



NORTH COUNTRY COUNCIL BOARD OF DIRECTORS MEETING MINUTES

Thursday, August 20, 2020
Virtual Video & Phone
2:00 p.m. to 4:00 p.m.

BOARD MEMBERS PRESENT: Paul Robitaille, Secretary; Jennifer Fish, Treasurer; and Carl Martland.

BOARD MEMBERS ABSENT: Doug Grant, Chair; and Robin Irving, Vice Chair

STAFF MEMBERS PRESENT: Michelle Moren-Grey, Executive Director, James Steele, Finance Manager & Special Project Planner

Call to Order

Ms. Moren-Grey called the meeting to order at 2:12 p.m. She read the call to meeting required language.

North Country Council Board of Directors 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.

A roll call was taken of all of the participants listed above. Carl Martland indicated Nancy Martland was in the room.

Minutes July 16, 2020 BOD Meeting

MOTION: Board Member Fish moved to accept the Minutes of July 16, 2020. It was seconded by Board Member Robitaille.

Board Member Robitaille: Yes

Board Member Fish: Yes
Board Member Martland: Yes

The motion carried. (3-0-0).

Financial Report

- **Treasurer's Report - July 2020**

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

- Starting the fiscal year with a profit of \$3,000.
- Operating account is almost at \$180,000.
- Current on all expenses.

Mr. Steele continued to go over the snapshot. Ms. Moren-Grey requested input from the Board regarding the snapshot. Discussion was had regarding suggestions and opinions regarding the snapshot.

- **Audit Update**

Mr. Steele indicated that the NCC is done with their part and that the Auditor is waiting on a template report from the AICPA to finalize it. He noted that once that's complete, they will receive the finalized report. He added that there were no major issues and that everything was pretty similar to the previous year. He stated that he has a draft of the audit, pending minor revisions, that he could distribute to the Board, if requested. The Board responded that they would wait until the final draft was ready.

Ms. Moren-Grey commented that the Auditor mentioned to her that this year's process was better than last year's process. She commended Mr. Steele on his work during the audit process.

Other Business

- **Funding Updates**

- **Paycheck Protection Program** - Mr. Steele indicated that they were waiting for a notification to apply for forgiveness, which they received; and that now they are waiting on new legislation contained within the proposed new stimulus package that would make it easier to gain forgiveness on the loan. Ms. Moren-Grey asked if there was a deadline for forgiveness. Mr. Steele responded that he believes it would be by the end of the year. Further discussion was had regarding the different options to apply for forgiveness.
- **EDA CARES Disaster Funds** - Ms. Moren-Gray indicated that they had their official meeting with EDA, wherein they received the awards conditions. She noted that they are now working on breaking out the scope of work into more specific tasks for them to approve the Administration Plan and the work to be done.

Ms. Moren-Grey noted that one condition of the fund is to create the role of Disaster Economic Development Coordinator, which would be a two-year position. She stated that they hired John O'Hearn for that position. She gave a brief description of his background and qualifications.

- **NH Housing**

Ms. Moren-Grey indicated that project has begun, and that they are in the process of completing the paperwork for the USDA Rural Business Development Grant (\$29,000).

- **Mid-Year Contract Review with NH DOT**

Ms. Moren-Grey indicated that it's a part of the process, halfway through the Contract. She went over what the review entailed. Further discussion was had regarding the review process.

- **Household Hazardous Waste Events**

Ms. Moren-Grey indicated that two have been completed in Lancaster and Littleton, which were successful. She and Mr. Steele briefly touched on concerns they had related to COVID-19 during the events. She announced that there will be events coming up in Whitefield, Plymouth, and Lincoln.

- **Annual Meeting**

Ms. Moren-Grey indicated that this event may not be feasible or responsible, due to the current pandemic. She noted that they still need to hold what would be considered an annual meeting, but that it could be in lieu of a traditional virtual Commission meeting, where they would vote on the slate of Officers and bring in any new Board Members, if necessary. She asked Board Member Martland if The Rocks Estate and the Forest Society could still make a presentation at that meeting. Board Member Martland responded that would be a great idea, and requested of Nancy Martland to participate in the conversation. Further discussion was held regarding the presentation and the event.

- **Commissioner's Meeting August 19, 2020**

Board Member Martland shared some thoughts regarding participating via telephone at the meeting yesterday, and stated that he is looking forward to reviewing the PowerPoint presentation once he is able to access the internet. Further discussion was had regarding the meeting.

- **COVID Impacts to Communities**

Ms. Moren-Grey posed the question to the Board if there is anything they are noticing being impacted in their communities due to COVID-19. Discussion was had in response to the inquiry.

Adjourn

MOTION: Board Member Fish moved to adjourn the meeting at 2:44 p.m. It was seconded by Board Member Robitaille. The motion carried. (3-0-0).

Board Member Fish: Yes

Board Member Robitaille: Yes

Board Member Martland: Yes

The motion carried. (3-0-0).

Respectfully Submitted,

Victoria O'Connor, Recording Secretary
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