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Hillsborough County Commissioner

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Rockingham County Finance Director

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Rockingham 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

December 5, 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, Director Linda Matchett (via Administrator Leboeuf proxy), Administrator Julie Libby (via Commissioner Hedberg proxy), Commissioner Martha McLeod (via Commissioner Hedberg proxy), Attorney Carolyn Kirby (via Commissioner Pappas proxy), Administrator Chad Monier (via Commissioner Pappas proxy), Administrator David Ross (via Commissioner Pappas proxy), Superintendent Joseph Costanzo (via Commissioner Pappas proxy), Administrator Ray Bower (via Commissioner Pappas proxy), Commissioner George Maglaras (via Commissioner Pappas proxy), Commissioner Leslie Feliciano (via Commissioner Pappas proxy), Superintendent Chris Brackett (via Commissioner Pappas proxy), Commissioner Sean Leavitt (via Commissioner Pappas proxy), Superintendent Jason Henry (via Director Nickerson proxy), Commissioner Tom Tombarello (via Director Nickerson proxy), Commissioner Harold Parker (via Register Stacey proxy), Superintendent Michelle Wetherbee, Administrator Richard Leboeuf, Commissioner Claudia Stewart, Administrator Kathryn Kindopp, Superintendent Nick Phillips, Administrator Louise Belanger, Commissioner Katie Hedberg, Administrator Craig Labore, Commissioner Wendy Piper, Commissioner Toni Pappas, Administrator Ross Cunningham, Administrator Heather Moquin, Director Wendy Heath, Commissioner Stuart Trachy, Director Chuck Nickerson, Register Cathy Stacey, Administrator Matt Lagos, Superintendent Shawn Coughlan, Director Hilary Snide, Superintendent Garrett Jewell, Administrator Chris Coates (virtual), Director Sheryl Trombly (virtual), Superintendent Ben Champagne (virtual) of the NHAC Executive Committee. Danielle Duchesne, Kate Horgan, and Jim Monahan of the Dupont Group/Rumford Management.

II. Pledge of Allegiance

- a. Commissioner Trachy leads the Executive Committee in the Pledge of Allegiance.

III. Approval of past meeting minutes (November 11, 2025)

- a. Register Stacey presents the minutes from the November 11, 2025, meeting of the Committee. Administrator Cunningham makes a **MOTION** to approve the minutes. Director Chuck Nickerson **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 report. Director Nickerson explains that the Conference revenues are roughly \$70,000 over budget, while the Conference expenses are roughly \$48,000 over budget. Director Nickerson predicts a net positive towards fund balance for 2025. Administrator Ross makes a **MOTION** to accept the financial report. Administrator Ferland asks if the Conference will struggle in 2026 to break even without the extra assessment funds. Director Nickerson explains that revenues and expenses are decreased for the next year. Commissioner Piper **SECONDS** the **MOTION**. Register Stacey invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

V. 2025 Gold Sponsor Presentation: Primex

- a. Register Stacey invites Rick Alpers, Member Services Manager at Primex, to speak. Rick provides an organizational update, highlights the number one reason for injury as slips and falls, on-site and virtual training options found at <https://nhprimex.org/explore-training/>, and their annual summit to be held at the Omni Mt. Washington in June.

VI. 2026 Association Budget

- a. Director Nickerson presents the budget as recommended by the Finance Committee with dues and assessments as approved by the Commissioners Council. Director Nickerson explains that the 50th Anniversary Assessment has been removed. The Commissioners Council did not increase the dues but did add \$1,000 to the long-term care assessment for each county. On the expense side, many items have remained close to 2025 figures but for Conference-related items. Register Stacey shares her concern that the 2026 Conference sponsorship revenue might be too high. Register Stacey makes a **MOTION** to reduce the conference sponsorship line by \$10,000 and counterbalance the change with fund balance. There is no **SECOND** – the **MOTION** does not carry. Administrator Cunningham makes a **MOTION** to approve the 2025 budget. Commissioner Piper **SECONDS** the **MOTION**. Register Stacey invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

VII. Executive Committee appointments

- a. Ms. Horgan explains that Carroll County has one vacancy.

VIII. Awards Committee formation

- a. Register Stacey calls for a special committee to be created called the “Awards Committee” with the purpose of designing and implementing a program to recognize county employees, appointed, and elected officials as well as other people as appropriate. 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.
- b. The following nominations are taken from the floor: Commissioner Claudia Stewart (Cheshire), Superintendent Ben Champagne (Coos), Commissioner Toni Pappas (Hillsborough), Director Wendy Heath (Merrimack), Director, Alison Kivikoski (Rockingham), Administrator Ray Bower (Strafford).
- c. A vote on this matter will be considered in January when there is a full slate of nominees.

IX. Finance Committee

- a. The following Finance Committee members’ terms expired in December 2025: Commissioner Tom Tombarello, Director Sheryl Trombly, Director Wendy

Heath, Commissioner George Maglaras, and Director Chuck Nickerson have their terms expire in December 2025.

- b. Per the bylaws, “Section VIII.2.a. Nominations for members to serve on standing Committees shall be requested from the Executive Committee by the President; Section VIII.2.b. Confirmation The Executive Committee shall confirm members to serve on standing Committees, other Committees of the Corporation, and Affiliates.”
- c. The Committee should be made up of four members who are elected or appointed members from active member Counties. Other than the Treasurer, no Officers shall serve on the Committee. Two members of the Committee must be elected County Commissioners. The term of membership is two years.
- d. Commissioner Pappas makes a **MOTION** to approve Director Sheryl Trombly, Director Wendy Heath, Commissioner George Maglaras, and Director Chuck Nickerson to the Finance Committee with terms expiring in December 2027. Administrator Cunningham **SECONDS** the **MOTION**. Piper invokes unanimous consent. Seeing no objection, the **MOTION PASSES**. A vote for the last vacant seat will be considered at the January 9, 2025, meeting of the Executive Committee.

X. Legislative Conference

- a. Ms. Duchesne explains that the Association is contracted to hold the event at the Grappone Center on February 24, 2026. Ms. Horgan explains that she is organizing speakers per topic requests of the Association membership.

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

- a. Ms. Horgan explains that the nursing homes last saw a rate reduction of 3%. Administrator Labore highlights that six new facilities were brought in last year, resulting in the change.

XII. State Government updates

- a. Ms. Horgan explains that there will be a Legislative Committee call today at 2:00 PM. She explains that all of the Senate bill language is out, while about half of the House bill language is out. The Legislative Committee will make recommendations for the Association’s bill positions that will be brought to the Executive Committee’s January and February meetings.
- b. Ms. Horgan reminds the Committee to alert Ms. Duchesne if they would like to be included in the Hill Day meetings during the National Association of Counties’ Legislative Conference. Both Register Stacey and Commissioner Pappas indicate that they will attend.

XIII. Affiliate updates

- a. Corrections: Superintendent Jewell reports that the next Affiliate meeting will be on December 19th, where it is likely that the bylaws’ changes will be voted on.
- b. Commissioners Council: Ms. Horgan explains that the Commissioners Council met during the Annual Conference to set the 2026 dues and assessments.
- c. County Attorneys: Ms. Horgan explains that the Affiliate recently met and reviewed a number of bills. Their bill position recommendations will be provided to the Executive Committee.
- d. Deeds: Register Stacey explains that the Affiliate will meet next in January 2026.
- e. Sheriffs: No report.
- f. Human Resources: Director Snide explains that the Affiliate will meet in-person every-other month in 2026.
- g. Administrators: No report.

h. Nursing Home Administrators: No report.

XIV. Other business

- a. Ms. Horgan explains that the school superintendents will join the Legislative Committee call on December 19, 2025, to discuss upcoming legislation that would consolidate the SAUs into county government.
- b. County Manager Ferland made a plug for the NH Municipal Association Conference, finding great value in the sessions they featured, covering topics such as professional development, general information, right-to-know information, and energy efficiency.

XV. Next meeting

- a. The next meetings of the Executive Committee will be at Primex on:
 - i. Friday, January 9, 2026
 - ii. Friday, February 6, 2026
 - iii. Friday, March 6, 2026
 - iv. Friday, April 3, 2026
 - v. Friday, May 1, 2026
 - vi. Friday, June 12, 2026
 - vii. Friday, September 11, 2026
 - viii. Friday, October 2, 2026
 - ix. Friday, December 4, 2026

XVI. Adjournment

- a. Administrator Cunningham 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 December 5, 2025.

Minutes approved on January 9, 2026.