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Rockingham County Finance Director

Bylaws Chair
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Cheshire County Administrator



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At-Large
Toni Pappas
Hillsborough County Commissioner

At-Large
Ross Cunningham
Merrimack County Administrator

1.20.2023 Finance Committee Meeting Minutes Primex

- I. Call to order
 - a. Director Nickerson calls the meeting to order finding a quorum fit to conduct business.
 - b. Ms. Horgan calls the roll: Director Sheryl Trombly, Director Sarah Lewko, Commissioner Toni Pappas, and Director Chuck Nickerson of the Finance Committee. Danielle Duchesne and Kate Horgan of the Dupont Group/Rumford Management.
- II. Approval of past meeting minutes
 - a. Director Nickerson presents the minutes from the November 22, 2022, meeting of the Finance Committee. Director Lewko asks for no “h” after her last name. Commissioner Pappas makes a **MOTION** to approve the minutes as amended. Director Trombly **SECONDS** the **MOTION**. Director Nickerson invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.
- III. Audit preparations
 - a. Ms. Duchesne explains that, following the bylaws Section X.1. regarding the financial audit: “The Executive Committee shall contract with an independent, certified public accountant for periodic financial audits of the Corporation. The auditor’s report shall be presented to the Officers for approval. A copy of the report shall be distributed to each Officer and the Chair of each County Board of Commissioners and posted on the Corporation website.” In addition, the bylaws indicate that the Finance Committee (in Section VIII.5.d.) “Cooperate with the audit process.”
 - b. Director Nickerson explains that the audit will cover 2020, 2021, and 2022. The budget includes \$15,000 to conduct the audit.
 - c. Director Nickerson agrees to update Director Trombly’s draft RFP as needed (address, years, name, etc.) and include an hourly or flat rate that will align with the budget. The updated RFP will be sent out to the Finance Committee.
 - d. Director Nickerson explains that he will move financial preparations to an accrual basis, rather than a cash basis as Treasurer Collins used for financial document preparations.

- e. Director Nickerson suggests providing a draft balance sheet to the RFP to exhibit the scope of the audit.
 - f. Nickerson suggests that the Association target known firms that counties have used, reach out to the NH Society of Certified Public Accountants, and post the RFP to the Association's website. It is suggested that all New Hampshire counties post the RFP to a relevant page of their website.
 - g. The Committee agrees that the RFP will be finalized by email. The Finance Committee will review proposals and recommend a proposal/draft engagement letter/contract for services to the Officers and Executive Committee. The Finance Committee hopes to have a recommendation to award by the March meetings of the Association Officers and Executive Committee.
- IV. Other business
- a. No other business.
- V. Next meeting
- a. The next meeting will be at the call of the chair.
- VI. Adjournment
- a. Director Trombly makes a **MOTION** to adjourn the meeting. Director Lewko **SECONDS** the **MOTION**. Director Nickerson invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

Danielle Duchesne prepared minutes on January 20, 2023.

Minutes approved on December 1, 2023.