

Municipal Management Association of New Hampshire
(MMANH)
Executive Board Meeting
Minutes
April 15, 2022

The MMANH Executive Board met on April 15, 2022, at 11:30 AM at 25 Triangle Park Drive, Concord, NH. In attendance were President Scott Dunn, 1st Vice-President Walter Johnson, 2nd Vice President Todd Selig, Treasurer Naomi Bolton, Member at Large Matt Scruton and Executive Director Gail Dixon-McMahon. Secretary Joseph Devine and Past President Tom Aspell, Jr. were unable to attend. Member Beth Galperin also attended the meeting.

Walter Johnson made a motion to approve the meeting minutes of March 18, 2022 which was seconded by Naomi Bolton. The motion to approve the minutes passed unanimously.

Naomi Bolton, Treasurer indicated she did not have the opportunity to carefully review the financial reports but noted a discrepancy in the Aging Report and the Account QuickReport statement with regard to Nancy Colbert Puff. Gail Dixon-McMahon indicated she would look into the discrepancy. Discussion ensued with respect to outstanding balances. The Board was informed by Ms. Dixon-McMahon reminder notices for payment of dues had gone out and the process had ensued in determining if listed members owing balances had switched towns or retired. It was noted several payments due were well beyond the 90 day period for payment. Walter Johnson indicated that eventually some may have to be written off which has been done previously. Scott Dunn suggested a list be presented to the Board at its next meeting for recommendations for write-offs and status of outstanding bills. Matt Scruton indicated this should be done after updates/discrepancies have been resolved in QuickBooks.

Walter Johnson made a motion which was seconded by Todd Selig to approve the financial report. The motion was approved unanimously.

The discussion then moved to the Emerging Leaders Educational Awards UNH/MMANH Collaboration. Todd Selig mentioned the size of communities in which many of the members work and was not certain if UNH understands of the sizes of many work communities. Mr. Selig noted many of the communities may have only one additional employee and the impact “junior municipal employee” might have as it relates to the criteria for the scholarship. Naomi Bolton discussed her educational background and career path, indicating she was not a “junior” when

she pursued her MPA. Scott Dunn indicated he would contact Daniel Bromberg. Walter Johnson suggested he be invited to the next meeting. For clarification, Todd Selig asked if this would be a part of the Josie Levine Scholarship. Walter Johnson indicated it was not the same scholarship as the Jessie Levine scholarship is tied to the ICMA Conference.

Walter Johnson then gave an update on the MMANH Annual Conference scheduled for June 15 through June 17, 2022. Rooms have been secured at the Courtyard by Marriott in Keene and meetings will be held at the Library in Keene. The program is in its development stage and a theme has not yet been determined. Drummond and Woodsum have been contacted for legal presentations and a topic and speaker for the general session will be developed. Mr. Johnson advised following the Board meeting today, a Zoom meeting will be held with Elizabeth Dragon and Elizabeth Fox from Keene who are very helpful and knowledgeable due to previous experience of the conference being held in Keene. Mr. Johnson welcomed recommendations from the Board and others for topics and speakers.

Todd Selig suggested Ty Gagne at Primex. Scott Dunn indicated legal issues related to indemnification clauses may be helpful. Naomi Bolton suggested a review of the questions and topics of the list serve may be helpful. Walter Johnson commented another training on the list might serve useful where members can conduct a search of topics in past emails may be beneficial. Both Todd Selig and Walter Johnson will review materials they have in their possession.

Todd Selig indicated that perhaps Keene can provide something going on in their area where those in attendance at the conference may tour. Walter Johnson stated he would review with Keene this afternoon for possibilities.

The group then began to discuss the December joint conference with Maine managers. Scott Dunn questions if this were the responsibility of the president of the association. Walter Johnson responded that it may be required for the president to do the job. There was a brief discussion of last year's meeting. It was determined the matter would be reviewed on another agenda and Tom Aspell's feedback would be solicited.

Gail Dixon-McMahon gave an overview of the time she has been working for the Association. It was noted that she is learning Quickbooks but believes it may be helpful to take a class. President Scott Dunn indicated his support of the class and costs paid by the Association.

Also noted were the difficulties some members have in accessing the list serve due to firewalls and maintaining up to date information of those on the list serve who have email addresses beginning with townadmin@. Walter Johnson noted this has come up in the past, it was determined membership belongs to the person and not the agency and this information should be shared.

Gail Dixon-McMahon mentioned the limitation of 400 hours per year and recognition the work may exceed the 400 hours allotted in the budget. Ms. Dixon-McMahon recommended on-line banking may limit the hours of travel and mileage and allow for statements to be received sooner. Naomi Bolton outlined her experience for another group with online banking which was positive. Walter Johnson indicated he was supportive of this recommendation.

The Board then provided their feedback. Scott Dunn asked the agenda be completed one week before the meeting and a sign-up sheet for the membership be available at least two weeks in advance for programs provided by MMANH. Matt Scruton discussed the website and suggested more resources for managers be available on the website and offering his assistance in serving as a resource. Walter Johnson suggested that instead of monetary donations, perhaps website management could be solicited. Several of the board members stated since this is a new position for the Board a better understanding and further evaluation will be necessary after a year. Scott Dunn indicated he is supportive of additional hours if needed.

Other Business

Scott Dunn discussed an email from Tom Aspell with an attachment from Carlos Baia indicating the deadline for the scholarship was today and there were no applications received.

Todd Selig gave a report on the ICMA Conference in September. He will be unable to attend the meeting in Columbus but will plan a dinner for the New Hampshire managers who attend the conference. The ICMA Regional Conference in Boston was attended by 200 managers from New England. During the conference there was a presentation by three police chiefs focused on their roles as it relates to the homeless population and programs they have used. Todd Selig indicated it may be a good idea to have these chiefs present at the conference.

There were two other presentations at the ICMA Regional Conference including a presentation on ways to identify and support leaders and Diversity, Equity and Justice which Todd Selig found interesting.

Naomi Bolton reported on a recent class she attended with Carl Webber of Primex. Ms. Bolton noted Carl Webber is an engaging speaker and the class was interesting.

The next meeting was scheduled for 1:00 pm on May 20, 2022. Matt Scruton made a motion to adjourn the meeting at 12:55 pm and Naomi Bolton seconded the motion which was approved unanimously.