2022	Denise Ordzie and Arlene Mulleavy	\$50.00
03/15/2022	Barbara Johnson	\$50.00
03/15/2022	J.A. Garneau Companies	\$10.00
03/31/2022	Daniel Stanley	\$3,000.00
04/19/2022	Paulette Cloutier	\$50.00
04/25/2022	Nancee Donovan	\$250.00
05/03/2022	George and Theresa Perron	\$100.00
06/02/2022	W James McKay	\$1,000.00
07/29/2022	Bennett Funeral Home	\$823.38
08/07/2022	Sally Maxfield	\$25.00
08/15/2022	Ionc Ragged Mtn Order Eastern Star	\$25.00
09/21/2022	Claudette G Apicella	\$ 50.00
09/29/2022	America's Charities	\$200.00
10/05/2022	Robert and Vicki King	\$100.00
10/12/2022	Hazen and Mary McLaren	\$80.00
10/13/2022	Kristina Valas	\$50.00
10/15/2022	Rick and Amy Holschbach	\$50.00
10/17/2022	Sharon & Dan DeHart	\$200.00
10/20/2022	Beth and Michael Key	\$150.00
10/20/2022	Timothy and Cynthia Johnson	\$100.00
10/21/2022	Stanley and Karen Graton	\$50.00
10/30/2022	Hiroshi and Shonna Smith	\$100.00
10/30/2022	Carol Clark	\$50.00
	Total:	\$7,168.38