

**NORTH COUNTRY COUNCIL BOARD OF DIRECTORS MEETING MINUTES**  
**Wednesday, September 20, 2017**  
**Mount Eustis Commons**  
**NCC Conference Room**  
**Littleton, NH**

**BOARD MEMBERS PRESENT:** Vicki DeLalla, Treasurer; Neil McIver; Robin Irving; Lilli Gilligan; and Robin Frost, Secretary

**BOARD MEMBERS ABSENT:** Jo Lacaillade, Chair; Carl Martland; and Thomas Holmes

**STAFF MEMBERS PRESENT:** Dr. Barbara Robinson, Executive Director; James Steele, Finance & Accounting Manager; and Kathleen Frenette, Operations Manager

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**9:30 - Welcome and Minutes and Scenic Byways Transcript from August 16th**

Board Member Frost opened the meeting at 9:30 a.m.

**MOTION:** Board Member DeLalla moved to approve the Minutes from the Meeting of August 16th, 2017, as amended. It was seconded by Board Member McIver. The motion carried. (4-0-1).

**9:40 - Old Business**

None.

**9:45 - Committee Reports**

✓ **Loan Committee Report**

Board Member DeLalla indicated that the RLF is almost completed. She noted its status and the communication that has taken place regarding it between Mike Scala and Dr. Barbara Robinson. Dr. Robinson elaborated that they currently have a Lawyer that is doing the due diligence on the files, which is costing the NCC approximately \$5,000, with a goal date marked as the end of September 2017. Further discussion was had regarding the status of the loans.

✓ **Finance Committee**

▪ **August 2017 Financials**

Mr. James Steele distributed the August 2017 Financials to the Board. He noted that there is a negative \$15,000 balance current, due to the Auditors' first bill (\$9300), RPC dues (\$1300), other expenses related to Tara's departure (\$5,000), etc., which bills are expected to come in around this time of the year. He described the current status of the Profit-Loss Statement, as well as challenges they are currently facing. He pointed out that the Northumberland Project cannot be billed for until work commences.

Dr. Robinson explained the current situation with respect to Department of Natural Resources, due to the Trails Project, in terms of the pay rate they are receiving from the State. She also indicated that Michelle is finishing up the report that Tara had initially worked on, with the anticipation of a draft being completed by Friday, September 22, for distribution. She noted the issue with DOT recently, which involved their Finance Department's understanding of RPCs. Much discussion was had regarding this issue.

▪ **FY 2018 Proposed Budget**

Board Member DeLalla distributed the Budget to the Board Members. She indicated the process that's been taken to come up with the current budget. Discussion was had regarding the changes made. The following changes were discussed in more detail:

- Moving Expenses - approximately \$2500
- Deficiency
- Equipment (6260) - \$6,500
- Employees
- Direct v. Indirect (Admin v. Project)

Dr. Robinson informed the Board that they did not receive the Solid Waste Grant this year, and discussed the impact that would have on the budget. Discussion was had regarding opportunities to acquire new contracts, including CMAC; as well as the difference between last year's projected profits and this year's.

Board Member DeLalla indicated that the next step for the budget would be for the Board to recommend it be sent to the Commissioners, who will vote on it at the Annual Meeting.

**MOTION: Board Member DeLalla moves to recommend that the 2017/2018 Proposed Budget be sent to the Commissioners for approval. It was seconded by Board Member Irving. The motion carried. (5-0-0).**

Board Member DeLalla stated that efforts are being made to acquire sponsorship for the Annual Program and dinner in order to increase the income. Discussion was had regarding the current participating sponsors, totaling \$3,350, as well as the expenses to be incurred on the event.

✓ **Other Committee Reports**

▪ **Connecticut River Joint Commissions (CRJC)**

Dr. Robinson informed the Board regarding the transition to Mr. Steele working on the contract. She went on to describe the new Planner's, Alex Belensz's, experience, who will start October 2, 2017.

Mr. Steele indicated that the next meeting will be on October 16, 2017.

▪ **Comprehensive Economic Development Strategy (CEDS)**

Dr. Robinson informed the Board regarding the meeting last Friday, which went very well. She described what took place during the meeting, and the assistance she's receiving from both Michelle and Glenn Copleman.

▪ **Transportation Advisory Committee (TAC)**

Dr. Robinson informed the Board that the next meeting is Thursday, September 21, from 1:00 to 3:00, at the Tower Room. She went over what she anticipates being covered during that meeting.

- **Scenic Byways**

Dr. Robinson indicated that the next meeting has been canceled, as Board Member Martland is out of the country. She noted that she'll be meeting with Central, Mike, who is on the State Committee for that, as well as DOT, in order to work through the process to get the original piece approved.

Board Member DeLalla inquired about the transcript that was attached from the last minute. Dr. Robinson explained the fact that Board Member Martland had requested it to be done.

- ✓ **Personnel Committee**

Board Member Frost indicated they have not met since the last Board Meeting.

**10:30 - Informational/Questions/New Business**

Board Member Frost brought up the Vice Chair vacancy. Dr. Robinson responded that Chair Lacaillade had stated that that would be voted on, at the Annual Meeting. Discussion was held regarding the possible nominations to the position, as well as opportunities and necessities for Board Member recruitment, in general.

**11:00 - Other Business**

None.

**11:30 - Adjourn**

**MOTION: Board Member DeLalla moved to adjourn the meeting at 10:43 a.m. It was seconded by Board Member Gilligan. The motion carried. (5-0-0).**

Respectfully Submitted,

Victoria O'Connor, Recording Secretary  
O'Connor Legal, Medical & Media Services LLC  
[www.oconnorlmms.com](http://www.oconnorlmms.com)  
(603) 865-1255