



**North Country Council
Board of Directors Meeting
December 14, 2016
Mount Eustis Commons, Littleton, NH**

Vicki DeLalla, Stratford
Bob DeAngelis, Dalton
Jo Lacaillade, Haverhill
Robin Irving, Northumberland
Robin Frost, Gorham
Earl Sires, Conway
William Andreas, Randolph

Staff:

Barbara Robinson (by phone)
James Steele
Kathleen Frenette

Called to Order: The meeting was called to order at 9:46 am by Jo Lacaillade, Vice Chair, in absence of the Chair, William Andreas.

The Minutes from November were then reviewed.

Jo called for a motion to accept the minutes as presented, Robin Frost made the motion and Bob DeAngelis seconded. Approved by all.

Business Items:

Vice Chair, Jo Lacaillade noted that she went to Woodsville Guarantee Savings Bank to provide her identification and signature for the NCC accounts and that there seemed to be a miscommunication. James explained that he has the forms from the bank for their signature for the accounts and needs copies of everyone's driver's license to process the forms — adding, he can get those from the officers at the end of the meeting. Everyone was in agreement.

Jo asked if there were any other business items. There were none.

Committee Reports

Finance Committee

Vicki gave an update that the committee will finish its work at the next meeting. The January meeting will be held in Lancaster at the UNHCE office.

Earl asked if the audit was sent electronically and Kathy told him that there is not an electronic copy available thus the hard copies received from RKO were passed out to all members at this meeting. James

asked the Board if they would like RKO to come to a future meeting to review the audit. It was agreed by the Board that they want RKO to present after the next Finance Committee meeting. This will give time for everyone to read through the audit.

Jo asked about Finance Committee Meeting minutes and having them for the next BOD meeting. She then asked about the five day rule for minutes. Barbara explained that RPC's are different from municipalities and that BOD meeting minutes need only be posted on the website and available once they are approved

Bill Andreas, the Chair arrived at 9:57 AM and took over the meeting from the Vice-Chair. Bill stated that the Finance Committee did vote to accept the financials. There was discussion regarding the financials and the audit and it was agreed by members to wait to accept the financials until the audit is clarified by the RKO presentation.

Loan Committee

Vicki requested an update on where Mollie White is at on the RLF. Per James it looks like Mollie will be done by the end of December.

Robin sent an email confirming the \$8k expenditure was spent on taxes.

Vicki noted that the RLF software and our RLF bank account have a difference of \$20k+and that amount is in our RLF bank account.

James advised that \$6k shows up going from account then being transferred into another account, but that it is not reflected in QuickBooks. Bill thinks that it may be the \$6k in legal fees to record the loan transfers from BEDCO to NCC. NCC paid up front and then was reimbursed by BEDCO once the funds came into NCC. Per Bill the EDA had approved up to \$20k for transfer fees.

Bill inquired of Bob if CEDC BOD has approved taking over the RLF? Bob will be sure it goes to a vote at the next CEDC BOD meeting.

Personnel Committee

Barbara stated the Personnel Committee needs updating at this time.

Other Committee Reports

New Hampshire Association of RPCs (NHARPC)

Barbara gave an update that a Board Member is needed for that committee. The Association is forming a coalition because of legislation and legislative sessions that are coming up.

At the November meeting that Barbara attended a health care presentation was put on by UNH. She will be meeting with them Thursday for possible funding. Bill inquired if a summary sheet was made available? Per Barbara there was none available at this meeting but that it should be made available in either January or February and she will forward the list with the minutes when it is available. James asked

if a Commissioner or a Board Member can attend and Barbara advised that it does not have to be a Board Member. She also advised that the person would be a representative and not a lobbyist.

Connecticut River Joint Commissions (CRJC)

Barbara may be attending this meeting but if unavailable Tara is going to be attending.

Comprehensive Economic Development Strategy (CEDS)

The next meeting will be in January. Glenn Coppelman will be stepping down from his role at NCC and this may be his last meeting. Michelle Moren-Grey is competent and capable so there will be a solid transition.

Barbara also noted that at the Enterprise Center where the CEDS meeting was last held, Michelle gave a great presentation.

Transportation Advisory Committee Program (TAC)

There is no update.

Scenic Byways

Carl Martland was not in attendance so there was no update.

Dartmouth Regional Technology Center (DRTC)

Barbara advised that the next meeting will be in February and that she would like to work together with the NCC Board to set the date for the joint meeting. She asked to Board to think about an agenda.

Bill inquired as to when we might be able to expect another payment from DRTC? Barbara advised that they did pay NCC \$100k and are now up-to-date. She noted that the GRDC deferred their payment to NCC so the next payment from the DRTC would be made to them. Bill wants to be fair to GDRC as they are a partner and wondered if any other payment might be forthcoming this fiscal year that would go to NCC? Per Barbara that has not yet been determined.

Connecticut River Mitigation and Enhancement Fund

There is no update.

NH Rail and Transit

There is no update.

Informational/Questions/Other Business:

Board Membership /Officer Transitions

Bill asked if there is anyone in attendance at the meeting that would be willing to take his position as Chair. There being no volunteers for his position he then moved on.

Bill inquired about a listing of Commissioners. Kathy explained that she has begun emailing the towns in our catchment, sending them who we have on record for Commissioners from their town asking for confirmation. Bill would like the updated Commissioner list for the January meeting as well as an updated roster for the various NCC committees.

Vicki inquired about parameters for the nominating committee and Bob suggested that once the various committee members are determined and meet, then those members can inform the nominating committee what types of skills, and talents that each committee needs, and what they are seeking in members.

Bob asked when NCC takes a strategic look at the organization. Do we meet with towns and let them know of our value, our mission, etc.? Bill suggested that the BOD and staff have a strategic retreat offsite for strategic planning. Barbara reported that she is doing outreach and just met with the town of Campton last Monday regarding becoming a member. She is educating them about NCC. For example NCC assisted with the town's water supply planning and the town Select board did not know that it was NCC who assisted in that planning process.

Bob suggested that the Financial and Personnel committees need to be looked at and these are more internal committees and not external.

Bill recommended the retreat must involve the staff. Discussion ensued about possible sites such as the Tech Village in Conway, The Highland Center in Crawford Notch or the Red Jacket in North Conway.

Bill called for a motion to Adjourn. Jo so moved. Vicki seconded. Approved by all.

Meeting Adjourned at 10:50 a.m.

Respectively Submitted,

Barbara Robinson