

President
Wendy Piper
Grafton County Commissioner

Vice President
Cathy Stacey
Rockingham County Register of Deeds

Treasurer
Chuck Nickerson
Rockingham County Finance Director

Bylaws Chair
Chris Coates
Cheshire County Administrator



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Immediate Past President
Chuck Weed
Cheshire County Commissioner

At-Large
Toni Pappas
Hillsborough County Commissioner

At-Large
Ross Cunningham
Merrimack County Administrator

Officers Meeting Minutes

12.20.2024 at 9:00 AM

Primex

I. Call to order

- a. Commissioner Piper calls the meeting to order at 9:06 AM finding a quorum fit to conduct business.
- b. Ms. Horgan takes the roll: Administrator Chris Coates (virtual), Director Chuck Nickerson, Administrator Ross Cunningham, Commissioner Toni Pappas, Commissioner Wendy Piper, Register Cathy Stacey of the NH Association of Counties Officers. Danielle Duchesne, Kate Horgan, and Jim Monahan of Rumford Management/Dupont Group.

II. Approval of past meeting minutes

- a. Commissioner Piper presents the minutes from the November 11, 2024, meeting of the Officers. Commissioner Pappas makes a **MOTION** to approve the minutes. Administrator Cunningham **SECONDS** the **MOTION**. Commissioner Piper invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

III. Financial update

- a. Director Nickerson presents the financial report. Director Nickerson explains that the revenues look good and are running approximately \$12,000 over, largely due to the Annual Conference and the Corrections Academies. With expenses running below budget, a net of \$15,000 to \$20,000 on the year is expected. Commissioner Pappas makes a **MOTION** to approve the financial report. Stacey **SECONDS** the **MOTION**. Commissioner Piper invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

IV. Legislative Conference

- a. Ms. Duchesne presents the contract from the Grappone Conference Center for the NHAC Legislative Conference. Administrator Cunningham makes a **MOTION** to recommend the contract for approval to the Executive Committee. Register Stacey **SECONDS** the **MOTION**. Commissioner Piper invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

V. Rumford Management review

- a. Administrator Cunningham makes a **MOTION** to enter a non-public session under RSA 91: A 3, II(a) or (c). Commissioner Piper **SECONDS** the **MOTION**.

Commissioner Piper calls a roll call vote: Administrator Coates, aye; Register Stacey, aye; Commissioner Pappas, aye; Administrator Cunningham, aye; Commissioner Piper, aye, Director Nickerson, aye; the **MOTION PASSES**.

- b. Administrator Cunningham makes a **MOTION** to close the non-public session. **SECONDS** the **MOTION**. Commissioner Piper calls a roll call vote: Administrator Coates, aye; Register Stacey, aye; Commissioner Pappas, aye; Administrator Cunningham, aye; Commissioner Piper, aye, Director Nickerson, aye; the **MOTION PASSES**.
 - c. Register Stacey makes a **MOTION** to seal the minutes. Administrator Cunningham **SECONDS** the **MOTION**. Commissioner Piper calls a roll call vote: Administrator Coates, aye; Register Stacey, aye; Commissioner Pappas, aye; Administrator Cunningham, aye; Commissioner Piper, aye, Director Nickerson, aye; the **MOTION PASSES**.
 - d. Register Stacey makes a **MOTION** to recommend the Rumford Management contract to the Executive Committee for consideration in January. Administrator Cunningham **SECONDS** the **MOTION**. Commissioner Piper invokes unanimous consent and hearing no objection, the **MOTION PASSES**.
- VI. Other business
- a. No other business.
- VII. Next meeting
- a. Next meetings are scheduled for:
 - i. January 3, 2025 (looking to change the date)
 - ii. February 7, 2025
 - iii. March 7, 2025
 - iv. April 4, 2025
 - v. May 2, 2025
 - vi. June 6, 2025
 - vii. September 5, 2025
 - viii. October 3, 2025
 - ix. November 11, 2025
 - x. December 5, 2025
- VIII. Adjournment
- a. Register Stacey makes a **MOTION** to adjourn the meeting. Director Nickerson **SECONDS** the **MOTION**. Commissioner Piper invokes unanimous consent and hearing no objection, the **MOTION PASSES**.

Danielle Duchesne prepared minutes on December 20, 2024.

Minutes approved on January 23, 2025.