



Municipal Management Association of New Hampshire

"Public Betterment through Professional Management"

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Municipal Management Association of New Hampshire (MMANH) Executive Board Meeting Minutes October 23, 2020

The MMANH Executive Board met on October 23, 2020 at 9:00 AM virtually via Zoom due to the Covid-19 pandemic. In attendance were President Laura Buono, 1st Vice-President Tom Aspell, 2nd Vice-President Scott Dunn, At-Large Board Member Naomi Bolton, and Secretary Todd Selig, Past President Julie Glover, and Treasurer Walter Johnson.

MMANH Members Joe Devine, Debra Doda, Natch Greyes, Jeanne Beaudoin, and Becky Benvenuti were also present at the start of the Executive Board meeting. Additional MMANH members joined as the hour moved closer to 10:00 AM, the scheduled start of the monthly educational program.

Scott Dunn moved the adoption of the draft minutes from September 25, 2020, seconded by Naomi Bolton, and approved with Walter Johnson and Julie Glover abstaining.

Walter Johnson gave an update on the September 2020 MMANH financials (Citizens Bank statements September 1 – September 30, 2020). We had a balance of \$88,274.07. Scott Dunn moved to approve the Treasurer's report, seconded by Naomi Bolton, and approved unanimously.

Walter Johnson and Laura Buono proposed and walked the board through a draft proposed MMANH budget for 2021, reflecting an increase in expenditures (including a new proposed part-time Executive Director position) from \$65,563 in 2020 to \$72,875 in 2021. Scott Dunn offered several suggested amendments to the proposal:

- Increasing annual MMANH dues from \$100 to \$110 to help pay for the new part-time Executive Director position;
- Increase of Executive Director hours to 416 (8 per week);
- Adjusting Social Security/Medicare as required;
- Adjusting the fund balance as required.



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Following discussion, Tom Aspell moved to amend the proposed budget to reflect the suggestions put forward by Scott Dunn, seconded by Todd Selig. The amendment passed unanimously.

Todd Selig moved to adopt the main motion thereby adopting the proposed budget as amended for presentation to the full membership in December. This was seconded by Tom Aspell and approved unanimously by the board.

Scott Dunn shared the most recent and up to date job description for the new Executive Director position with the board.

Because of the uncertainty in whether or not the full MMANH membership would ultimately approve the new part-time Executive Director position and the need, if the position is ultimately approved, to work through details of what this would mean vis-à-vis the ongoing agreement MMANH has with NHMA for support services, there was discussion concerning whether to approve the Agreement for Association Management Services between MMANH with NHMA at this time, or to wait until after the December 2020 annual meeting. There is a provision in the current agreement between MMANH and NHMA dealing with the scenario as follows: *"Renegotiation Clause – Should MMANH hire an executive director or other administrative staff person during the term of this contract, NHMA and MMANH will renegotiate the terms of this contract."* Because the MMANH annual meeting was coming up in the very near future the group decided to wait to act upon the management agreement until after the annual meeting so the matter was tabled. MMANH has spent less than budgeted in 2020 for MMANH support services as a result of decreased activity during the pandemic.

After a few attempts to identify an appropriate date, it was determined that the annual MMANH membership meeting will be held on Friday, December 4, 2020, at 9 AM via Zoom.

Scott Dunn made a motion to accept Neil Irvine from the Town of New Hampton as a new MMANH member, seconded by Tom Aspell, and approved unanimously.

Tom Aspell made a motion to adjourn, seconded by Walter Johnson, and approved unanimously in time for the 10 AM membership education meeting.

At 10 AM Scott Dunn introduced the featured speaker, Harrison "Chip" Mackey from NH-DES, who spoke about the State's PFAS regulations (Env-Dw 712.23-712.30) and what municipalities need to know to be in compliance.

Respectfully Submitted,

Todd Selig, Secretary