



Thursday, August 17, 2023 | 2:00 pm

**BOARD MEMBERS PRESENT:** Paul Robitaille, Chair; Ben Gaetjens-Oleson, Vice Chair; Mark Decoteau, Treasurer (virtual), Mark Dindorf, Member, Carl Martland Member

**STAFF MEMBERS PRESENT:** Michelle Moren-Grey, Executive Director; James Steele, Finance Manager & Special Projects Planner (virtual)

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### Call to Order

Chair Robitaille, called the meeting to order at 2:05

### Attendance by Roll Call

- Paul Robitaille, Chair; Ben Gaetjens-Oleson, Vice Chair; Mark Decoteau, Treasurer (virtual), Mark Dindorf, Member, Carl Martland, Member

### Minutes of 06/21/2023 Approval

**MOTION** Vice Chair Gaetjens-Oleson made a motion to approve the 06/21/2023 minutes as written. The motion was seconded by Member Martland.

*The motion carried - 5 in favor/ 0 opposed / 0 abstention*

### Financial

#### Financial Report June & July

Mr. Steele provided a year-end overview highlighting: pre-audit \$39,463 to the positive, increasing the net position to \$281,150. The operating account was \$270,229, with \$126,863 (47%) in deferred revenue, unrestrictive funds were \$143,366 which would cover 2 months of the Council's expenses.

Mr. Steele explained that we are working our way through the audit and things are progressing well. Year-end numbers are expected to change.

Mr. Steele reviewed the July financials stating that the Council broke even utilizing dues to cover costs in the amount of \$4,400. There is an estimated \$7,300 / month for the remainder of the year. Mr. Steele noted the cleared operating balance stood at \$241,210. The decrease in operating account is not a concern with \$101,670 in Accounts Receivable with an additional \$78,803 of work remaining to be invoiced. Net position remained at \$289,827. The next large invoice will be for the auditor.

Mr. Steele stated that the goal is to have the unrestricted funds cover 2 months of expenses. Currently, there is \$117,020 of unrestricted funds, enough for 2 months of expenses.

**MOTION Vice Chair Gaetjens-Oleson made a motion to approve the June and July Financial Reports. The motion was seconded by Member Dindorf**  
*The motion carried - 5 in favor/ 0 opposed / 0 abstention*

#### **Audit Services Update**

Mr. Steele & Ms. Moren-Grey indicated that the audit service is going well. Communication has been responsive with no issues noted.

#### **Other Business**

Project Update – Ms. Moren-grey provided an update on the current project list highlighting the status of any pending projects. Ms. Moren-Grey highlighted the upcoming Bethlehem Traffic Calming project commenting that the staff has been working hard to bring this together within NHDOT parameters.

OHRV State Commission – Vice-Chair Gaetjens-Oleson asked for an update regarding the Council’s appointed individual to the state commission. Ms. Moren-Grey stated that she knows that Mr. Jackson has been attending but has not received a formal update from him and she will check-in with Mr. Jackson.

Forest Fire – Member Dindorf asked for an update to potentially get information out to our communities regarding wildland fires. Ms. Moren-Grey commented that it is still in the works the first round of outreach had limited response. This is not off the radar and she will revisit this topic.

Member Dindorf mentioned that Saco and Swift River LAC are in the final stage of putting out the Corridor management plans for the rivers and welcomed members to look. Plans can be found at [www.sacoswift.org](http://www.sacoswift.org).

Member Martland mentioned that the Scenic Byways Corridor management plans will be going through an update and has begun a conversation with Council Staff regarding this.

Entered non-public session at 2:37

A brief discussion was had regarding Board composition of the size.

#### **Nonpublic Session under RSA 91-A:3, II (if needed)**

**MOTION Member Dindorf made a motion to go into a nonpublic session. The motion was seconded by Vice Chair Gaetjens-Oleson**  
*Roll Call Vote was taken The motion carried - 5 in favor/ 0 opposed / 0 abstention*

Entered non-public session at 2:37

**MOTION Vice Chair Gaetjens-Oleson made a motion to leave nonpublic session. The motion was seconded by Member Dindorf**  
*Roll Call Vote was taken The motion carried - 5 in favor/ 0 opposed / 0 abstention*

Public session reconvened at 2:51

**Public Comment**

Chair Robitaille asked for public comment – there was none.

**Adjournment**

**MOTION Vice Chair Gaetjens-Oleson made a motion to adjourn. Motion was seconded by Member Dindorf.**

The motion carried - 5 in favor/ 0 opposed / 0 abstention

The meeting adjourned at 3:00

Respectfully Submitted,

Michelle Moren-Grey, Executive Director