



**NORTH COUNTRY COUNCIL BOARD OF DIRECTORS MEETING MINUTES**

Thursday, July 28, 2022  
In-Person Quorum is Needed  
Franconia Town Hall  
421 Main Street, Franconia, NH  
2:00 p.m. to 3:30 p.m.

**BOARD MEMBERS PRESENT:** Paul Robitaille, Chair;  
Ben Gaetjens-Oleson, Vice-Chair; Carl Martland; Mark Decoteau; and Mark Dindorf.

**STAFF MEMBERS PRESENT:** Michelle Moren-Grey, Executive Director.

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**Call to Order**

Chairperson Robitaille called the meeting to order at 2:04 p.m.

- **Attendance**  
Roll call was taken.

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

**MOTION: Board Member Decoteau moved to enter a nonpublic session. It was seconded by Board Member Martland.**

- Vice-Chair Gaetjens-Oleson:** Yes.
- Board Member Martland:** Yes.
- Board Member Decoteau:** Yes.
- Board Member Dindorf:** Yes.
- Chairperson Robitaille:** Yes.

**The motion carried. (5-0-0) entered into non-public session at 2:06**

**MOTION: Vice-Chair Gaetjens-Oleson moved to exit non-public session. It was seconded by Board Member Decoteau.**

- Vice-Chair Gaetjens-Oleson:** Yes.
- Board Member Martland:** Yes.
- Board Member Decoteau:** Yes.
- Board Member Dindorf:** Yes.
- Chairperson Robitaille:** Yes.

**The motion carried. (5-0-0) exited non-public session at 2:025**

During non-public session staff salaries and pay rate increases were discussed.

**MOTION: Vice-Chair Gaetjens-Oleson moved to raise James Steele base salary to \$72,000 per year and Michelle Moren-Grey's to \$85,000 per year starting the first full pay period in August. Seconded by Board Member Decoteau.**

**Vice-Chair Gaetjens-Oleson: Yes.**

**Board Member Martland: Yes.**

**Board Member Decoteau: Yes.**

**Board Member Dindorf: Yes.**

**Chairperson Robitaille: Yes.**

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

### **Minutes Approval**

**May 19, 2022**

**MOTION: Vice-Chair Gaetjens-Oleson moved to approve Minutes of May 19, 2022. It was seconded by Board Member Dindorf**

**Chairperson Robitaille: Yes.**

**Vice-Chair Gaetjens-Oleson: Yes.**

**Board Member Martland: Yes**

**Board Member Dindorf: Yes.**

**Board Member Decoteau: Yes.**

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

### **Financial**

- **Review of Financials**

James Steele was not present due to the fact that he was moving.

Michelle Moren-Grey reviewed the financial snapshot stating that, overall looking at FY22 pre-audited we are in a good position. Throughout the year our income met or exceeded our expenses. We were able to pay off \$10,000 in long-term debt CDFFA line of credit. The YTD income of \$708,620 vs YTD Expense leaves a profit of \$66,758. The \$66,758 does not include the \$10,000 paid to CDFFA. 66% of the FY22 budgeted income. This reflects the moving of roughly \$300,000 into the FY23 budget due to the award of funds, extension, and timing of work. Operating account is in an excellent position – this includes over \$115,000 of deferred program funds.

Accounts Receivable includes end-of-year close-out invoices that have not been received. The work in progress is mostly small NBRC grants and CDBG where the timing of invoicing for NCC is coordinated with the timing of use of funds.

Deferred revenue of \$115,682 include DRTC, BEA RHNA, NHCF funds, and NHFA and other smaller amounts.

Working Budget – what was budgeted vs secured was over in some areas and under in others.

Net Position increase for the year. This is the 4th year in a row with positive equity.

Overall, for the year the amount of billable time is good.

We will continue to monitor IDCR in the new FY year.

Ms. Moren-Grey reviewed the vehicle loan and requested the Board approve paying off the current loan in full which would be slightly less than \$8,291.

**MOTION: Board Member moved Martland to approve the financials, as presented. It was seconded by Board Member Dindorf**

**Chairperson Robitaille:** Yes.

**Vice-Chair Gaetjens-Oleson:** Yes.

**Board Member Dindorf:** Yes.

**Board Member Martland:** Yes.

**Board Member Decoteau:** Yes.

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

Ms. Moren-Grey provided a brief audit update. She touched on a few key points: The process of the Audit is going well, and communication is going back-and-forth.

Ms. Moren-Grey asked if there were any questions about financials. Board Member Dindorf commented that a narrative to compliment the snapshot would be helpful. Ms. Moren-Grey stated that that can be included.

**MOTION: Vice-Chair Gaetjens-Oleson moved to approve the financials, as presented. It was seconded by Board Member Dindorf.**

**Chairperson Robitaille:** Yes.

**Vice-Chair Gaetjens-Oleson:** Yes.

**Board Member Dindorf:** Yes.

**Board Member Martland:** Yes.

**Board Member Decoteau:** Yes.

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

## **Other Business**

- **Current Office Space**

Brief discussion regarding current office space meeting needs. Ms. Moren-Grey commented that the space is suiting staff needs well, on average there is one to three people in the office daily and the we secured an extended lease for 3 years.

- **Update on HB 1188**

Ms. Moren-Grey reviewed the material sent to Board members and gave a brief overview of HB1188. She continues to explain that the Council has the responsibility of appointing abutter to the Study Commission.

Discussion amongst all Board Members regarding the importance that the appointed member represents varying abutter views and issues and reported back in an unbiased manner through this appointment. There was further discussion regarding the member list of HB1188 as a whole.

Board Members reviewed the application developed for interested abutters to submit for being appointed. The board discussed changes in the form including a description of distances of facilities to residence and us of NH RSA abutter definition.

All Board Members discussed the changing words and phrases on the application form and entrusted Ms. Moren-Grey to edit it appropriately. Ms. Moren-Grey stated that she would submit it to the Board once the changes they asked for have been made for their final approval, and then email it to everyone to get the message out.

Further discussion was had about Committees such as this and how members are filled. Ms. Moren-Grey mentioned that she had reached out to her colleagues and this was a first having an RPC specifically mentioned. Typically, it is general as an RPC member and through NHARPC the is an appointed member.

- **Certificate of Authority**

Ms. Moren-Grey gave a brief overview of the CEDRS and that the certificate of authority is to apply for, accept funds and enter into contract with BEA for funds to support the Northern CEDRS and activities.

**MOTION: Vice-Chair Gaetjens-Oleson moved to authorize the Executive Director to accept funds and enter into contracts with the State of New Hampshire Business and Economic Affairs; and further authorize the Executive Director to authorize any document be necessary to effect contracts and/or reimbursements requests; and authorize the Chairman to sign said Certificate of Authority for Funding. Seconded by Board Member Dindorf.**

**Chairperson Robitaille:** Yes.

**Vice-Chair Gaetjens-Oleson:** Yes.

**Board Member Dindorf:** Yes.

**Board Member Martland:** Yes.

**Board Member Decoteau:** Yes.

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

- **Update on Scenic Byways Grant**

Ms. Moren-Grey stated that the grant submitted to NHDOT for scenic byways project was not forwarded on by NHDOT to federal highways, the letter is included in materials. Ms. Moren-Grey commented that as discussed at the last meeting this was anticipated.

Board Member Martland commented that what was submitted was a program where municipalities and other could submit sites for improvements which would lead to identification of sites. NHDOT commented in the letter that sites were not clearly identified.

- **Review of Meeting Schedule**

Ms. Moren-Grey stated that the next Board meeting is August 18, 2022.

- **Public Comment**

Discussion was had regarding wildfires including who is responsible for paying for the cost of the fires and reimbursements due to loss from the fires.

**MOTION: Board Member Dindorf moved to adjourn. It was seconded by Board Member Martland.**

**Chairperson Robitaille:** Yes.

**Vice-Chair Gaetjens-Oleson:** Yes.

**Board Member Dindorf:** Yes.

**Board Member Martland:** Yes.

**Board Member Decoteau:** Yes.

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

Respectfully Submitted,

Tina Morgan, Recording Secretary  
O'Connor Legal, Medical & Media Services Inc.

[www.oconnorlms.com](http://www.oconnorlms.com)

(603) 865-1255