

Municipal Management Association of New Hampshire  
(MMANH)  
Executive Board Worksession  
Minutes  
October 15, 2021

The MMANH Executive Board met on October 21, 2021, at 11:30 AM virtually via Zoom, due to the Covid-19 pandemic. In attendance were President Tom Aspell, First Vice President Scott Dunn, Second Vice President Walter Johnson, Secretary Todd Selig, Member at Large Joseph Devine and Executive Director Gail Dixon-McMahon. Treasurer Naomi Bolton, and Past President Laura Buono were absent from the meeting due to conflicting schedules.

Scott Dunn made a motion to approve the meeting minutes of August 7, 2021, seconded by Walter Johnson and approved unanimously.

A discussion ensued with respect to the Treasurer's Report. A question was raised regarding the absence of financial reports for the month of September. Gail Dixon-McMahon explained the bank statement was only recently received due to the transition as it was still being sent to NHMA and that the bank should be notified of MMANH's new mailing address. Walter Johnson indicated he would coordinate this change with the bank. Ms. Dixon-McMahon also mentioned the Association's new address was also located on the website, but clarification was required for direct contact information. Tom Aspell indicated the direct contact should be the executive director through email as the executive director will be the constant factor as the board regularly changes.

The membership applications were reviewed. Scott Dunn made a motion to accept the membership applications for **Crayton Brubaker** and **Jennifer Boucher**, which was seconded by Joe Devine and approved unanimously. The membership application of Denise Duval was then discussed along with consideration of interim assignments and membership guidelines. A motion was made by Scott Dunn and seconded by Walter Johnson to approve the membership of **Denise Duval** which was approved unanimously. The membership application of **Andrea Hansen** was reviewed with a motion made by Walter Johnson and seconded by Scott Dunn to approve membership. The motion passed unanimously.

A discussion ensued with respect to the UNH MPA Carsey School Educational Award. Scott Dunn indicated the possibility of the Association honoring Jesse Levine. There were a few questions raised including was the Association expected to match the award, would the award be an annual award, would the award be open to other educational programs outside of UNH, will

MMANH be involved in selection of the recipient, and what would be the expectation from the Association's involvement? Tom Aspell indicated he would seek additional details from UNH and share the information obtained with the Board.

Walter Johnson discussed the upcoming NHMA conference and a request from NHMA for a cross-section of town managers/administrators to share how they anticipate using ARPA funds. It was determined Tom Aspell will send out a request to those on the list serve seeking volunteers.

A brief discussion ensued with respect to the Maine-New Hampshire conference.

Walter Johnson indicated the Executive Board is required to present a budget and slate of officers at the meeting in November. It was anticipated there would be not significant changes to the budget, and it would be comparable to the budget of 2021 since it included a full year of the executive director's salary.

The Board discussed sending out notice for interest of the upcoming available at large seat as Tom Aspell moves to Past President, Walter Johnson moves to First Vice President, Todd Selig moves to Second Vice President and Joe Devine moves to Secretary or Treasurer. Tom Aspell indicated he would speak with Naomi Bolton regarding which position she would like to take on.

It was determined the next meeting would be scheduled for October 22<sup>nd</sup> at 11:30 am via Zoom.

### **Other Business**

Todd Selig gave a brief report of his attendance at the ICMA conference. He indicated it was a good conference and the dinner sponsored by MMANH was well attended with seven to eight managers and their partners. Mr. Selig stated a significant issue in Portland was the homeless situation there. He also indicated the next ICMA Annual Conference would be in Columbus, Ohio and that he enjoyed serving on the ICMA conference planning committee this past year and looked forward to serving as MMANH's representative over the next twelve-months.

The meeting adjourned at 12:35.

Respectfully Submitted,

Todd Selig, Secretary