

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



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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
January 23, 2025, at 10:00 AM
Primex

I. Call to order

- a. Register Stacey calls the meeting to order at 10:00 AM finding a quorum fit to conduct business.
- b. Ms. Horgan calls the roll: Administrator Shelley Richardson (via Administrator Shackett proxy), Administrator Craig Labore (via Administrator Libby proxy), Administrator Debra Shackett (via Administrator Shackett proxy), Commissioner Steve Hodges (via Administrator Shackett proxy), Administrator Chad Monier (via Commissioner Pappas), Administrator Ray Bower (via Commissioner Pappas proxy), Commissioner George Maglaras (via Commissioner Pappas proxy), Superintendent Chris Brackett (via Commissioner Pappas proxy), Carrie Conway (via Commissioner Pappas proxy), Director Sheryl Trombly (via Commissioner Stewart proxy), Superintendent Doug Iosue (via Commissioner Stewart proxy), Director Mary Bourque (via Director Snide proxy), Commissioner Harold Parker (via Register Stacey proxy), Commissioner Tom Tombarello (via Register Stacey proxy), Attorney Carolyn Kirby (virtual), Director Lori Sharp, Superintendent Michelle Wetherbee, Superintendent Brian King, Commissioner Claudia Stewart, Administrator Kathryn Kindopp, Commissioner Katie Hedberg, Administrator Julie Libby, Commissioner Wendy Piper, Commissioner Martha McLeod, Commissioner Toni Pappas, Administrator David Ross, Superintendent Joseph Costanzo, Administrator Ross Cunningham, Director Wendy Heath, Superintendent Travis Cushman, Superintendent Jason Henry, Director Alison Kivikoski, Director Chuck Nickerson, Register Cathy Stacey, County Manager Derek Ferland, Director Hilary Snide, Administrator Chris Coates (virtual) of the Executive Committee. Guests Mr. Davis Bernstein, Commissioner Stephen Shurtleff, and Director Kim May. Danielle Duchesne, Kate Horgan, and Jim Monahan of the Dupont Group/Rumford Management.

II. Pledge of Allegiance

- a. Administrator Cunningham leads the Executive Committee in the Pledge of Allegiance.

III. Approval of past meeting minutes (December 20, 2024)

- a. Commissioner Stacey presents the minutes from the December 20, 2024, meeting of the Committee. Superintendent Henry makes a **MOTION** to approve the minutes. Administrator Ross **SECONDS** the **MOTION**. Register Stacey invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

IV. Amazon Prime Business update

- a. Ms. Horgan provides an update on Amazon Business enrollment process and explains that the Association has set up an account while Amazon processes the program internally. There will be a contract regarding the receipt of funds for consideration at an upcoming meeting. Ms. Horgan explains that she has invited Amazon to participate in the Legislative Conference. The Amazon Business referral program roll-out to Association membership is anticipated to occur in March.

V. Financial Update – Chuck Nickerson

- a. Director Nickerson presents the financial report. Director Nickerson explains that the financial document presents the full year of 2024. The statuses of four outstanding checks are being investigated. Director Nickerson explains that the expenses are \$11,000 net under budget for 2024. Superintendent Henry makes a **MOTION** to accept the financial report. Superintendent Cushman **SECONDS** the **MOTION**. Register Stacey invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

VI. Executive Committee appointments

- a. Following the general election in even numbered years, each Board of County Commissioners shall appoint members to the Executive Committee. Members may only be submitted from member counties in good standing. There shall be at least one representative from each member county in good standing with the Corporation on the Executive Committee. Boards of County Commissioners of member counties in good standing will be notified of open seats by the President or his/her designee.

- b. The slates are as follows:

- i. Belknap

1. Administrator Debra Shackett
2. Administrator Shelley Richardson
3. Finance Director Lori Sharp
4. Commissioner Steve Hodges
5. Superintendent Michelle Wetherbee

- ii. Coos (pending Feb. 12, 2025, Board of Commissioners vote)

1. Administrator Louise Belanger
2. Superintendent Ben Champagne
3. Treasurer Suzanne Collins
4. Administrator Mark Brady
5. Administrator Laura Mills

- iii. Carroll

1. vacant
2. Human Resources Director Linda Matchett
3. Jail Superintendent Brian King
4. Nursing Home Administrator Rich Leboeuf
5. Commissioner Harold Parker

- iv. Cheshire

1. Commissioner Claudia Stewart
2. County Administrator Chis Coates
3. Finance Director Sheryl Trombly
4. Nursing Home Administrator Kathryn Kindopp
5. DOC Superintendent Doug Iosue

- v. Grafton

1. Commissioner Wendy Piper
2. Commissioner Katie Hedberg
3. Commissioner Martha McLeod
4. County Administrator Julie Libby
5. Nursing Home Administrator Craig Labore

- vi. Hillsborough

1. Commissioner Toni Pappas
 2. Carolyn Kirby, Esq., Legal Counsel
 3. County Administrator Chad Monier
 4. Nursing Home Administrator David Ross
 5. Corrections Superintendent Joseph Costanzo
- vii. Merrimack
1. Administrator Ross Cunningham
 2. Commissioner Stuart Trachy
 3. HR Director Wendy Heath
 4. Nursing Home Administrator Heather Moquin
 5. Superintendent Travis Cushman
- viii. Rockingham
1. Corrections Superintendent Jason Henry
 2. Commissioner Tom Tombarello
 3. Register Cathy Stacey
 4. Director of Finance Chuck Nickerson
 5. Senior Director of Human Resources Alison Kivikoski
- ix. Strafford
1. Commissioner George Maglaras
 2. Commissioner Joe Pitre
 3. Administrator Ray Bower
 4. Criminal Justice Programming Coordinator Carrie Conway
 5. Corrections Superintendent Chris Brackett
- x. Sullivan
1. Facilities Director Mary Bourque
 2. County Manager Derek Ferland
 3. Nursing Home Administrator Matt Lagos
 4. Department of Corrections Superintendent Shawn Coughlan
 5. Human Resources Director Hilary Snide

VII. Rumford contract

- a. Mr. Monahan presents the Rumford contract as recommended to the Executive Committee by the Officers. Superintendent Henry makes a **MOTION** to approve the contract. Director Chuck Nickerson **SECONDS** the **MOTION**. Register Stacey invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

VIII. Annual Conference

- a. Director Snide and Director Kivikoski of the 50th Anniversary Planning Committee provide an update on the planning for the 2025 Annual Conference. The Committee will meet on January 28 to review an agenda, budget, and sponsorship opportunities. Ms. Duchesne reminds the Affiliates that speakers and Affiliate meeting space requests are due by April 30.

IX. Strategic Planning Committee

- a. Administrator Ross Cunningham and Administrator Deb Shackett volunteer to join the Committee. The Executive Committee members agree to consider nominations at the February meeting. Association staff will send out the Officer's strategic planning report.

X. Awards Committee formation

- a. The following counties have an open seat on the Awards Committee: Belknap, Carroll Cheshire, Grafton.
- b. The Committee will be made up of one representative per county and members shall serve on the Committee until the conclusion of the awards presentation. Any member of the Executive Committee may serve on the Awards Committee.

- c. The following nominations are taken from the floor: Administrator Julie Libby (Grafton County), Commissioner Stewart (Cheshire County).
- d. Superintendent Henry makes a **MOTION** to approve the additional nominees. Commissioner Piper **SECONDS** the **MOTION**. Register Stacey invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

XI. Bylaws Committee

- a. The membership for the Bylaws Committee has lapsed, with the last members being Administrator Chris Coates, Administrator Chad Monier, and Superintendent Jason Henry. Following the bylaws “The duties of the Bylaws Committee shall be to: a) Review the bylaws periodically but no less than every other year; and b) Shall recommend amendments as needed. c) Ensure compliance with current bylaws. Should there be disagreement regarding the meaning of anything described in the bylaws, it shall be brought to a vote in the Executive Committee.” There will be three members who are elected or appointed officials and will serve a term of two years.
- b. The following nominations are taken from the floor: Director Snide and Administrator Shackett.
- c. Superintendent Cushman makes a **MOTION** to approve Director Snide and Administrator Shackett to the Committee. Administrator Ross **SECONDS** the **MOTION**. Register Stacey invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

XII. Finance Committee

- a. The membership for the Finance Committee has lapsed, with the last members being Director Chuck Nickerson, Director Sheryl Trombly, Director Sara Lewko, Commissioner Brian Chirichiello, and Commissioner George Maglaras. The duties of the Finance Committee shall be to: a) Review and recommend the annual budget to the Executive Committee; b) Review fiscal policies and procedures and make recommendations to the Executive Committee; c) Periodically review the financial operations of the Corporation and prepare a report of findings and recommendations to the Executive Committee. d) Cooperate with the audit process. The Chair is the Treasurer while the rest of the membership is made up of 4 members plus a representative of the Association management. Elected or appointed members from active member Counties may serve on the Committee. Other than the Treasurer, no Officers shall serve on the Committee. Two (2) members of the Committee must be elected County Commissioners. The term for Committee membership is two years.
- b. The following nominations are taken from the floor: Commissioner Maglaras, Director Sheryl Trombly, Commissioner Tom Tombarello, Director Wendy Heath.
- c. Superintendent Henry makes a **MOTION** to approve the slate of nominees. Director Kivikoski **SECONDS** the **MOTION**. Register Stacey invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

XIII. Legislative Conference

- a. Ms. Duchesne explains that registration is open and that twenty-six folks are already registered. Four sponsors are in at a total of \$5,250. Superintendent Henry has reached out to sponsor targets. Cold and individual outreach to target sponsors has also been completed.

XIV. County-State Finance Committee update – Administrator David Ross

- a. Administrator Ross explains that the next meeting of the Committee will be on February 14. Nominations for new members from the Association will be considered at the February 7 meeting of the Executive Committee. The Committee will discuss a potential

impact on ProShare payments to counties. February 21 Christy Roy virtual discussion Invites have been sent out to Administrators and Nursing Home Administrator.

XV. State Government updates

- a. Mr. Monahan explains that the budget process has begun. Mr. Monahan explains that the Association advocacy team is working on the county cap; legislation regarding the counties making an overpayment in 2022/2023 when the state federal share dropped but the State already collected from the counties; a proposal to fund prepayment for Medicaid pending cases. Mr. Monahan explains there are several proposed bills about organizing schools by county, but it is unknown what that means (geographical, government administration, etc.). Mr. Monahan explains that the Medicaid tax structure is in flux.
- b. Ms. Horgan explains that the Executive Committee has received a packet of bill position recommendations as determined by the Legislative Committee. Superintendent Henry expressed gratitude for those who do attend the Legislative Committee meetings, and that member insight is essential. Register Stacey asks that, if anyone sees a bill that needs a position, please reach out to the Legislative Committee or Association advocacy team. Administrator Cunningham makes a **MOTION** to approve the bill positions as recommended by the Legislative Committee. Superintendent Henry **SECONDS** the **MOTION**. Register Stacey invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

XVI. Affiliate updates

- a. Corrections: No report from the Affiliate. Superintendent Henry explains that the Board of Corrections is working on bylaw changes that will be brought to the Executive Committee.
- b. Commissioners Council: The Commissioners Council will meet immediately following this meeting.
- c. County Attorneys: No report.
- d. Deeds: Register Stacey explains that the Affiliate will meet on January 30.
- e. Sheriffs: No report.
- f. Human Resources: Director May explains that the Affiliate will meet following this meeting of the Executive Committee and will discuss three bills that may impact human resources.
- g. Administrators: Director Nickerson explains that recent discussions have focused on net metering.
- h. Nursing Home Administrators: Administrator Ross explains that the Affiliate will meet next on February 7 in-person.

XVII. Other business

- a. County Manager Ferland asks the Executive Committee about experiences with Eversource passing upgrade expenses along when seeking a solar project. Manager Ferland asks how the counties may proactively pressure Eversource. Administrator Ross will connect with Manager Ferland separately on how to approach Eversource. Director Nickerson explains that Eversource already completed some upgrades so passed along fewer upgrade expenses related to Rockingham County's solar project.
- b. Ms. Duchesne will send the county directory to the county administrators for updates.
- c. Superintendent Henry explains that the Opioid Abatement Committee has sent out an RFP for an entity to administer loans.

XVIII. Next meeting

- a. The next meetings of the Executive Committee will be at Primex on:
 - i. February 7, 2025
 - ii. March 7, 2025
 - iii. April 4, 2025

- iv. May 2, 2025
- v. June 6, 2025
- vi. September 5, 2025
- vii. October 3, 2025
- viii. November 11, 2025 (at the Omni Mt. Washington)
- ix. December 5, 2025

XIX. Adjournment

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

Minutes prepared by Danielle Duchesne on January 23, 2025.

Minutes approved on February 7, 2025.