



**NORTH COUNTRY COUNCIL COMMISSIONER MEETING MINUTES**

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**Franconia Town Hall | 421 Main Street | Franconia, New Hampshire  
Thursday, July 28, 2022, | 4:00 p.m. to 6:00 p.m.**

**Representatives Present:** Carl Martland, Vicki DeLalla, Charles Goulet, Tim Sappington, Sandra Butson, Steve Knox, Jon Swan, Mark Decoteau, Michele Cormier, Ben Gaetjens-Oleson, Mark Dindorf, Paul Robitaille, Ray Gorman, James Gleason, Stan Judge

**Staff Present:** Michelle Moren-Grey; James Steele; Kaela Tavares; and Nick Altonaga.

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**Welcome & Call to Order**

Michelle Moren-Grey called the meeting to order at 4:00 p.m. Roundtable attendance was taken.

**Highlights & Approval of Proposed FY2023 Budget (Michelle Moren-Grey)**

Ms. Moren-Grey commented that James Steele, the Council's Finance Manager & Special Projects Planner, was on vacation. Ms. Moren-Grey referred representatives to the PowerPoint and materials in the handout for an overview snapshot of FY2022 financial highlights and the Proposed FY2023 Budget.

A few things she pointed out were:

The Council has been in an excellent position throughout the year. Monthly income met or exceeded the expenses. As a result of maintaining the billable rate between 64% to 65% and administrative costs are less significant than in previous years. The current indirect rate is 133% coming down over the last four years from approximately 200% to the current rate.

In FY22, the Council

- Utilized 66% of the budgeted income, reflecting moving \$300,000 into the FY23 proposed budget due to the timing of awards, extensions, and work timing. The unsecured funds are either pending contracts but have been awarded or funds that have been applied/proposed for.
- Paid down the remaining balance on the CDFA line of credit of \$10,000.
- Overall net position increased for the 4<sup>th</sup> year in a row.

For the proposed FY23 budget recommended for approval by the Board of Directors

- Operating revenues covering proposed expenses and \$925,000 is secured.
- Year-to-year operating revenue fluctuates depending on funding climate, ability to secure match, staffing capacity, and community needs.
- Federal grants make up the most significant portion of the revenue (64%), with local planning (14%), state grants (10%), municipal dues (7%), and miscellaneous (5%). Ms. Moren-Grey commented on the agencies of each source of funding.
- Proposed use of membership dues is proposed for grant matching (EDA, Housing, and UPWP/Transportation).
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Ms. Moren-Grey asked for questions regarding the proposed FY23 budget and reviewed the upcoming work for FY23.

Question regarding what occurs with any potential net income – Ms. Moren-Grey responded that any net income reflected or potential for income in FY2023 is held in reserve and rolled into the following year. Having this reserve assists with cash flow and any unforeseen expenses.

**MOTION Representative Robitaille moved to approve the FY23 proposed budget. It was seconded by Representative DeLalla. No discussion. All in favor. Motion Carried**

**Minutes from July 29, 2021, Commission Meeting**

*Note that later in the meeting, it was noted that the minutes are from 10/20/2021 and not the 07/29/2022 Commission Meeting, which is the correct minutes the Commission should be approving. They are listed incorrectly on the agenda but were included correctly in the meeting materials package. (Motion was amended later in the meeting)*

**MOTION Representative Gaetens-Olsen moved to approve the minutes. It was seconded by Representative Robitaille. No discussion. All in favor. Motion Carried**

**Ten-Year Transportation Plan Update (Nick Altonaga)**

Nick Altonaga, Transportation Planner, was introduced and gave an overview of the Ten-Year Plan, process, and an update on our current process. Mr. Altonaga highlighted that the regional allocation is typically around \$6 million.

Mr. Altonaga opened it up for questions.

Representative Swan asked if any consideration has been given to the proposed Dalton Landfill and its traffic impacts on the Town of Whitefield. Mr. Altonaga responded that this has yet to be discussed at the TAC meetings, but this could be discussed outside TYP solicitation at the state and TAC level.

**Regional Housing Needs Assessment (Kaela Tavares)**

Kaela Tavares, Community and Economic Development Planning Coordinator, was introduced and gave an overview & presentation of the current work on the Regional Housing Needs Assessment (RHNA) and funding opportunities.

Ms. Tavares also provided information on the current and various sources of housing funds coming from the State of New Hampshire.

Ms. Tavares opened for discussion – the group discussed the material presented.

**Other Business**

Ms. Moren-Grey briefly shared a draft of a recent Regional Solid Waste Survey aimed at gauging interest in shared municipal solid waste services. Represented Swan mentioned that the state would be coming out in late summer with the updated State Solid Waste Plan with a public comment period.

Representative Dindorf – noted a mistake. The agenda has the Minutes of July 29, 2021, to be approved. The minutes in the material that were earlier approved in the meeting were 10/20/2022 as the correct minutes.

**MOTION Representative Decoteau moved to amend the above motion to approve the minutes of 07/29/2022 to the correct date of 10/20/2022. It was seconded by Representative Gaetens-Olsen. No discussion. All in favor. Motion Carried**

Representative Swan asked if the North Country Council had sent a letter to the NH Solid Waste Working Group. Ms. Moren-Grey commented yes, and a copy was included in the meeting materials.

Representative Martland provided a brief update on the Scenic Byways Enhancement awards and referred the group to meeting materials.

**Public Comment**

None.

**Adjournment**

**The meeting Adjourned 6:01 pm**

Respectfully Submitted,

Tina Morgan, Recording Secretary  
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