



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

**NCC Office / Via Zoom  
161 Main Street  
Littleton, NH  
Tuesday, March 24, 2020  
11:00 a.m. – 12:00 p.m.**

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

**STAFF MEMBERS Roll Call:** Michelle Moren-Grey, Executive Director; and James Steele

**MEMBERS OF THE PUBLIC Roll Call:** None

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Chair Grant Meeting Called to Order – 11:03am

Chair Grant called the meeting to order via teleconferencing (zoom & phone access) at 11:03am North Country Council Commission due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor’s Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor’s Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

Utilizing Zoom for this electronic meeting and all members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # (929 436 2866) and Meeting ID: 837 3432 2956, or by clicking on the Zoom Meeting link provided in the agenda.

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the Commission at [www.nccouncil.org](http://www.nccouncil.org)

If anybody has a problem, please call (603) 444-6303 ext 2014 or email at [mmoren@nccouncil.org](mailto:mmoren@nccouncil.org).

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled. Please note that all votes that are taken during this meeting shall be done by roll call vote.

Let’s start the meeting by taking a roll call attendance. When each member states their full name, the entity being represented, and also state whether there is anyone in the room with you during this meeting, which is required under the Right-to Know law.

Roll call asking participants to please state name and if there is anyone in the room with you– Doug Grant (Patsy Kendall in room), Jennifer Fish (no one in room), Paul Robitaille (no one in room), Carl Martland (no one in room) Michelle Moren-Grey and James Steel (Jackson Moren-Grey in room).

Chair Grant asked if there were any member of the public present – none were identified via phone or video.

**New Business**

**USDA RBDG Grant Resolution**

Executive Director Moren-Grey discussed the requirement of a resolution for the purposes of applying for a USDA RBDG grant. The resolution will authorize NCC to ask for up to \$50,000 under this program. Mrs. Grey explained that NCC would most likely apply for \$30,000 but the higher request gives flexibility if cost estimates change.

*Motion to accept if awarded the funds in the amount of up to \$50,000 from USDA RD for support of housing data analysis and to authorize the Executive Director to authorize any documents which may be necessary to effectuate contracts and or reimbursement requests.*

Board Member Fish moved to authorize the resolution. It was seconded by Board Member Robitaille. The motion carried. (4-0-0). Roll Call Grant, Fish, Robitaille, Martland

## **COVID-19 Office Operations**

Executive Director Moren-Grey updated the Board on actions taken during the COVID-19 outbreak to ensure the safety of staff and continued day-to-day operations.

- All staff excluding the Executive Director and Finance Manager will be working remotely at this time.
- Office is closed to public.
- Newly acquired software (Zoom) will allow for video conferencing.
- All face-to-face meetings have been cancelled or moved to a virtual platform.
- Staff will develop materials for online trainings.
- Payroll and major payable expenses were paid in advance to ensure NCC stays current in the event banks are forced to shut down.

Executive Director Moren-Grey advised that NCC has the capability to continue meeting our program requirements with only our field collection efforts being placed on hold.

## **Old Business**

- Meeting Schedule – NCC BOD will continue to meet via zoom or conference call as needed.
- IT Upgrades Update – in communication with SNS COVID-19 has changed the situation for upgrades.
- Proposed Commission Meetings 2020 – information has been sent to Commissioners with update and our hope for upcoming meetings.

## **General Updates**

Chair Grant provided an update on efforts to enhance the Plymouth area transportation system. Mr. Grant advised that NBRC funding was not feasible to support this. Executive Director Moren-Grey stated that CDBG grant money could possibly be used to support the program. She would gather information and forward to Mr. Grant.

Board member Martland provided an update on scenic byways noting that there was an extensive Powerpoint and Word document being developed to highlight the past 5 years of the program including recommendations for investment in signage and upgrades to pull-offs.

Board member Robitaille discussed the increased presence of 2<sup>nd</sup> home owners and campers from more effected areas and the need to pass this information along.

## **Other**

Board member Robitaille asked if the video conference format could be used moving forward. Executive Director Moren-Grey advised that for information purposes this would be fine, however, she cautioned against meetings requiring votes and how it relates to RSA 91:A until further investigation into this – update to come.

**Public Comment**

None.

**Adjourn 11:47 a.m.**

**MOTION: Board Member Martland moved to adjourn the meeting. It was seconded by Board Member Fish. The motion carried. (4-0-0). Roll Call Grant, Fish, Robitaille, Martland**