



NORTH COUNTRY COUNCIL BOARD OF DIRECTORS MEETING MINUTES

Thursday, May 19, 2022
In-Person Quorum is Needed
Franconia Town Hall
421 Main Street, Franconia, NH
2:00 p.m. to 4:00 p.m.

BOARD MEMBERS PRESENT: Paul Robitaille, Chair; Jennifer Fish, Treasurer; Ben Gaetjens-Oleson, Vice-Chair; Carl Martland; Mark Decoteau; and Mark Dindorf.

BOARD MEMBERS REMOTE: Carl Martland

STAFF MEMBERS PRESENT: Michelle Moren-Grey, Executive Director; and James Steele, Finance Manager & Special Projects Planner.

Call to Order

Chairperson Robitaille called the meeting to order at 3:17 p.m.

- **Attendance**

Roll call was taken.

Minutes Approval

- **March 17, 2022**

MOTION: Treasurer Fish moved to approve Minutes of March 17, 2022. It was seconded by Board Member Decoteau.

Chairperson Robitaille: Yes.
Vice-Chair Gaetjens-Oleson: Yes.
Board Member Dindorf: Yes.
Board Member Martland: Yes.
Board Member Decoteau: Yes.
Board Member Fish: Yes.

The motion carried. (6-0-0).

Financial

- **Review of Financials**

Mr. Steele went over the financial report. He touched on a few key points:

- There is a slight mistake on page 2 of the Budget, wherein the balance of the dues should read as \$23,374.60.
- March & April were both good months, where all of the bills were paid off and everything is very positive.
- We are starting to invest in office equipment and will do so incrementally.
- Website designed by Wild Roots Marketing website bill of \$1,950.00 was paid in full.
- Lease payment of \$948.59 for the copier was paid in full.

He continued to go through the rest of the financials reporting overall we are still looking positive.

MOTION: Board Member Decoteau moved to approve the financials, as presented. It was seconded by Vice-Chair Gaetjens-Oleson.

Chairperson Robitaille: Yes.

Vice-Chair Gaetjens-Oleson: Yes.

Board Member Dindorf: Yes.

Board Member Martland: Yes.

Board Member Decoteau: Yes.

Board Member Fish: Yes.

The motion carried. (6-0-0).

- **Review & Approve Draft Budget**

Mr. Steele went over the draft budget. He touched on a few key points:

- Projects Housing Readiness secured (pending contract), the EDA Partnership secured (pending contract), Grafton County Admin. Grant secured (pending contract) are just a few of the several projects that they are working on but have no contracts yet.
- Currently there is enough secured money to cover all of expenses based on grants secured.
- Pending projects - EPA Brownfield was not awarded Ms. Moren-Grey commented that this is a highly competitive grant round. EDA EAA is secured (pending contract) Ms. Moren-Grey explained that this will further the resilience work. MTAG Plan NH Grant for Colebrook not applied for but there is potential later in year to submit this is a rolling grant. NBRC Local contract & ARPA contracts are pending.

He continued to go through the rest of the draft budget. Discussion was had regarding the heating oil budget that was raised to \$10,000.00, as well as the increasing of the Depreciation account to \$10,000.00 per year.

The following are some of the questions were posed to Ms. Moren-Grey and Mr. Steele:

- Q. What is the difference in the total figures?
A. The higher total is if we receive all of the secured funding.
Q. Why increase in audit expense?
A. In the event that we need to have a single audit which is triggered by \$750,000 in federal funds.

MOTION: Board Member Decoteau moved to approve the draft budget, as presented. It was seconded by Treasurer Fish.

Chairperson Robitaille: Yes.

Vice-Chair Gaetjens-Oleson: Yes.

Board Member Dindorf: Yes.

Board Member Martland: Yes.

Board Member Decoteau: Yes.

Board Member Fish: Yes.

The motion carried. (6-0-0).

Other Business

- **Update on Scenic Byways Grant**

Ms. Moren-Grey gave an overview of the Federal Highway Administration grant criteria, compliance, and process for applying to National Scenic Byways Program as well as the criteria that NHDOT placed upon the applications. The project NCC will be submitting on behalf of NCSBC to NHDOT is the design and implementation of pull-offs, scenic overlooks and marker placements on several of the byways in the region. There is a 20% match required for this grant which would be funded through municipalities and need to be identified once sites are finalized. The application was submitted for \$530,000.00 this is a reimbursement grant. NCC would have to pay invoices and then submit for reimbursement and may have impact to NCC's cashflow if awarded. Discussion continued regarding the project structure and feasibility of site selection as well as the requirement that potentially fall upon the subgrantee (NCC).

Carl Martland Board Member – discussed how the project idea came about and previous work completed by NCSBC. Adding in how NCSBC might move forward in the future to be prepared for upcoming / future funding.

- **Update on Council's Projects**

Ms. Moren-Grey provided project updates.

- NBRC grant round LOI deadline has gone by and NBRC invites to apply have been released. We provided assistance to a number of applicants.
- EDA CARES (North Country Rising resiliency) extension has been granted. Draft plan is in the works.
- Ten Year Plan solicitation has gone out, we noticed and RFP for on-call engineer to provide assistance.
- Traffic counts are happening and we can take special requests.

- Housing work continues we participated in the recent Housing Summit in the Berlin, Gorham area that was well attended.
- Coos Mapping Study is wrapping up just finished a series of open houses facilitated by the consultant Coos County selected.

Board Members discussed recent increase of wildland fires interface with communities as well as residents. It was discussed as to how the Council could potentially assist communities plan for this in the future both financially and in land use practices.

Board Members discussed the White Mountain National Forest that surrounds and within communities. The National Forest 10-year plan will be updated and it is a way for communities to provide comment and be involved.

- **Review of Meeting Schedule**

Meetings schedule and locations were discussed. A work session in June and full commission meeting is scheduled in June 23rd from 4pm to 6pm. They are still trying for a quorum. Then the next full Board Meeting is in July.

- **Public Comment**

None.

**MOTION: Board Member Dindorf moved to adjourn. It was seconded by Treasurer Fish
The motion carried. (6-0-0).**

Respectfully Submitted,

Tina Morgan, Recording Secretary
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