



NORTH COUNTRY COUNCIL BOARD OF DIRECTORS MEETING MINUTES

Thursday, July 16, 2020
Virtual Video & Phone
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 James Steele, Finance Manager

Call to Order

Chair Grant called the meeting to order at 2:00 p.m. He read the call to meeting required language. A roll call was taken of all of the participants.

Minutes May 21, 2020 BOD Meeting

MOTION: Board Member Martland moved to accept the Minutes of May 21, 2020. It was seconded by Board Member Robitaille.

Chair Grant: Yes

Vice Chair Irving: Yes

Board Member Martland: Yes

Board Member Robitaille: Yes

Board Member Fish: Yes

The motion carried. (5-0-0).

Financial Report

- **Treasurer's Report - June 2020 & Year End**

Michelle Moren-Grey screen-shared the snapshot. James Steele touched on a few key points:

- Year-to-date of profit of \$85,000, which may be impacted by the direct rate calculations
- BFA Loan has \$18,900 left over, until they get to the halfway point, at which time it should be forgiven
- Increase in the operating account of \$146,000 for the year, which could be attributed to:
 - PPP Loan
 - UPWP
 - Advances on Projects (Tillotson Fund - Trails Project; Strategic Plan)

Mr. Steele continued to go over the snapshot. Discussion was had regarding the newly created snapshot document, as well as the figures displayed within it.

Ms. Moren-Gray indicated that the FY20 budget was overstated. Mr. Steele went into further detail regarding this. Ms. Moren-Gray noted that it would be good practice to send the snapshot to the Commission on a quarterly basis. Chair Grant suggested including a year-over-year comparison so that the Commission can see any changes in the financials.

- **Draft Budget Update Discussion and Approval**

Ms. Moren-Gray screen-shared the proposed budget. Mr. Steele went over the changes that were made to the draft budget after the last meeting, incorporating the input he had received from the Board. Ms. Moren-Gray commented that NCC did not win the award for the most recent Solid Waste grant. Discussion was had regarding the grants, the projected State budget, due to the COVID crisis, as well as the DOT indirect cost rate.

MOTION: Board Member Robitaille moved to approve the draft budget and recommend it to the full Commission. It was seconded by Board Member Martland.

Chair Grant: Yes

Board Member Martland: Yes

Board Member Irving: Yes

Board Member Fish: Yes

Board Member Robitaille: Yes

The motion carried. (5-0-0).

Other Business

- **Funding Updates**

- Paycheck Protection Program - Mr. Steele discussed his plans on applying for forgiveness.
- EDA CARES Disaster Funds - Ms. Moren-Gray indicated the \$400,000 application was approved, wherein they will be receiving the grant funds over the course of two years. She went through the conditions of the funding. Discussion was had regarding the use of the funds.
- NH Housing Contract - Ms. Moren-Gray indicated that they are currently working on the Contract and Scope of Work, wherein NH Housing is going to hire NCC to do outreach sessions and roundtable sessions with their staff and a consultant that they're working with in the North Country to assess the housing needs of the region, which will start around September 2020. She added that all the data collected will feed into a Housing Needs Assessment for NCC. She noted that there is currently an RDBG grant pending, which she is hoping will be awarded.
- Ms. Moren-Gray touched upon a potential contract, in which the Town of Conway's doing a Community Development Block Grant for a housing development in Tech Village. She noted that NCC is in the process of writing that grant, in which the application is due Friday, July 24, 2020, that encompasses 40 units of workforce housing.
- Ms. Moren-Gray informed the Board that NCC applied for a USDA NRCS grant to do some planning around agriculture. She went over what the grant would be applied to. She indicated they probably won't get a response regarding whether the grant is approved or not until September.

Discussion was had as to whether all of the above-mentioned grants and contracts could be managed appropriately with the staff they have currently.

- **COVID-19 Update - Operations**

Ms. Moren-Gray indicated that the office is still closed to guests, because there are too many random people entering the office looking for AHEAD and the Social Security building, who have no direct business with NCC. She noted that staff is limited to 3 people at a time, due to the space limitations, and that everyone has health screening checks done prior to entering the office. Chair Grant suggested posting signs to inform people as to where AHEAD or the Social Security buildings are. Ms. Moren-Gray responded that they don't read the posted signs. She added that remote work has been going well for everybody. Discussion was had regarding the impacts of the current tourism season, in conjunction with school re-openings.

- **Proposed Commission Meeting Discussion for Budget Approval**

Ms. Moren-Gray indicated that the next Commission meeting is in August, where she has lined up speakers for Solid Waste. She went on to state that she intends to put a Commission meeting together for September in order to approve the budget. She mentioned that should the August meeting not go as planned, she would try to amend the August meeting so that the Commission would meet to approve the budget.

Adjourn

MOTION: Board Member Martland moved to adjourn the meeting. It was seconded by Vice Chair Irving. The motion carried. (5-0-0).

Respectfully Submitted,

Victoria O'Connor, Recording Secretary
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