



NORTH COUNTRY COUNCIL BOARD OF DIRECTORS MEETING MINUTES

Thursday, May 21, 2020
Virtual Video & Phone
2:00 p.m. to 4:00 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 Financial Manager

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

If anybody has a problem, please call (603) 444-6303 ext 2014 or email at 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.

He provided information regarding the current COVID-19 situation and how it impacts meetings. He requested the members to do a roll call wherein they state their name and who may be at their physical location with them, participating in the meeting.

Minutes April 16, 2020 BOD Meeting

MOTION: Chair Grant moved to accept the Minutes of April 16, 2020.

Chair Grant: Yes

Board Member Robitaille: Yes
Board Member Fish: Yes
Board Member Martland: Yes
Vice Chair Irving: Yes

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

Financial Report

- **Treasurer's Report - March**

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

- Positive of \$16,886
- 4 Reasons for Net Gain:
 1. Indirect rate covered all expenses for the month.
 2. \$24,036 in a reimbursement from DOT for FY-18.
 3. Able to realize over \$4,000 of income from Trails Project.
 4. Trade for vehicle was fully depreciated, wherein they received \$5500 for the trade-in value.
- Concern: Indirect rate is estimated at 156.1 for the year, billing out at 165.

Mr. Steele continued to go over the budget. He went over new line items on the balance sheet. Discussion was had regarding the PPP loan and how much of it can be forgiven, under the current guidelines.

- **Draft Budget Review and Approval**

Mr. Steele screen-shared the draft budget. Mr. Steele went over the changes that were made to the draft budget after the last meeting, incorporating the input he had received from the Board. He also discussed different line items on the budget, including the various grants and expenses. Discussion was had regarding the annual meeting and the difficulties in creating an accurate budget, due to the current pandemic and what kind of effects that may have on logistics. Further discussion was also held on what other changes could be made to the draft budget, including the cleaning service/building maintenance line item and NBRC local contracts.

Ms. Moren-Grey spoke about the \$300,000 disaster grant consisting of an 80/20 match, as a result of the disasters that occurred in 2018. She informed the Board that due to the CARES Act, as they are an economic development district (EDD), they can apply for up to \$400,000 in funding to support disaster recovery resiliency initiatives in the EDD with no match. She noted that they wound up withdrawing the \$300,000 application on the guidance of EDA, and reapplied for the up-to\$400,000 funds.

Ms. Moren-Grey provided information regarding the NBRC, including background, rationale for receiving the funds, and what the income is, in turn, then used for.

MOTION: Board Member Robitaille moved to approve the draft budget and recommend it to the full Commission, for it to be reviewed and potentially approved at the June 24, 2020 virtual meeting. It was seconded by Board Member Fish.

Mr. Steele inquired as to whether the draft budget provided to the Commission had to be this detailed, or if it could be condensed a bit, still having the more detailed spreadsheet if they requested to review it. Chair Grant responded that it could be condensed.

Board Member Robitaille: Yes
Board Member Fish: Yes

Board Member Irving: Yes
Chair Grant: Yes
Board Member Martland: Yes

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

Other Business

- **Staffing Updates**

Ms. Moren-Grey addressed the following staffing changes:

- Danica has left and took a position in the southern part of the state wherein she could continue her education through a Master's program.
- Kayla Gray was hired on as a Community and Economic Development Planner.
- Stacy Dahl was hired as a part-time flex.
- Cooper was hired as Intern to go in the field to do fieldwork.
- Based on the scope of work created by EDA on the disaster funding, a position description will be created, and once she receives the go-ahead from Alan Brigham, NCC's Project Officer from EDA, the position will be posted.

- **Funding Updates**

Ms. Moren-Grey reiterated that the biggest funding update is the \$400,000 application submitted to EDA. She added that they have put in a \$30,000 request to USDA for rural business development grants (RDBG) to help with the Housing Needs Assessment. She noted that they won't hear anything regarding Solid Waste grants until July.

- Paycheck Protection Program - This was previously discussed during the budget review.

- **NCC Work Vehicle**

Mr. Steele indicated that they did purchase a vehicle, a 2019 van. He noted they were approved to use up to \$10,000, wherein they used \$6800 towards the purchase of the vehicle. He went on to state they got a loan for \$13,949 at 4.5% for 60 months, as well as received \$5500 for trade-in value, sight unseen.

Ms. Moren-Grey discussed alterations they did to the vehicle to make it more useful for their needs for the time being.

- **COVID-19 Update**

Ms. Moren-Grey indicated they are having the office deep-cleaned, while everyone is continuing to work remotely. She outlined the guidelines for working in the office. She noted that she has ordered appropriate PPE for the office space.

- **Meeting Schedule**

Ms. Moren-Grey indicated the next meeting is virtually via Zoom on June 18, 2020, from 2:00 to 4:00.

- **Proposed Commission Meetings 2020**

Ms. Moren-Grey indicated the next one is June 24, 2020 regarding the budget. She noted there is a pending meeting on August 19, 2020 regarding solid waste. She discussed the most recent Commission meeting regarding broadband-readiness.

- **DRTC Update**

Ms. Moren-Grey spoke about Centerra Park and Adimab's desire to expand their footprint by purchasing 3 acres from Dartmouth-Hitchcock Medical Center adjacent to their current property and Centerra. She described the logistics that would have to take place in order for this to occur. Discussion was had regarding the pros and cons of approving the expansion.

MOTION: Chair Grant moved to permit Adimab to proceed with their expansion. It was seconded by Board Member Robitaille.

Board Member Robitaille: Yes

Board Member Martland: Yes

Board Member Irving: Yes

Chair Grant: Yes

Board Member Fish: Yes

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

- **Other**

Board Member Martland noted that last week he received requests from three communities for talking or assistance in regards to getting to local attractions in a way that relates to byways. He spoke about byways outreach steps he has taken as of late.

Ms. Moren-Grey alerted the Board that Steve Knox from Albany suffered a stroke last week. She touched upon his current condition.

Adjourn

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

Respectfully Submitted,

Victoria O'Connor, Recording Secretary
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