



Municipal Management Association of New Hampshire
'Public Betterment through Professional Management'

MMANH Annual Membership Meeting
Wednesday, November 17, 2021 @ 1:00 pm
Merrimack Room
Doubletree by Hilton, Downtown Manchester, NH

Executive Board

Thomas Aspell, Jr., President
Scott Dunn, First Vice President
Walter Johnson, Second Vice President
Naomi Bolton, Treasurer
Todd Selig, Secretary
Joseph Devine, Member at Large
Laura Buono, Past President

Agenda

1. Approval of Minutes – December 4, 2020
2. MMANH Proposed Annual Budget January 1, 2022 to December 31, 2022
3. MMANH Recommended Executive Board Slate of Officers for Fiscal Year 2022

President	Scott Dunn
First Vice President	Walter Johnson
Second Vice President	Todd Selig
Naomi Bolton	Treasurer
Joseph Devine	Secretary
Member at Large	Cheryl Lindner
Past President	Tom Aspell



Municipal Management Association of New Hampshire

"Public Betterment through Professional Management"

Municipal Management Association of New Hampshire
(MMANH)
Annual Meeting (via Zoom during the Covid-19 Pandemic)
Minutes
December 4, 2020

Draft – Draft - Draft

The membership of MMANH met on December 4, 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.

Also in attendance were the following members: Steve Fournier, Katie Ambrose, William Herman, Kim Kleiner, Joe Devine, Cheryl Linder, Beth Fox, John Shannon, Jeanne Beaudin, Neil Irvine, Dave Caron, Rick Sawyer, David Moore, Michael Capone, Debra Doda, and Lori Radke.

Tricia Vinchesi (ICMA) and ICMA NE Regional Vice President Bill Fraser (from VT) were also in attendance as guests.

Steve Fournier moved the adoption of the draft minutes from the Annual Meeting on November 13, 2019, seconded by Beth Fox, and approved. There were no dissenting votes. Neil Irvine, Lori Radke, and Debra Doda abstained.

Treasurer Walter Johnson provided a status update regarding finances of the organization. Expenses were down this past year, there were no conferences, no scholarships, etc. as a result of the pandemic. Income January through November 20th was \$15,462.39. Expenses January through November 20th were \$12,991.75. Net income was \$2,470.64. We did not receive the typical \$15,000 from HealthTrust or the \$5,000 from Primex to support our annual conference as we held no conference. Walter reported we have a healthy bank balance, around \$85,000.

The board provided a proposal relative to the creation of an Executive Director position as discussed last year at the 2019 Annual Meeting. This would be an 8 hr/wk, very part-time position. In response to a question from Steve Fournier, Walter Johnson explained that this was

generally envisioned to be a contractor position rather than an employee, but Tom Aspell noted that the board would be open to looking at both. After discussion and review of the job description provided in advance of the meeting to the membership, Walter Johnson moved to move ahead with MMANH advertising and then the hiring a part-time Executive Director position, seconded by Steve Fournier, and passed unanimously by roll call vote.

Walter Johnson outlined the proposed 2021 MMANH budget totaling \$72,875, which was adjusted with the following changes as outlined at the last MMANH Executive Board meeting:

- 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.

The budget will be adopted by the Executive Board at a later meeting.

President Laura Buono presented the 2021 slate of officers for the MMANH Exexutive Board as follows:

President: Thomas Aspell, Concord City Manager
1st Vice President: Scott Dunn, Gilford Town Administrator
2nd Vice President: Walter Johnson, Northwood Town Administrator
Treasurer: Naomi Bolton, Wearc Town Administrator
Secretary: Todd Selig, Durham Administrator
Member at Large: Joseph Devine, Henniker Town Administrator
Past President: Laura Buono, Hillsborough Town Administrator

David Caron moved to accept the slate of officers as presented, seconded by Steve Fournier, and approved unanimously by roll call vote.

Incoming President Tom Aspell thanked Past President Laura Buono for her significant efforts and leadership over the past year leading the organization in the age of Covid-19. Scott Dunn thanked both Laura and outgoing Past President Julie Glover.

ICMA NE Regional Vice President Bill Fraser provided the group with an informative overview concerning ICMA activities.

Walter Johnson made a motion to adjourn, seconded by Steve Fournier, and approved unanimously by roll call vote.

Respectfully Submitted,

Todd Selig, Secretary

Proposed Budget M/IANH January 1, 2022 to December 31, 2022

Revenues	Approved 2021	Through August 2021	Proposed 2022	Notes
Membership Dues - Full Member	\$ 12,500.00	\$ 14,685.00	\$ 14,000.00	
Membership Dues - Associate Member	\$ 1,500.00	\$ 1,155.00	\$ 1,200.00	
Sponsors/Ship/Donations (Sponsorships - ICMA/AMS & Fellowship Contribution)	\$ 5,000.00	\$ 5,000.00 *	\$ 5,000.00	
PrimeX	\$ 15,000.00	\$ 15,000.00 *	\$ 15,000.00	
Health Trust	\$ 4,000.00	\$ 2,000.00	\$ 4,000.00	Solicited by At large
Sponsors/Ship - State Conference	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	Now \$15/meeting - quarterly format?
Memberships - State Conference	\$ 5,000.00	\$ 2,400.00	\$ 5,000.00	Cancelled in 2018, had credit in 2019, cancelled in 2020 Covid.
Memberships Meeting Fee	\$ -	\$ -	\$ -	
Annual Conference Attendee Fees	\$ 10.00	\$ 6.40	\$ 10.00	
December Workshop Fee	\$ -	\$ -	\$ -	
Interest Income	\$ -	\$ -	\$ -	
Misc Revenue	\$ 20,753.00	\$ -	\$ 27,340.00	
Func Balance Contribution	\$ 65,563.00	\$ 40,246.40	\$ 73,350.00	
TOTAL RECEIPTS				

* Revenues Estimated in Process

EXPENDITURES	Approved 2021	Through August 2021	Estimated 2022	Notes
Postage	\$ 150.00	\$ 80.00	\$ 150.00	
Office/Meeting Supplies	\$ 100.00	\$ -	\$ 1,000.00	New Office Needs wth Exec. Dir.
Food/Food Services	\$ 2,100.00	\$ -	\$ 2,100.00	If quarterly?
Technical Services	\$ 500.00	\$ 197.92	\$ -	Was NHMA Added Services
Memberships Recognition	\$ 400.00	\$ 43.00	\$ 400.00	
Training/Consulting Services	\$ 1,000.00	\$ -	\$ 1,000.00	
Printing & Binding	\$ 200.00	\$ -	\$ 200.00	
Travel Expense	\$ 800.00	\$ -	\$ 800.00	ICMA Regional Meeting
E&S Insurance	\$ 725.00	\$ 799.00	\$ 800.00	Officers Insurance Coverage
December Workshop with Maine	\$ 3,000.00	\$ -	\$ 4,500.00	
ICMA Conference Planning for 2022 Conference	\$ 6,500.00	\$ -	\$ 6,500.00	Includes ICMA Attendee Conference Dinner, travel and other meeting expenses
ICMA Conference Scholarships (2 @ \$1500 for hotel and airfare)	\$ 3,000.00	\$ -	\$ 3,000.00	two attendees scholarship to support travel to ICMA conference
ICMA Regional Summit Registration Fee (for President or designee)	\$ 400.00	\$ -	\$ 400.00	
ICMA Regional Summit Scholarships (2)	\$ 1,600.00	\$ -	\$ 1,600.00	New program in 2018
M/IANH Annual Conference	\$ 18,000.00	\$ 500.00	\$ 18,000.00	ICMA Program Speaker or other
M/IANH Conference Scholarships (2)	\$ 800.00	\$ -	\$ 800.00	Lodging (2 nights for 2)
ICMA Coaching Program	\$ 1,200.00	\$ -	\$ 1,200.00	Paid Sys in 2019
Fellowship Wages	\$ 15,000.00	\$ -	\$ 15,000.00	Fellowship rate 18.25. Calculated at \$18.75 400hrs x 2 for 2021
Employer Taxes Fellows	\$ 1,148.00	\$ -	\$ 2,400.00	Medicare/FICA Fellows
Executive Director (Contractor) formerly AMS Fee to NHMA	\$ 8,440.00	\$ 5,569.50	\$ 12,000.00	400hrs./yr. x \$30/yr.
Miscellaneous Expenses	\$ 500.00	\$ -	\$ 1,000.00	mileage etc. for ED
Contingency	\$ 65,563.00	\$ 7,189.42	\$ 73,350.00	
TOTAL EXPENDITURES				
	\$ 0.00	\$ 33,056.98	\$ 0.00	