



NORTH COUNTRY COUNCIL BOARD OF DIRECTORS MEETING MINUTES

Thursday, November 19, 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, Finance Manager

Call to Order

Michelle Moren-Grey called the meeting to order at 2:05 p.m. She read the call to meeting required language. A roll call was taken of all of the participants.

Minutes October 15, 2020 Meeting

MOTION: Board Member Robitaille moved to accept the Minutes of October 15, 2020, as presented. It was seconded by Vice Chair Irving. The motion carried. (5-0-0).

Financial Report

- **Treasurer's Report - October 2020**

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

- \$10,788 Profit for the Year
- Operating account has over \$165,000
- 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, in particular the remaining dues.

Ms. Moren-Grey went into detail about what anticipated dues for 2021 would be, and the rationale behind it. She displayed the Dues Sheet to the Board. Mr. Steele went on to further describe a proposed discount for 2021. Discussion was had on several issues, including regarding whether or not a town could have intermittent membership, as well as changes in equalization and valuation in the coming year. The Board concluded to give a 5% discount for dues in 2021.

- **Update PPP**

Mr. Steele indicated he submitted the Forgiveness Application to the bank, who approved it and forwarded it to SBA for full reimbursement of the \$57,100. He added that SBA has 90 days to respond to whether it will all be forgiven.

- **Update Audit**

Ms. Moren-Grey inquired as to whether the Board would like the Auditor to attend a meeting to answer any questions regarding the draft audit. The Board requested that the Auditor's attendance be arranged at a future meeting.

Other Business

- **COVID Operations**

Ms. Moren-Grey provided an update, running through the initial changes since the spring to where they currently are, in terms of in-office staff. She requested of the Board that NCC go fully remote, with the exception of Mr. Steele, starting next week through the holidays, until January 14, 2021, due to the current status of the pandemic and the upcoming holiday season, in order to maintain a steady and reliable workflow. Discussion was had regarding the option to go fully remote, wherein the Board agreed with the proposed plan.

- **Gorham Parking Study**

Ms. Moren-Grey indicated she has reviewed the draft parking study, which the Gorham Selectboard is set to view on Monday night.

Adjourn

MOTION: Board Member Robitaille moved to adjourn the meeting. It was seconded by Board Member Martland.

Chairperson Grant: Aye

Board Member Robitaille: Aye

Board Member Martland: Aye

Board Member Fish: Aye

Vice Chair Irving: Aye

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

Respectfully Submitted,

Victoria O'Connor, Recording Secretary
O'Connor Legal, Medical & Media Services LLC
www.oconnorlmms.com
(603) 865-1255