

**President**  
Cathy Stacey  
Rockingham County Register of Deeds

**Vice President**  
Toni Pappas  
Hillsborough County Commissioner

**Treasurer**  
Chuck Nickerson  
Rockingham County Finance Director

**Bylaws Chair**  
Travis Cushman  
Merrimack County Superintendent



11 S Main St., Ste. 202  
Concord, NH 03301

info@nhcounties.org  
www.nhcounties.org

**Immediate Past President**  
Wendy Piper  
Grafton County Commissioner

**At-Large**  
Chris Coates  
Cheshire County Administrator

**At-Large**  
Ross Cunningham  
Merrimack County Administrator

Executive Committee Meeting Minutes  
February 7, 2025, at 10:00 AM  
Primex

**I. Call to order**

- a. Register Stacey calls the meeting to order at 10:02 AM finding a quorum fit to conduct business.
- b. Ms. Horgan calls the roll: Commissioner Martha McLeod (via Commissioner Piper proxy), Attorney Carolyn Kirby (via Commissioner Piper proxy), Superintendent Joseph Costanzo (via Commissioner Piper proxy), Administrator Ray Bower (via Commissioner Piper proxy), Commissioner George Maglaras (via Commissioner Piper proxy), Superintendent Chris Brackett (via Commissioner Piper proxy), Administrator Kathryn Kindopp (via Commissioner Stewart proxy), Director Mary Bourque (via County Manager Ferland proxy), Superintendent Shawn Coughlan (via County Manager Ferland proxy), Director Hilary Snide (via County Manager Ferland proxy, Administrator Laura Mills (via Superintendent Champagne proxy), Administrator Ross Cunningham (via Superintendent Cushman proxy), Director Wendy Heath (via Superintendent Cushman proxy), Commissioner Stuart Trachy (via Superintendent Cushman proxy), Superintendent Brian King (virtual), Administrator Chris Coates (virtual), Administrator Louise Belanger (virtual), Superintendent Ben Champagne (virtual), Administrator Mark Brady (virtual), Administrator David Ross (virtual), Carrie Conway (virtual), Superintendent Michelle Wetherbee, Administrator Richard Leboeuf, Commissioner Claudia Stewart, Commissioner Katie Hedberg, Administrator Craig Labore, Administrator Julie Libby, Commissioner Toni Pappas, Administrator Heather Moquin, Superintendent Travis Cushman, Superintendent Jason Henry, Director Alison Kivikoski, Director Chuck Nickerson, Register Cathy Stacey, Commissioner Tom Tombarello, Commissioner Joe Pitre, County Manager Derek Ferland, Administrator Matt Lagos of the NHAC Executive Committee. Danielle Duchesne, Kate Horgan, and Jim Monahan of the Dupont Group/Rumford Management. Kim May, Ally Priest (virtual), Dave Witham of the public.

**II. Pledge of Allegiance**

- a. Commissioner Tombarello leads the Executive Committee in the Pledge of Allegiance.

**III. Approval of past meeting minutes (January 23, 2025)**

- a. Register Stacey presents the minutes from January 23, 2025, meeting of the Committee. Superintendent Henry makes a **MOTION** to approve the minutes. Director Kivikoski **SECONDS** the **MOTION**. Register Stacey invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

- IV. Primex Sponsor Presentation**
- a. As a benefit of their gold sponsor of the 2024 Annual Conference, Dave Witham of Primex offers a presentation to the Executive Committee. Mr. Witham provides information on the nursing home roundtable series, with the next meeting being on March 11 at 10:00 AM. Primex is also looking to have a county correctional roundtable quarterly as well with dates to be determined.
- V. FY2026 Congressionally Directed Spending Requests – Ally Priest (virtual)**
- a. Ally Priest, representing Sen. Shaheen’s office, explains the FY2026 Congressionally Directed Spending request process. The link can be found at <https://oampublic.senate.gov/constituent/login/ca790999-989b-4740-9646-76788d36eed9/>. Requests are due February 28, 2025.
- VI. Amazon Prime Business update**
- a. Ms. Horgan provides an update on the process and explains that March is still the target for the program launch,
- VII. Financial Update – Chuck Nickerson**
- a. Director Nickerson presents the financial report. Director Nickerson explains most expenses are at or around the predicted one twelfth spent for the year but for some event venue deposits. Superintendent Henry makes a **MOTION** to accept the financial report. Director Kivikoski **SECONDS** the **MOTION**. Register Stacey invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.
- VIII. Executive Committee appointments**
- a. Coos County will hold a vote on their appointments on February 12, 2025. Carroll County has one vacancy.
- IX. Strategic Planning Committee**
- a. The Executive Committee received the Officer’s strategic planning report.
  - b. The following counties still have an open position on the Strategic Planning Committee: Belknap, Cheshire, Grafton, Merrimack, Strafford, Sullivan.
  - c. Following Section VIII.7. of the bylaws, the Strategic Planning Committee is to have one representative from each county who is an appointed or elected official from a county in good standing. Membership is a 2-year term.
  - d. Nominations are requested by the Association President and confirmed by the Executive Committee.
  - e. Register Stacey presents the slate of additional nominees: Administrator Debra Shackett, Administrator Ross Cunningham, Julie Libby, County Manager Derek Ferland, Director Chuck Nickerson. Superintendent Cushman makes a **MOTION** to approve the nominations. Superintendent Henry **SECONDS** the **MOTION**. Register Stacey invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.
- X. Legislative Conference**
- a. Ms. Duchesne explains that registration is still open, though about half of the available tickets have been claimed. Sponsors continue to enroll, though there is space for more. Ms. Horgan previews the schedule of sessions.
- XI. Annual Conference**
- a. 50<sup>th</sup> Anniversary Planning Committee Chairs Director Kivikoski explains that the Committee meets weekly and has been working on the events, sponsorship opportunities, and swag options.

- b. Ms. Duchesne explains that Affiliate meeting space and breakout session speakers are due by April 30.

**XII. County-State Finance Committee update – Administrator David Ross**

- a. Administrator Ross explains that the Committee is watching for potential impacts on ProShare, the county cap, and Medicaid reimbursement.
- b. Following bylaws article IX, Register Stacey nominates Administrator David Ross, Administrator Craig Labore, Administrator Ray Bower, Director Chuck Nickerson, Commissioner Steve Shurtleff, and Commissioner Jack Wozmack to the State-County Finance Committee.
- c. Superintendent Henry makes a **MOTION** to approve Register Stacey’s nominations. Commissioner Pappas **SECONDS** the **MOTION**. Register Stacey invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

**XIII. State Government updates**

- a. Ms. Horgan explains that the legislative report has been sent out to the Executive and Legislative Committees. Ms. Horgan explains that next week is busy with hearings: HB 547, HB 569 (Commissioner Maglaras will attend), HB 643, HB 125, HB 487, SB 131 (the Association sending a letter), and HB 548. Ms. Horgan explains that she is working on a floor amendment to the sanctuary cities bill.
- b. Superintendent Henry makes a **MOTION** to approve the Legislative Committee’s latest slate of recommendations and to allow the Legislative Committee to adjust bill positions as needed. County Manager Ferland **SECONDS** the **MOTION**. Register Stacey invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

**XIV. Affiliate updates**

- a. Corrections: No update.
- b. Commissioners Council: Commissioner Pappas reports that Commissioner Maglaras was elected as Chair at the last meeting of the Council.
- c. County Attorneys: No update.
- d. Deeds: Register Stacey explains that the Affiliate elected officers on March 3.
- e. Sheriffs: No update.
- f. Human Resources: Ms. Km May explains that the next meeting will be on March 7.
- g. Administrators: The next meeting of the group will be on March 21 and will feature a discussion with a DHHS representative regarding CMS changes, ProShare, and other topics.
- h. Nursing Home Administrators: Administrator Labore explains that the Affiliate will meet in-person following the Awards Committee.

**XV. Other business**

- a. Belknap County and Carroll County each have an open seat on the Awards Committee. A volunteer has come forward from Carroll County. Carroll County Register of Deeds Karen Rines would like to join the Awards Committee. Superintendent Henry makes a **MOTION** to approve the nomination. Superintendent Cushman **SECONDS** the **MOTION**. Register Stacey invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.
- b. Ms. Duchesne reminds the county administrators that the directory updates are due by February 14.
- c. Register Stacy congratulates the December 2024 graduates of the National Association of Counties (NACo) Leadership Academy from New Hampshire: Holly Elsholz, Assistant County Administrator, Grafton County; Kelly Johnson, HR Manager, Merrimack County; Taylor Gunn, HR Generalist, Carroll County.

- d. County Manager Ferland presents the NACo Counties for Housing Solutions NACo opportunity and explains that the deadline is Feb. 26. Ms. Sharon Callum has reached out to NACo about the Association applying. Ms. Horgan will follow up on Ms. Callum's inquiry into NACo.
- e. Ms. Duchesne asks who will attend the NACo Hill Day. The following have already been identified: Rockingham County Register Cathy Stacey, Rockingham County Deputy County Treasurer Mr. Bob Troy, Hillsborough County Commissioner Pappas; Cheshire County Administrator Chris Coates, Cheshire County Commissioner Terry Clark, Cheshire County Commissioner Claudia Stewart, Cheshire County Director of Executive Services/Communication Davis Bernstein.
- f. Register Stacey asks for the Bylaws Committee to change the bylaws to allow virtual meetings.

**XVI. Next meeting**

- a. The next meetings of the Executive Committee will be at Primex on:
  - i. March 7, 2025
  - ii. April 4, 2025
  - iii. May 2, 2025
  - iv. June 6, 2025
  - v. September 5, 2025
  - vi. October 3, 2025
  - vii. November 11, 2025 (at the Omni Mt. Washington)
  - viii. December 5, 2025

**XVII. Adjournment**

- a. Superintendent Henry makes a **MOTION** to adjourn the meeting. Director Kivikoski **SECONDS** the **MOTION**. Register Stacey invokes unanimous consent and hearing no objection, the **MOTION PASSES**.

*Minutes prepared by Danielle Duchesne on February 7, 2025.*

*Minutes approved on March 7, 2025.*