



## NORTH COUNTRY COUNCIL BOARD OF DIRECTORS MEETING MINUTES

Thursday, October 15, 2020  
 Virtual Video & Phone  
 2:00 p.m. to 4:00 p.m.

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

**STAFF MEMBERS PRESENT:** Michelle Moren-Grey, Executive Director, and James Steele Financial Manager

### Call to Order

Chairperson Grant called the meeting to order at 2:02 p.m. He read the call to meeting required language. A roll call was taken of all of the participants.

### Minutes August 20, 2020 BOD Meeting

**MOTION:** Board Member Fish moved to accept the Minutes of August 20, 2020, as presented. It was seconded by Board Member Robitaille.

**Chairperson Grant:** Yes.

**Board Member Fish:** Yes.

**Board Member Robitaille:** Yes.

**Vice Chair Irving:** Yes.

**Board Member Martland:** I'm okay with the Minutes.

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

### Financial Report

- **Treasurer's Report - September 2020**

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

- Over \$10,000 Profit Year-to-Date
- Operating account is in very good shape: \$168,000
- All the accounts are up-to-date as far as payables.

Mr. Steele continued to go over the snapshot. Discussion was had regarding the snapshot. Ms. Moren-Grey spoke about the ATV project that was written off. She informed the Board regarding the CDFA loan.

- **Draft Budget Review & Recommendation to Commission for Approval**

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

- Dues were lowered by \$5,000 due to COVID.
- UPWP was lowered by \$41,000 since the original one had carryover from last year's grant.
- 2021 MBRC Carroll Contract ended.

Mr. Steele continued to go over the draft budget. Discussion was had regarding the draft budget. Ms. Moren-Grey spoke about the MBRC Carroll Contract.

**MOTION: Board Member Robitaille moved to approve the draft budget and recommend it to the Commission for approval. It was seconded by Board Member Fish.**

**Chairperson Grant:** Yes.

**Board Member Fish:** Yes.

**Board Member Robitaille:** Yes.

**Vice Chair Irving:** Yes.

**Board Member Martland:** Yes.

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

- **Update PPP**

Mr. Steele indicated he submitted the Application for forgiveness on Wednesday and is waiting to hear from the bank.

### **Annual Commission Meeting**

- **Update**

Ms. Moren-Grey indicated she connected with the Society for New Hampshire Forest, who are planning to present at the meeting on October 29, 2020, at 5:00 p.m. She noted that the entire meeting would run from 4:00 p.m. to 6:00 p.m.

### **Other Business**

- **NCCDC**

- **Next Meeting**

Ms. Moren-Grey indicated that the best way to handle the dissolution of NCCDC is to hold two back-to-back meetings, wherein the first one the Board will be elected; and the second one will call for a Motion to Dissolve, stating the reason that the mission is no longer effective, or similar verbiage. She pointed out that they have to make sure that any tax filings have been completed; that they file one final financial document; and that they prepare a Notice of Dissolution, indicating the reasons in writing, the date it was voted on, and record of the date.

**MOTION: Chairperson Grant moved to recommend the Board of Directors to nominate a slate of at least five Members of the NCCDC Board, consisting of Doug Grant, Paul Robitaille, Michelle Moren-Grey as Chair, Carl Martland, Jennifer Fish, James Steele as an alternate, and Robin Irving as an alternate. It was seconded by Board Member Irving.**

**Chairperson Grant:** Yes.  
**Board Member Fish:** Yes.  
**Board Member Robitaille:** Yes.  
**Vice Chair Irving:** Yes.  
**Board Member Martland:** Yes.

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

Ms. Moren-Grey and Chairperson Grant agreed to prepare all the necessary documentation for the upcoming meetings.

- **Cellphone Tower at Base of Notch**

Ms. Moren-Grey provided a description of where the Town of Lincoln's proposed cellphone tower would be located. She discussed the noticing process. Board Member Martland and Chairperson Grant spoke about the meeting that took place last night.

- **In-Office Update**

Ms. Moren-Grey provided a status update to how they are performing their duties in the office, in terms of staffing and COVID measures, including discussing concerns of how to handle the upcoming holidays.

## **Adjourn**

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

**Chairperson Grant:** Yes  
**Board Member Robitaille:** Yes  
**Board Member Martland:** Yes  
**Board Member Fish:** Yes  
**Vice Chair Irving:** Yes

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

Respectfully Submitted,

Victoria O'Connor, Recording Secretary  
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