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## NORTH COUNTRY COUNCIL BOARD OF DIRECTORS MEETING MINUTES

Thursday, May 27, 2021  
Virtual Video & Phone  
2:00 p.m. to 4:00 p.m.

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

**STAFF MEMBERS PRESENT:** Michelle Moren-Grey, Executive Director; and James Steele, Financial Manager

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### Call to Order

Michelle Moren-Grey calls the meeting to order.

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

Roll call was taken.

### Minutes April 15, 2021 Meeting

**MOTION:** Board Member Martland moved to accept the Minutes of April 15, 2021. It was seconded by Board Member Robitaille.

**Chairperson Grant:** Yes.

**Board Member Fish:** Yes.

**Board Member Robitaille:** Yes.

**Board Member Martland:** Yes.

**Vice Chair Irving:** Yes.

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

### April Financials

- **Review of April Financials**

James Steele screen-shared the April financial report and touched on a few key points:

- Mistake pointed out, wherein the end of April Operating Account should reflect \$218,882 instead of \$222,673.
- Paid off all payables with \$35,000 worth of receivables still to take in, and \$68,000 to be invoiced.
- Continue to increase equity balance, which is \$152,691.

He continued to go over the financials. Discussion was had regarding the dues not meeting the \$70,000 goal, and the difference between what Mr. Steele indicated was a loss of \$157, yet the financials reflect a loss of \$16,600. Mr. Steele mentioned receiving a letter from the DOT inquiring about NCC receiving PPP funds, and that they are awaiting further correspondence from DOT regarding the matter. Discussion was had regarding interest rates on the liability balances and what benefits, if any, there are to paying off some of the liability balances.

## **FY22 Budget Draft**

- **Review & Approval of FY22 Draft Budget**

James Steele screen-shared the draft budget and a discussed the changes made since the last meeting. Michelle Moren-Grey went over a few proposals that they have been working on with regards to housing. Discussion was had regarding workforce housing. Further discussion was had regarding the line items covering travel, conferences, workshops, development, and training.

**MOTION: Board Member Robitaille moved to accept the FY22 Draft Budget, with the understanding that there could be minor changes between now and June 24, 2021. It was seconded by Board Member Fish.**

**Chairperson Grant:** Yes.

**Board Member Fish:** Yes.

**Board Member Robitaille:** Yes.

**Board Member Martland:** Yes.

**Vice Chair Irving:** Yes.

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

## **Other Business**

- **Commission Meetings**

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

Ms. Moren-Grey indicated they are waiting to see if the Governor is going to extend the Emergency Order to make sure that everyone can meet electronically, therefore the location is TBD at this time. She went on to outline the challenges of holding an in-person Commission meeting.

- **COVID Operations**

Ms. Moren-Grey indicated that they have updated guidelines for Staff which are waiting to see if the Emergency Order is to be renewed, as well as the status of Staff vaccination. She went on to say that traffic counts have begun, utilizing two vehicles, and that as soon as everybody's fully vaccinated, they'll get to travel together, as long as they're comfortable. She added that they are going to start culvert stream crossings in the Saco Watershed as soon as everyone's vaccinated. She commented on the exemplary efforts being made by Staff in adapting to the ever-changing restrictions being placed upon them due to COVID.

- Board Member Martland indicated that the Byway Awards Nominations for the Phase 1 Byway Awards will close tomorrow and that he would like to announce the winners at the Commissioners meeting on June 24th. He requested that that be added to the Agenda.

**Adjourn**

**MOTION: Board Member Robitaille 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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Approved 7/15/2021