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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

Immediate Past President
Wendy Piper
Grafton County Commissioner

At-Large
Chris Coates
Cheshire County Administrator

At-Large
Ross Cunningham
Merrimack County Administrator

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Executive Committee Meeting Minutes
June 12, 2026 at 10:00 AM
Rockingham County
102 North Road, Brentwood, NH 03833

I. Call to order

a. Register Stacey calls the meeting to order at 10:05 AM finding a quorum fit to conduct business.
b. Ms. Horgan calls the roll: Administrator Shelley Richardson, Commissioner Claudia Stewart (via Administrator Coates proxy), Attorney Carolyn Kirby, Administrator Ray Bower (via Administrator Coates proxy), Commissioner George Maglaras (via Administrator Coates proxy), Commissioner Leslie Feliciano (via Administrator Coates proxy), Superintendent Chris Brackett (via Administrator Coates proxy), Commissioner Sean Leavitt (via Administrator Coates proxy), Superintendent Brian King (via Administrator Kindopp proxy), Commissioner Tom Tombarello (via Director Kivikoski proxy), Administrator Ross Cunningham (via Superintendent Jewell proxy), Administrator Heather Moquin (via Superintendent Jewell proxy), Director Wendy Heath (via Superintendent Jewell proxy), Commissioner Toni Pappas (via Superintendent Costanzo proxy), Administrator David Ross (via Superintendent Costanzo proxy), Administrator Carina Park, Superintendent Michelle Wetherbee, Administrator Kathryn Kindopp, Superintendent Nick Phillips, Superintendent Joseph Costanzo, Commissioner Stuart Trachy, Superintendent Garrett Jewell, Director Alison Kivikoski, Director Chuck Nickerson, Director Mary Bourque, Administrator Matt Lagos, Superintendent Shawn Coughlan, Administrator Chris Coates (virtual) of the NHAC Executive Committee. Danielle Duchesne, Kate Horgan, and Jim Monahan of the Dupont Group/Rumford Management.

II. Pledge of Allegiance

a. Ms. Horgan leads the Executive Committee in the Pledge of Allegiance.

III. Approval of past meeting minutes (May 1, 2026)

a. Register Stacey presents the minutes from the May 1, 2026, meeting of the Committee. Director Nickerson makes a **MOTION** to approve the minutes. Superintendent Coughlan **SECONDS** the **MOTION**. Register Stacey invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

IV. Financial update – Chuck 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. Administrator Coates 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**.

V. Executive Committee appointments

a. Ms. Horgan explains that Carroll County has one vacancy. Carroll County still has appointed Human Resources Director Taylor Gunn to fill a vacancy. Sullivan County appoints Human Resources Director Michael Bober to fill a vacancy.

VI. Bylaws Committee

a. Belknap County Administrator Carina Park has volunteered to fill the last vacant seat on the Bylaws Committee. Register Stacey nominates Administrator Park to the Bylaws Committee. Director Kivikoski makes **MOTION** to approve the nomination. Director Nickerson **SECONDS** the **MOTION**. Register Stacey invokes unanimous consent, and hearing no objection, the **MOTION PASSES**. The Committee is now full and consists of: Director Kivikoski, Director Bourque, and Administrator Park.

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. Merrimack County Lease

a. Ms. Horgan presents the new lease contract for the Corrections Academy. The Officers recommend approval of the contract. Attorney Kirby makes a **MOTION** to approve the contract. Director Kivikoski **SECONDS** the **MOTION**. Register Stacey invokes unanimous consent, and hearing no objection, the **MOTION PASSES.**

IX. Corrections Academy Modernization – Superintendent Coughlan

a. Superintendent Shawn Coughlan recommends that the money budgeted, but not used for, an 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. The Officers recommend approval of the action. Superintendent Costanzo makes a **MOTION** to approve

the potential purchase. Superintendent Jewell **SECONDS** the **MOTION**. 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.**

X. Cheshire County Transition Plan to Group 2 – Superintendent 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. The Officers recommend approval of this action. Superintendent Costanzo makes a **MOTION** to approve the pursuit of this transition. Superintendent Jewell **SECONDS** the **MOTION**. Register Stacey invokes unanimous consent, and hearing no objection, the **MOTION PASSES.**

XI. Annual Conference

a. Ms. Duchesne explains that roughly three-quarters of the programming are posted to the schedule on the website; almost all of the exhibit tables have sold out; early bird registration is still available with roughly sixty registrants so far; and the hotel room block is available for booking.
b. Ms. Duchesne presents the contract with Doug Babcock as the Tuesday lunch plenary speaker and Tuesday morning breakout session speaker. The Officers recommend approval of the contract. Commissioner Trachy makes a **MOTION** to approve the contract. Attorney Kirby **SECONDS** the **MOTION**. Register Stacey invoked unanimous consent, and hearing no objection, the **MOTION PASSES.**
c. Ms. Duchesne presents the contract with Jan McInnis as the Monday breakfast plenary speaker. The Officers recommend approval of the contract. Nickerson makes a **MOTION** to approve the contract. Kivikoski **SECONDS** the **MOTION**. Register Stacey invokes unanimous consent, and hearing no objection, the **MOTION PASSES.**

XII. Medicaid pending cases

a. Administrator Labore explains that the county representatives will bring the issue of Medicaid pending cases to the next County-State Finance Committee meeting.

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

a. Ms. Horgan explains that the next meeting will be on June 24 so there will be no update until the Executive Committee's September meeting.

XIV. State Government updates

a. Ms. Horgan explains that the Association had a good year, noting a few favorable bills that passed and a few harmful bills that were stopped. Ms. Horgan explains that the Association tracked approximately 660 bills. Ms. Horgan welcomes invitations to present the legislative summary at upcoming Commissioners meetings. Commissioner Trachy asks about HB 1491regarding risk pool bills (SB

661). Ms. Horgan reports that she, along with Register Stacey, will meet with the budget director at the Governor's office later today to advocate for either a veto of both HB 1491 and SB 661 or to let both become enacted.

XV. Amazon Business Prime Agreement

a. Ms. Horgan explains that Amazon has decided not to renew the partnership with the Association, effective June 2027. Counties have three options 1) Continue with Prime (subscription fee would be paid by the county); 2) Counties can switch to Amazon Business without Prime; 3) If counties are members of NHEC they can subscribe to free Amazon Prime through the NHEC program. More information will be coming with additional information.

b. A note from Amazon:

i. "The New Hampshire Association of Counties is reaching out regarding an update to our partnership with Amazon Business. After Year 2, the free Business Prime program will be sunsetting. However, your Year 2 renewal is coming up in June 2026 — no action is required and the renewal for Year 2 remains FREE.

1. Common Questions
    a. Do I have to pay for the Year 2 renewal in June 2026? No — the benefit through NHAC is free for Year 2.
    b. Does Amazon offer any other free Prime programs? Yes. Please reach out to your account executive to discuss options. A list of Amazon Business account executives and their corresponding counties can be found here: https://view-su2.highspot.com/viewer/0f7cce5ecb7080a1c6d59b1247339b44"

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

a. Ms. Horgan presents the renewal documents as recommended by the Officers. Director Nickerson makes a **MOTION** to approve the contracts. Director Bourque **SECONDS** the **MOTION**. Register Stacey invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

XVII. Affiliate updates

a. Corrections Certification Board: No report.
b. Superintendents Affiliate – Superintendent Joseph Costanzo: No report.
c. Commissioners Council – Commissioner George Maglaras: No report.
d. County Attorneys – Martha Ann Hornick: No report.
e. Deeds – Register Cathy Berube: Register Stacey reports that the Affiliate met last Wednesday to discuss the end of session legislative matters and the speaker for the Annual Conference.
f. Sheriffs – Sheriff William Wright: No Report.
g. Human Resources – Director Kim May: Ms. Horgan reports that the salary survey is nearly complete pending Hillsborough's data.
h. Administrators: No report.
Nursing Home Administrators – Administrator Craig Labore: Administrator Labore reports that the Affiliate will meet after this meeting.

XVIII. Other business

a. Ms. Horgan explains that a virtual follow-up with GO-NORTH will be offered at the end of June/early July.
b. NACo Leadership Academy opportunities:
    i. NACo High Performance Leadership Academy
        1. Upcoming Cohorts:
            a. July 13 – September 25, 2026 (almost at capacity)
            b. October 5 – December 18, 2026
    ii. Cybersecurity Leadership Academy (10 Weeks)
        1. Upcoming Cohorts: July 13 – September 25, 2026
        2. October 5 – December 18, 2026
    iii. High Performance Leadership Part 2: Leading on Purpose (8 Weeks)
        1. Upcoming Cohorts: July 27, 2026; October 19, 2026.
c. Ms. Duchesne explains that the Bylaws Committee and the Awards Committee will meet after the conclusion of the Executive Committee meeting.

XIX. Next meeting

a. The next meetings of the Executive Committee 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

XX. Adjournment

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

Minutes prepared by Danielle Duchesne on June 12, 2026.

Minutes approved on September 11, 2026.