



NORTH COUNTRY COUNCIL BOARD OF DIRECTORS MEETING MINUTES

Lancaster Town Hall

25 Main Street

Lancaster, NH

Thursday, February 20, 2020

2:00 p.m. to 4:00 p.m.

BOARD MEMBERS PRESENT: Doug Grant, Chair; Robin Irving, Vice Chair; Paul Robitaille, Secretary; Jennifer Fish, Treasurer; and Carl Martland.

STAFF MEMBERS PRESENT: Michelle Moren-Grey, Executive Director and CEO; and James Steele

2:00 to 2:05 - Call to Order

Chair Grant called the meeting to order at 2:00 p.m.

- **Minutes December 19, 2019 BOD Meeting**

Board Member Carl Martland indicated that he was absent, and that his name was not mentioned in the minutes.

MOTION: Board Member Robitaille moved to accept the Minutes of December 19, 2019, as amended. It was seconded by Board Member Fish. The motion carried. (5-0-0).

2:05 to 3:15 - Financial Report

- **Treasurer's Report - January**

James Steele indicated that what had previously been distributed via email has been amended, in terms of the dues and UPWP. He went over the financial report for the Board Members. Michelle Moren-Grey added that they made the first payment to CDFFA. Mr. Steele continued to provide a brief overview of what is still due and owing.

Chair Grant inquired as to what changed in the receivables that affect the current availability of funds and the ability to address the past-due bills. Mr. Steele responded that they now have a better, up-to-date, indirect rate, as well as the profits earned on the annual meeting and the RSA books, and the recoup of approximately \$21,900.

Mr. Steele provided an update on the dues-paying members.

- **Audit Update**

Mr. Steele indicated that they have been working with RKO, forwarding all the information to them. He noted that they are reviewing everything that he sent. He discussed some issues that have arisen, particularly

Rhode Island quarterly reports that have not been submitted, which incurred liability payments totaling \$869.56.

Mr. Steele spoke about things that may lengthen the audit process, including the fact that the Work in Progress and the Deferred Revenue accounts were not matching up with what he had provided them. He assured the Board that they were still on target for the end of March to complete it.

3:15 to 3:30 - New Business

- **Staffing Updates**

Mr. Steele mentioned that they just hired on two fulltime employees. Ms. Moren-Grey gave a bit of background on their positions, and indicated that she would circulate information to the Board Members for their review. A bit of discussion was had about the loss of Alex. Ms. Moren-Grey continued that they are still advertising to hire an Associate Transportation Planner, as well as an Intern.

- **Funding Updates**

Ms. Moren-Grey discussed DRTC. She noted they were able to secure \$25,000 funding to support economic development, which supports the match for EDA. She spoke about an agreement with Grafton County Regional Development Corps. She touched a bit on how the funds would be acquired in future years.

Ms. Moren-Grey stated they secured a \$5,000 Contract to also match EDA working with Coos County Childcare Coalition. She provided a bit of background regarding this.

Ms. Moren-Grey indicated they are still working with EDA on securing disaster funding, wherein she needs to finalize the scope. She gave a brief overview of what is happening to accomplish this. Board Member Irving inquired whether that would require the Federally-declared. Ms. Moren-Grey indicated this is already Federally-declared and went into some facts regarding the funds that EDA had already received, touching on what the intent of those funds would be.

Ms. Moren-Grey discussed her meetings with USDA regarding funding opportunities that they have. She touched upon their available disaster-relief funds for Grafton and Carroll Counties.

Board Member Irving inquired regarding Solid Waste. Ms. Moren-Grey responded that they submitted the Application and received correspondence requesting for additional paperwork to be submitted, due to a glitch on grants.gov. She indicated they are just waiting for further correspondence from them, anticipated to be around April/May.

Discussion was had regarding the status of the truck for UPWP, including the opportunity to purchase a new one. Ms. Moren-Grey laid out the guidelines for purchasing a new truck. She went on to say that, due to the Buy America Act, at this present time they are not able to move forward with buying the truck, so they are doing further research into either leasing or renting a vehicle for the time being.

- **Proposed Commission Meetings 2020**

Ms. Moren-Grey stated that March 25th or April 23rd, May 27th or June 17th, August 20th, and then October are the anticipated meeting dates, starting at 4:00 p.m. The dates would be dependent on which initial date they chose, either March 25th or April 23rd. She noted that October would be the Annual Meeting. Discussion was held regarding last year's meeting schedule, and what schedule should be adopted for this year.

3:30 to 3:50 - Old Business

- **Meeting Schedule**

Ms. Moren-Grey indicated the next meeting is March 19th, 2:00 p.m., at the Lancaster Town Hall.

- **Upcoming IT / Computer Needs Update**

Ms. Moren-Grey informed the Board that the new copier was delivered today, and that all of the computers have been ordered. She noted that the next step would be for the installer to come in, which she anticipates would be second or third week of March, where they will go to the cloud. Discussion was had regarding the internet connectivity, as well as broadband in rural communities.

- **Public Comment**

None.

- **Other**

Discussion was held regarding the Byways Report, including an emphasis on the historical markers and the national training on byways being held in Woodstock, NH, on May 21, 2020.

4:00 - Adjourn

MOTION: Board Member Fish moved to adjourn the meeting. It was seconded by Board Member Robitaille. The motion carried. (5-0-0).

Respectfully Submitted,

Victoria O'Connor, Recording Secretary
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