



## NHMA BOARD OF DIRECTORS

October 17, 2025

Approved: December 19, 2025

### Board Members Attending

Buono, Laura, Town Administrator, Hillsborough  
Caron, Dave, Trustee of Trust Fund, Belmont  
Connelly, Shelagh, Conservation Commission, Holderness  
D'Avanza, Phil, Planning Board Member, Goffstown  
Devine, Joe, Town Manager, Salem  
Forrester, Jeanie, Vice Chair, Select Board Member, Meredith  
Fournier, Steve, Town Manager, Newmarket  
Fox, Elizabeth, Asst. City Manager/HR Dir., Keene  
Girard, Dale, Mayor, Claremont  
Ham, Bonnie, Planning Board, Woodstock  
Haight, Joanne, Select Board Chair, Sandwich  
Larsen, Holly, Finance Dir., Tax Collector, Berlin  
MacIver, Conner, Town Administrator, Barrington  
Michaud, Jim, Chief Assessor, Hudson  
Milner, Judie, Town Manager, Meredith  
Moore, David, City Manager, Somersworth  
Mulholland, Shaun, Town Manager, Londonderry  
Radke, Lori, Town Councilor, Bedford  
Rautiola, Lori, Town Administrator, Swanzey  
Seymour, Thomas, Moderator, Hill  
Shanahan, Dennis, Chair, Deputy Mayor, Dover  
Stack, David, Town Administrator, Bow

### Staff Members Attending

Byrnes, Margaret, Executive Director  
Valley, Pam, Administrative Assistant

Chair Dennis Shanahan opened the meeting at 9:30 am. followed by the pledge of allegiance.

Shanahan called for a motion to enter nonpublic session under RSA 91-A:3, II(a) to discuss the dismissal, promotion or compensation of any public employee or the discipline of such employee.

**MOTION** made by Steve Fournier, seconded by David Moore. Approved by roll call vote to go into nonpublic session.

Pam Valley called the role of Board members (see sheet at end of minutes).

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N E W   H A M P S H I R E   M U N I C I P A L   A S S O C I A T I O N

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Byrnes and Valley left the meeting.

Regular NHMA Board Meeting resumed at 10:14 a.m.

### **Staff Members Attending**

Buckley, Stephen, Senior Legal Service Counsel  
Burke Cohen, Sarah, Legislative Advocate  
Byrnes, Margaret, Executive Director  
Deshaies, Brodie, Legislative Advocate  
Johnston, Christine, Legal Services Counsel  
Pellowe, Judith, Business Administrator  
Valley, Pam, Administrative Assistant

### **1. Administrative Report**

Margaret Byrnes welcomed and introduced Christine Johnston, NHMA's new Legal Services Counsel. This is Stephen Buckley's last meeting with his retirement coming up.

Judith Pellowe reviewed the September 2025 financial statements with the board.

Pellowe indicated that NHMA is over on its expected revenue for sustaining sponsorships by \$20,000. Registration for the conference exhibit hall closes today, and we are at full capacity and have exceeded those revenue expectations as well.

There were no questions regarding the June 2025 Board meeting minutes.

**MOTION** by Shaun Mulholland, seconded by Steve Fournier, to accept the administrative report as presented. Motion passes unanimously.

Pellowe and Dave Caron left the meeting at 10:20 a.m.

Byrnes requested Chair Shanahan switch the order of the agenda.

### **2. Governance Committee**

Byrnes reviewed the following policy changes recommended by the Governance Committee.

- Salary ranges

Byrnes indicated that this project was established for the purpose of consistency and transparency. Numerous sources were used, including state wage data and some data from the National League of Cities. The Governance committee recommends that the salary ranges will automatically update every year based on July New England CPI and that the ranges be reviewed by the committee annually.

Jim Michaud asked if this would be only for salaried positions.

Byrnes responded that the ranges include all NHMA positions, both exempt and non-exempt.

- Amendment to NHMA Personnel Policy (RSA 275:79)

Amendment to NHMA Personnel Policy: The proposed amendment brings NHMA into compliance with recently updated RSA 275:79. Employers are required to have a policy in place regarding breast feeding for employees.

- Committee Charters Amendment

This Amendment is to adjust the term of office for committee members to one term, consistent with bylaws.

- Board assessment (2026)

Byrnes stated that she would like to have a Board self-assessment done in 2026. There is no cost for this service through NHMA's membership with the NH Center for Nonprofits. The expected timeframe is to do this after the 2026 Legislative Session concludes.

**MOTION** by Steve Fournier, seconded by Joe Devine, to adopt the recommended policy changes from the Governance Committee. Motion passes unanimously.

### **3. Executive Committee**

- 2026 Board Member Nominations

Byrnes stated that the Executive Committee met during the summer in its capacity as the Nominating Committee. Four current board members were nominated, four new members were recommended, and four members will end their Board service in 2025. The list of nominations are included in the packet.

2026 new Board Member Nominations are for Michale Branley, Windham (appointed); Bob Edwards, Antrim (elected); Matt Normand, Manchester (appointed); and Andrew Dorsett, Lyman (elected).

Connor MacIver asked about the elected or appointed members and Byrnes provided that information.

Board members leaving in 2025 are Jim Maggiore, Judie Milner, and Dave Caron; Lisa Drabik resigned earlier in the year due to a job change.

Jim Michaud asked if NHMA has a policy to not have more than one official from the same town or city serving on the NHMA board at the same time. Byrnes confirmed that the bylaws contain limitations on more than one board member from the same municipality serving on the board.

Pellowe and Caron returned to the meeting at 10:28 a.m.

- Proposed Bylaws Amendment, Art. VI, Sec. 2 and Art. VII, Sec. 3

Byrnes shared that the Executive Committee recommended an amendment to the bylaws that NHMA representatives be appointed by the Executive Director after consultation with the Chair. The Executive Committee also agreed that the Executive Director would share the names of officials recommended to fill positions with the Executive Committee members before appointments are made. The committee can review and raise any concerns if needed prior to appointment.

**MOTION** by Steve Fournier, seconded by Laura Buono, to amend the bylaws as presented.

Shelagh Connelly stated that she supports the amendment but asked if it could be used as an opportunity to change the terms on the committees?

Byrnes stated that the board is unable to vote on that today because it was not noticed to do so.

The motion passed unanimously.

- New NHMA logo proposal

Byrnes shared that part of NHMA's strategic plan was to work on a new NHMA logo proposal. Miranda, NHMA's Communications Coordinator, has designed a new logo that is different and modernized but also not a fundamental change. Included in the board packet are vertical and horizontal examples that would allow additional taglines for member communication as well as how the logo could appear on swag giveaways items for conference if approved.

**MOTION** by Steve Fournier, seconded by Dave Caron, to approve NHMA's new logo as designed.

Further discussion took place regarding the new logo appearing like other states or organizations. Copyright issues, branding and communication format (digital) were also discussed.

Byrnes stated that we will primarily use the vertical logo with the full organization name spelled out underneath.

Motion passed unanimously.

Judie Milner left the meeting at 11:00 a.m.

Jeanie Forrester left the meeting at 11:20 a.m.

#### **4. Finance & Services Committee**

- 2026 Budget

Byrnes stated that the Finance and Services Committee had met over the summer to discuss and work on the 2026 NHMA Budget. A PowerPoint on the proposed budget was presented by Byrnes.

Byrnes stated that Board action and votes needed on the following items:

- Approve dues increase & overall revenue
- Approve net position draw down
- Approve bottom line budget
- Direct executive director to phase out AMS program effective January 1, 2027

**MOTION** by David Moore, seconded by Shaun Mulholland, to approve the membership dues increase of three percent (3%) and the proposed total revenue of \$2,196,537. Motion passes unanimously.

**MOTION** by Joe Devine, seconded by Steve Fournier, to approve the drawdown on net position by \$241,870. There was discussion on the necessity of non-member due revenue.

Shaun Mulholland stated that this is the second year we have budgeted to draw down on the reserves and that we cannot continue to spend more than we are bringing in. NHMA must be open to other forms of non-dues revenue.

Bonnie Ham stated that it is important that the Finance Committee work hard in 2026 to come up with suggestions to present in 2027.

Shanahan stated that it is part of the strategic plan.

Motion passes unanimously.

**MOTION** by Holly Larsen, seconded by Dave Caron, to approve the proposed 2026 bottom line budget of \$2,196,537. Motion passes unanimously.

**MOTION** by Joe Devine, seconded by David Moore, to direct the Executive Director to begin work to phase out the Association Management Services (AMS) program, effective January 1, 2027. Motion passes unanimously.

## **5. Pension Committee**

Byrnes provided background on the NHMA-HealthTrust multi-employer pension plan and reviewed a recent enforcement action against HealthTrust that raised allegations about the pension. Discussion ensued.

Byrnes stated that NHMA will continue to update the Board and monitor the litigation.

## **6. Legal Services Report**

Steve Buckley gave an update on the legal services activity. The hot topics have been right-to-know, public meetings, and ADUs. He advised that municipalities must pay attention to SB 281, regarding property on Class VI roads. Zoning ordinances should be amended to be up to date if towns want to regulate building on Class VI roads.

## **7. Advocacy Report**

Byrnes stated that there are two anti-lobbying bills in the works for the 2026 Legislative session and potentially a third if retained HB 314 from 2025 moves forward.

Brodie Deshaies discussed the subjects of bills that we should expect to see in 2026: zoning and land use, ADUs, ACUs, housing, building, tax caps, default budgets, assessing and tax exemptions, tax credits, charitable and nonprofits, excavation tax.

Sarah Burke Cohen discussed the retained bills to flag from 2025 that revolve around building codes and public employee electioneering, and discussed topics for 2026, including voting and elections, ballots, the term “citizen,” welfare, and homesteading.

Further discussion ensued regarding legislation.

## **8. Executive Director’s Matters of Interest**

- Annual meeting/annual conference: Byrnes reminded board members to register for annual conference as a board member.
- December meeting: Byrnes stated she would give an update on the strategic plan at the December meeting.
- Other items:
  - Jim Michaud described NHMA’s plan to work with the Association of Assessing Officials to address the shortage in assessing officials in New Hampshire.

Byrnes also stated the 2026 Board meeting calendar invites will be sent out by Pam Valley.

**MOTION** by Steve Fournier, seconded by Phil D’Avanza, to end the board meeting. Meeting adjourned at 11:52 a.m.

Minutes prepared by: Pam Valley, Administrative Assistant

NHMA Board of Directors Meeting  
Roll Call

October 17, 2025

9:30 a.m. / 25 Triangle Park Dr., Concord

	Board Member	Title/Municipality	Non Public Session
1	Buono, Laura	Town Administrator, Hillsborough	Yes
2	Caron, Dave	Trustee of Trust Fund, Belmont	Yes
3	Connelly, Shelagh	Conservation Commission, Holderness	Yes
4	D'Avanza, Phillip	Planning Board, Goffstown	Not present
5	Devine, Joseph, <b>Treasurer</b>	Town Manager, Salem	Yes
6	Forrester, Jeanie, <b>Vice Chair</b>	Select Board Member, Meredith	Yes
7	Fournier, Steve	Town Manager, Newmarket	Yes
8	Fox, Elizabeth, <b>Past Chair</b>	Asst. City Manager/HR Dir., Keene	Yes
9	Girard, Dale	Mayor, Claremont	Yes
10	Haight, Joanne, <b>Secretary</b>	Select Board Chair, Sandwich	Yes
11	Ham, Bonnie	Planning Board Member, Woodstock	Yes
12	Kretovic, Jennifer	City Councilor, Concord	--
13	Larsen, Holly	Finance Dir., Tax Collector, Berlin	Yes
14	MacIver, Conner	Town Administrator, Barrington	Yes
15	Maggiore, Jim	Heritage Commission, North Hampton	--
16	Michaud, Jim	Chief Assessor, Hudson	Yes
17	Milner, Judie	Town Manager, Meredith	Yes
18	Moore, David	City Manager, Somersworth	Yes
19	Mulholland, Shaun	Town Manager, Londonderry	Yes
20	Radke, Lori	Town Councilor, Bedford	Yes
21	Rautiola, Lori	Town Administrator, Swanzey	Yes
22	Seymour, Thomas	Moderator, Hill	Yes
23	Shanahan, Dennis, <b>Chair</b>	Deputy Mayor, Dover	Yes
24	Stack, David	Town Manager, Bow	Yes