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## NORTH COUNTRY COUNCIL BOARD OF DIRECTORS MEETING MINUTES

Thursday, April 15, 2021  
Virtual Video & Phone  
2:00 p.m. to 4:00 p.m.

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

**BOARD MEMBERS ABSENT:** Robin Irving, Vice Chair.

**STAFF MEMBERS PRESENT:** Michelle Moren-Grey; James Steele; and Ben, Notary Public.

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### Call to Order

Michelle Moren-Grey calls the meeting to order.

- **Virtual Public Hearing Language**
- **Attendance**

Roll call was taken.

### Resolution - Certificate of Authority & Resolution OSI Target Block Grant

Ms. Moren-Grey gave a background of the necessity of this resolution and certificate of authority.

**MOTION:** Chairperson Grant moved to authorize the Executive Director to submit and sign required paperwork to enter into contracts and grants with the Department of Transportation, Department of Environmental Services, Economic Development Administration, USDA Rural Utilities, Office of Strategic Initiatives, Department of Homeland Security and Emergency Management, the Environmental Protection Agency, the Northern Borders Regional Commission, the Community Development Finance Authority, the Business Finance Authority, and other State and Federal Agencies. It was seconded by Board Member Robitaille.

**Chairperson Grant:** I'm in favor.

**Board Member Fish:** Yes.

**Board Member Robitaille:** Yes.

**Board Member Martland:** Yes.

**The motion carried. (4-0-0).**

Ben witnessed the signing of the documents and notarized them, virtually.

**MOTION: Board Member Fish moved to accept the Minutes of March 18, 2021. It was seconded by Board Member Robitaille.**

**Chairperson Grant:** I'm in favor.

**Board Member Fish:** I'm in favor.

**Board Member Robitaille:** Yes.

**Board Member Martland:** Yes.

**The motion carried. (4-0-0).**

## **FY22 Budget Draft**

- **Overview of FY22 Draft Budget**

James Steele screen-shared the draft budget and touched on a few key points:

- Dues will remain \$70,000, which is 100% currently.
- State Grants and OSI going to Governor and Executive Council by May, with Contract by July 1st.
- Federal Grants will be down for the year, since the Brownfields Contract is wrapping up.

He continued to go over the budget and what changes are proposed. Discussion was had regarding the Annual Meeting line item, the Annuity line item and Personnel Policies that need to be reevaluated, and other line items.

Chairperson Grant suggested that the Excel files should have the headings printed on each page, so they know what the line items are referring to. He added that he would like titles regarding which budget they are looking at, as well as page numbers.

Ms. Moren-Grey indicated that she and Mr. Steele will finalize this budget over the next couple of weeks to present at the May 2021 Board of Directors Meeting for review and recommendation to bring before the Commission.

## **Other Business**

- **Commission Meetings**

- **April 28, 2021 - 4:00 p.m. to 6:00 p.m.**
- **June 24, 2021 - 4:00 p.m. to 6:00 p.m.**

Ms. Moren-Grey went over what the meetings will entail. She answered Board Member Martland's inquiry regarding not receiving emails for upcoming Commission Meetings by stating he should review his spam folder.

- **Salaries**

Mr. Robitaille indicated he'd like to discuss Employee salaries and try to amend them to conform with what the other Councils are doing. Ms. Moren-Grey responded that she will be doing an Employee Evaluation in June. Discussion was had regarding the current economic and living situations in the North Country.

- **RPC Spreadsheet**

Mr. Steele inquired whether Ms. Moren-Grey received the updated spreadsheets, to which she responded no and that she would follow up on them. Discussion was had regarding the spreadsheet.

**Nonpublic Session under RSA 91-A:3, II**

None.

**Adjourn**

**MOTION: Board Member Robitaille moved to adjourn the meeting. It was seconded by Chairperson Grant.**

**Board Member Fish: Yes**

**Chairperson Grant: Yes**

**Board Member Robitaille: Yeah**

**Board Member Martland: (Clicking)**

**The motion carried. (3-1-0).**

Respectfully Submitted,

Victoria O'Connor, Recording Secretary  
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