



## NORTH COUNTRY COUNCIL BOARD OF DIRECTORS MEETING MINUTES

Thursday, April 16, 2020  
Virtual Video & Phone  
10:00 a.m. to 12:00 p.m.

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

**STAFF MEMBERS PRESENT:** Michelle Moren-Grey, Executive Director; and James Steele Finance Manager & special Project Planner

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### Call to Order

Chair Grant called the meeting to order at 2:00 p.m.

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.

Via Roll Call in accordance with Governor Executive Order Doug Grant (alone), James Steele (alone), Jennifer Fish (alone), Michelle Moren-Grey (w/ child Jackson), MG Jackson, Carl Martland (alone), Paul Robitaille (w/ child Rilen), Robin Irving (alone)

- **Minutes February 20, 2020 & March 24, 2020 BOD Meeting**

**MOTION: Board Member Martland moved to accept the Minutes of February 20, 2020 and March 24, 2020. It was seconded by Vice Chair Irving. The motion carried. (5-0-0).**

## Financial Report

- **Treasurer's Report - February**

Michelle Moren-Grey screen-shared the budget. James Steele touched on a few key points for March:

- It was another very good month, with a positive change, recognizing an additional \$9,000 for revenue.
- Positive of \$10,224.
- 74% of hours were billable.
- Concern: Indirect rate is estimated at 155.9 for the year, billing out at 165.

Mr. Steele continued to go over the budget, pointing out certain difference that may be seen throughout the year, due to change in number of staff and the impact of COVID-19 on projects. Ms. Moren-Grey touched upon the possibility of hiring an intern, once the COVID-19 situation has been addressed and field work can be recommenced. Discussion was had regarding billing.

- **Audit Update**

Ms. Moren-Grey screen-shared the audit. Mr. Steele indicated they distributed the final audit to the Board Members. He pointed out the following:

- No significant findings against NCC.
- Net position increased by \$54,000 last year.

Discussion was had regarding the audit, as well as the positive standing of NCC amid the COVID-19 crisis. Mr. Steele inquired whether the Board would like to do an RFQ for the next audit. Discussion was had regarding the pros and cons of doing so, with agreement being reached at not doing an RFQ for this year, but entertaining the idea in 2021.

**MOTION: Board Member Robitaille moved to maintain the current audit firm for the 2020 audit, with possibly looking into RFQ for 2021. It was seconded by Board Member Martland. The motion carried. (5-0-0).**

- **Draft Budget**

Ms. Moren-Grey screen-shared the draft budget. Mr. Steele described how he came up with the draft budget. Discussion was had regarding the information included on the spreadsheet.

Mr. Steele requested that the Board Members review the draft budget and send any questions they may have to him, so that they can be addressed. Ms. Moren-Grey indicated that it is anticipated that the Board of Directors' recommended draft budget would be taken to the Commissioners at a Commission Meeting in June for approval.

Board Member Martland recommended having a Zoom meeting in June to address any issues raised in the draft budget. Ms. Moren-Grey noted they are trying to roll out a Commission Zoom meeting called Broadband 101 in May. Discussion was had regarding the challenges of holding Zoom meetings.

## New Business

- **Staffing Updates**

Ms. Moren-Grey reiterated what she had previously addressed regarding staffing changes, to include:

- Alex has relocated to Upper Valley, yet is still assisting with the Transportation Plan and the RCCs.
- Katie and Derek have been hired and are settling in quite well.
- There is an Intern they are hoping to bring on after the COVID-19 situation has been addressed.
- There is still an opening for an Associate Planner.

- **Funding Updates**

Ms. Moren-Grey indicated she anticipates receiving disaster funding, and that she plans on applying for opportunities, as they come up. She touched upon the Paycheck Protection Program loan, for which they were approved for \$57,108. She screen-shared the PPP paperwork.

**MOTION: Board Member Fish moved to apply for and accept funds of \$57,108 from the Paycheck Protection Program. It was seconded by Chair Grant.**

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

**Vice Chair Irving:** Yes.

**Board Member Robitaille:** Yes.

**Board Member Fish:** Yes.

**Board Member Martland:** Yes.

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

- **NCC Work Vehicle**

Ms. Moren-Grey recapped the situation with the current work vehicle, as well as the steps that have been taken and the challenges that they have faced in getting a new work vehicle. She concluded that it would be most beneficial to purchase a vehicle with NCC funds to utilize for all NCC work. Discussion was had regarding the condition of the current vehicle.

She noted that the New Hampshire Charitable Foundation reached out to all of their Grantees that have the 3-year unrestricted operating funds, for which NCC is in Year 2, stating that they would relax the reporting requirements as well as release the 3rd year funds now to manage and sustain the NCC through the COVID-19 pandemic. She indicated that the goal is to do a strategic plan.

Mr. Steele added that Twin State offered \$5500 for trade on the current vehicle. Ms. Moren-Grey indicated that they are looking at purchasing a little van, where the start price is \$30,000. She did the calculations on a 72-month purchase, which equals \$369/month, prior to any negotiations. Discussion was had regarding utilization of the new vehicle, including billing its usage to certain contracts.

**MOTION: Board Member Martland moved to authorize NCC to purchase a vehicle using up to \$10,000 from the New Hampshire Charitable Foundation Grant and a trade-in value of approximately \$5,000, and financing the rest with a multi-year purchase negotiated with the better financing. It was seconded by Board Member Robitaille. The motion carried. (5-0-0).**

Board Member Robitaille remarked that this is going to be a question coming up in the future again, due to the lifespan of a vehicle, and suggested putting a plan in place that would address purchasing a replacement vehicle in the future. Discussion was had regarding the importance of a plan, including adding it to the proposed budget.

- **COVID-19 Update**

Ms. Moren-Grey indicated there are no real big updates. She gave a brief background on the steps that NCC has taken to address the situation, as well as follow the Governor's Orders. She also touched upon upcoming

funding source possibilities. She gave an update regarding the daycare situation in the area. Discussion was had regarding the surrounding towns and how they have been impacted by COVID-19.

## Old Business

- **Meeting Schedule**

Ms. Moren-Grey indicated the next meeting is virtually via Zoom on May 21, 2020, from 2:00 to 4:00.

- **IT Upgrades Update**

Ms. Moren-Grey indicated they are going through all the IT updates, but that they do not anticipate going to the cloud until all staff members can be physically present in the same space. She noted they will wait until May to see what happens.

- **Proposed Commission Meetings 2020**

Ms. Moren-Grey stated that she will offer training to the Commissioners on Zoom, and she reiterated the Broadband 101 meeting. Discussion was had regarding the logistics of a Commissioner meeting.

- **Other**

Board Member Robitaille inquired regarding the moratorium on landfills, and whether it would affect work that the NCC was doing. Ms. Moren-Grey responded that it doesn't affect Solid Waste.

## Adjourn

**MOTION: Board Member Fish moved to adjourn the meeting. It was seconded by Board Member Robitaille. The motion carried. (5-0-0).**

Respectfully Submitted,

Victoria O'Connor, Recording Secretary  
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