



NORTH COUNTRY COUNCIL BOARD OF DIRECTORS MEETING MINUTES

Thursday, March 18, 2021
Virtual Video & Phone
2:00 p.m. to 4:00 p.m.

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

STAFF MEMBERS PRESENT: Michelle Moren-Grey, Executive Director; and James Steele Finance Manager

Call to Order

Chairperson Grant calls the meeting to order.

- **Virtual Public Hearing Language**
- **Attendance**

Roll call was taken.

Minutes January 21, 2021 Meeting

MOTION: Board Member Fish moved to accept the Minutes of January 21, 2021, as amended. It was seconded by Board Member Robitaille.

Board Member Martland indicated that on the second page he was identified improperly.

Chairperson Grant: I'm in favor

Board Member Robitaille: Yes

Board Member Fish: Yes

Board Member Martland: Yes

The motion carried. (4-0-0).

Financial Report

- **Treasurer's Report - February 2021**

Mr. Steele screen-shared the snapshot and touched on a few key points:

- \$185,000 in operating account
- Accounts Payable was up due to consultant fees of \$34,000
- BFA loan, remaining \$79,000, has been forgiven

Chairperson Grant inquired as to whether raises are included in the budget. Mr. Steele responded that it's in the proposed budget as a 3% increase starting July 1, 2021. Discussion was had regarding the current staff and their eligibility for obtaining a raise on July 1, 2021, as well as the rates being paid to employees currently.

- **Indirect Cost Rate Update**

Mr. Steele indicated that they are being efficient and charging a lot of hours, so the indirect rate is down. He noted that the actual indirect cost rate is about 134% and the approved is 156%. He spoke about the need to go through EDA, rather than DOT, for future fixed indirect cost rate, for which he is currently going through the application process, wherein he anticipates receiving a response by May 2021. He noted they are in limbo, as they have a recognized rate currently, but they are moving towards a fixed carry-forward rate. Discussion was had regarding the anticipated rate and whether that will be sufficient for the NCC fiscal year 2022, and what that rate is based on.

- **Audit Update**

Mr. Steele indicated that he secured RKO to start the audit in July 2021, for \$11,250. He explained his rationale for continuing to utilize RKO. Discussion was had regarding the rate of doing a single audit.

Other Business

- **Coos County Broadband Committee Update**

Michelle Moren-Grey announced that they are getting ready to submit at the end of the month the USDA Rural Business Development Grant to help support moving forward work of Coos County Broadband Committee to filling in the data gaps with data collection, and then starting the modeling for a business model. She noted that they have all but a few communities in Coos represented on the Committee now. She spoke about the most recent meeting they had.

- **Commission Meetings**

- **March 24, 2021 - 4:00 p.m. to 6:00 p.m.**
- **April 28, 2021 - 4:00 p.m. to 6:00 p.m.**
- **June 24, 2021 - 4:00 p.m. to 6:00 p.m.**

Ms. Moren-Grey went over what the meetings will entail.

- **Northern Border Regional Commission Grant Round Open**

Ms. Moren-Grey indicated that the grant opened on their website on March 8, 2021. She went over the types of things the grant can cover and those who are looking to apply for the grant, as well as what areas of distress were and waivers that could be attained. Discussion was had regarding the different potential applicants.

- **COVID Operations Update**

Ms. Moren-Grey indicated that everyone besides Mr. Steele remain remote working. She noted that, due to demographics of staff, they will be the last people to be vaccinated, according to the current plan. She stated that they are still adhering to CDC guidelines and State of New Hampshire guidelines.

- **Other**

Board Member Martland indicated that the Byways Council is going ahead with a Byway Awards Program. He stated they have a Committee that consists of himself, Dick Mallion, and Michael Bruno. He went over how the award process would go. He added that it would be best if funds were donated to NCC, and then, in turn, NCC would cut the checks for the awards, thereby providing them with publicity. Discussion was had regarding advertising to distribute, as well as the potential for NCC facilitating the award disbursement.

Nonpublic Session under RSA 91-A:3, II

None.

Adjourn

MOTION: Board Member Robitaille moved to adjourn the meeting. It was seconded by Vice Chair Irving.

Chairperson Grant: Yes
Board Member Robitaille: Yes
Board Member Fish: Yes
Board Member Martland: Yes
Board Member Irving: Yes.

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

Respectfully Submitted,

Victoria O'Connor, Recording Secretary
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