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Cathy Stacey
Rockingham County Register of Deeds

Vice President
Toni Pappas
Hillsborough County Commissioner

Treasurer
Chuck Nickerson
Rockingham County Finance Director

Bylaws Chair
Alison Kivikoski
Rockingham County Senior Director of Human Resources

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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

Officers Meeting Minutes
June 12, 2026 at 9:30 AM
Rockingham County
102 North Road, Brentwood, NH 03833

I. Call to order

a. Ms. Horgan calls the roll: Register Cathy Stacey, Director Alison Kivikoski, Commissioner Toni Pappas (via Director Kivikoski proxy), Director Chuck Nickerson of the Officers; Superintendent Coughlan and Officer Phillips of the public; Danielle Duchesne and Kate Horgan of the Dupont Group/Rumford Management.
b. Register Stacey calls the meeting to order at 8:38 AM finding a quorum fit to conduct business.

II. Approval of past meeting minutes (March 6, 2026)

a. Register Stacey presents the March 6 meeting minutes. Director Kivikoski makes a **MOTION** to approve the minutes. Director Nickerson **SECONDS** the **MOTION**. Register Stacey invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

III. Financial update – Superintendent Nickerson

a. Director Nickerson presents the financial update: revenues are coming in well; about 85% of Annual Conference sponsorship revenue has been raised; the Corrections Academies are running slightly over on revenue; and dues from only one county remain outstanding. Director Kivikoski makes a **MOTION** to accept the financial report. Administrator Coates **SECONDS** the **MOTION**. Register Stacey invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

IV. Corrections Academy modernization – Superintendent Shawn Coughlan

a. Superintendent Shawn Coughlan recommends that the money budgeted, but not used for, the Academy Coordinator in 2026 be used to purchase Chromebooks. Because two of the Corrections Academies did not have an Academy Coordinator, $11,000 has not been spent. Superintendent Coughlan estimates that it costs $82 per binder of materials for a cadet. Superintendent Coughlan presents an estimate of $6,000 for 30 Chromebooks. Director Kivikoski asks for language to be created for care and return of the Chromebooks. Director Kivikoski makes a **MOTION** to recommend the purchase to the Executive Committee. Director Nickerson **SECONDS** the **MOTION**. Register Stacey invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

V. Cheshire County transition plan to Group 2 – Superintendent Shawn Coughlan

a. Superintendent Coughlan presents that Cheshire County would like to transition their Correctional Officers back to Group 2 employees. The Cheshire County Superintendent has support of his County Commissioners so long as individuals can bypass the 5-week

Corrections Academy. Superintendent Coughlan explains that the Affiliate is looking to create a waiver process for eligible Cheshire County Corrections employees. Those that have served less than three years would still attend the Corrections Academy. The Certification Board would like approval to move forward with a transition plan, including a waiver and bylaws amendment, to be presented again for approval before implementation. Administrator Coates makes a **MOTION** to recommend the Executive Committee approve the pursuit of this transition. Director Kivikoski **SECONDS** the **MOTION**. Register Stacey invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

VI. Merrimack County lease

a. Ms. Horgan presents the lease agreement amendment, highlighting that the change is due to moving the Academy to a different building. Director Nickerson makes a **MOTION** to recommend approval of the lease amendment to the Executive Committee. Director Kivikoski **SECONDS** the **MOTION**. Register Stacey invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

VII. Motorola discount program

a. Ms. Horgan offers the following discount program from Motorola and highlights the following minimum automatic discount for partners: body worn camera (hardware & software): 25% off the manufacturer's suggested retail price (MSRP); license plate recognition (hardware & software): 25% off MSRP; portable & mobile radio (hardware): 25% off MSRP; fixed video camera - Avigilon or Pelco (hardware & software): 15% off MSRP; CAD/RMS/CC Aware (software): 15% off MSRP. No action is needed and Ms. Horgan will make the information available on the Association's website.

VIII. Jan McInnis contract

a. Ms. Duchesne presents the contract with Jan McInnis as the Monday breakfast plenary speaker. Director Kivikoski makes a **MOTION** to recommend approval of the contract to the Executive Committee. Nickerson **SECONDS** the **MOTION**. Register Stacey invoked unanimous consent, and heating no objection, the **MOTION PASSES.**

IX. Doug Babcock contract

a. Ms. Duchesne presents the contract with Doug Babcock as the Tuesday lunch plenary speaker and Tuesday morning breakout session speaker. Director Kivikoski makes a **MOTION** to recommend approval of the contract to the Executive Committee. Nickerson **SECONDS** the **MOTION**. Register Stacey invoked unanimous consent, and heating no objection, the **MOTION PASSES.**

X. **Insurance and Public Officials and Employment Practices Liability Renewal**

a. Ms. Horgan presents the renewal documents. Director Kivikoski makes a **MOTION** to recommend approval of the contracts to the Executive Committee. Administrator Coates **SECONDS** the **MOTION**. Register Stacey invoked unanimous consent, and heating no objection, the **MOTION PASSES.**

XI. Other business

a. No other business.

XII. Next meeting

a. The next meetings of the Officers will be at Primex on:
    i. Friday, September 11, 2026
    ii. Friday, October 2, 2026
    iii. Friday, November 10, 2026 (Omni Mt. Washington)
    iv. Friday, December 4, 2026

XIII. Adjournment

a. Director Kivikoski makes a **MOTION** to adjourn the meeting. Director Nickerson **SECONDS** the **MOTION**. Register Stacey invoked unanimous consent, and heating no objection, the **MOTION PASSES.**

Minutes prepared on June 12, 2026 by Danielle Duchesne.
Minutes approved on: September 11, 2026.