

MUNICIPAL MANAGEMENT ASSOCIATION OF NEW HAMPSHIRE

ANNUAL MEETING

NOVEMBER 17, 2022

DOUBLETREE BY HILTON MANCHESTER DOWNTOWN HOTEL  
(ROOM T/B/D)

2:45PM

AGENDA

1. (OUTGOING) PRESIDENT'S REMARKS
2. APPROVAL OF MINUTES – NOVEMBER 17, 2021
3. FINANCIAL REPORT
4. FY2023 BUDGET
5. ICMA CONNECT (LISTSERVE) PRESENTATION BY SHAUN MULHOLLAND
6. ELECTION OF EXECUTIVE BOARD OFFICERS  
    PROPOSED SLATE:  
        PRESIDENT: TODD SELIG  
        FIRST VICE-PRESIDENT: NAOMI BOLTON  
        SECOND VICE-PRESIDENT: JOE DEVINE  
        SECRETARY: KEN ROBICHAUD  
        TREASURER: MATT SCRUTON  
        AT-LARGE: RICK SAWYER  
        PAST-PRESIDENT: SCOTT DUNN
7. (INCOMING) PRESIDENT'S REMARKS
8. ADJOURN

**Municipal Management Association of New Hampshire  
Annual Membership Meeting  
November 17, 2021 1:00 pm  
Doubletree, Manchester, NH**

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**Executive Board:**  
**Thomas J. 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**

**Present:**

<b>Paul Brown</b>	<b>Newport</b>
<b>Jennifer Boucher</b>	<b>Haverhill</b>
<b>Michael Capone</b>	<b>Holderness</b>
<b>Brigette Codling</b>	<b>Haverhill</b>
<b>Debra Doda</b>	<b>Chester</b>
<b>Lisa Drabik</b>	<b>Londonderry</b>
<b>Elizabeth Dragon</b>	<b>Keene</b>
<b>Derek Ferland</b>	<b>County of Sullivan</b>
<b>Elizabeth Fox</b>	<b>Keene</b>
<b>Kim Hallquist</b>	<b>New London</b>
<b>Neil Irvine</b>	<b>New Hampton</b>
<b>Sheila Johannesen</b>	<b>Danville</b>
<b>Cheryl Lindner</b>	<b>Nashua</b>
<b>Ed Morris</b>	<b>Claremont</b>
<b>Shaun Mulholland</b>	<b>Lebanon</b>
<b>Scott Myers</b>	<b>Laconia</b>
<b>Jaime Pike</b>	<b>Fracestown</b>
<b>Lori Radke</b>	<b>Hollis</b>
<b>Rick Sawyer</b>	<b>Bedford</b>
<b>Matt Scruton</b>	<b>Greenland</b>
<b>David Stack</b>	<b>Bow</b>
<b>Dennis Pavlicek</b>	<b>Newbury</b>

Tom Aspell, MMANH President opened the meeting with a review of the agenda. The minutes of the December 4, 2020 Annual Membership meeting was reviewed. Scott Dunn made a motion to approve the minutes which Naomi Bolton seconded the motion. The motion was approved unanimously.

The proposed Annual Budget for 2022 was reviewed and Tom Aspell gave a brief overview of the budget, indicating the new budget reflected salary for the new executive director for the full year. Walter Johnson made a motion which Laura Buono seconded to approve the proposed annual budget. The motion passed unanimously.

The proposed slate of officers was reviewed. Tom Aspell acknowledged the current officers and outlined the new slate of officers indicating Cheryl Lindner as a new member of the Board. Mr. Aspell indicated he enjoyed being president and stated he could not have done it without the help of Laura Buono. He also indicated he appreciated Scott Dunn and his work on the MMANH Annual Conference program. Tom Aspell indicated it was the whole board coming together including Walter Johnson and his help and experience and concluded by indicating his willingness to assist Scott Dunn in his new role as President.

Scott Dunn provided Mr. Aspell with a plaque reflecting appreciation and also provided Laura Buono with a card in acknowledgement of her service. Mr. Dunn indicated he was looking forward to getting back to quarterly meetings in Concord with a guest speaker in the upcoming year.

Walter Johnson reminded the group to attend the next session on ARPA Funds.

Todd Selig made a motion to adjourn the meeting which was seconded by Shaun Mulholland. The motion passed unanimously.

The meeting adjourned at 1:16 pm.

Proposed Budget MIMANH January 1, 2023 to December 31, 2023			
Revenues	Approved 2022	Through Sept 2022	Proposed 2023
Membership Dues - Full Member	\$14,000.00	\$ 14,520.00	\$ 14,000.00
Membership Dues - Associate Member	\$1,200.00	\$ 990.00	\$ 1,200.00
Sponsorships/Donations (Sponsorships - ICMA/AMS & Fellowship Contribution)			
Primex	\$ 5,000.00		\$ 5,000.00
HealthTrust	\$ 15,000.00		\$ 15,000.00
Sponsorships - State Conference	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Membership Meeting Fee	\$ 1,800.00	\$ 1,700.00	\$ 1,800.00
Annual Conference Attendee Fees	\$ 5,000.00	\$ 5,500.00	\$ 5,000.00
December Workshop Fee	\$ -	\$ 400.00	\$ -
Interest Income	\$ 10.00	\$ 39.97	\$ 10.00
Misc Revenue	\$ -	\$ -	\$ -
Fund Balance Contribution	\$ 27,340.00		\$ 30,340.00
<b>TOTAL RECEIPTS</b>	<b>\$73,350.00</b>	<b>\$25,619.97</b>	<b>\$76,350.00</b>

\* Revenues Estimated in Process

EXPENDITURES	Approved 2022	Through Sept 2022	Estimated 2023
Postage	\$ 150.00	\$ 83.56	\$ 150.00
Office/Meeting Supplies	\$ 1,000.00	\$ 139.65	\$ 1,000.00
Food/Food Services	\$ 2,100.00	\$ 455.19	\$ 2,100.00
Technical Services	\$ 400.00	\$ 197.92	\$ -
Membership 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	\$ 523.33	\$ 800.00
E&S Insurance	\$ 800.00	\$ 802.00	\$ 800.00
December Workshop with Maine	\$ 4,500.00		\$ 4,500.00
ICMA Conference Planning for 2023 Conference	\$ 6,500.00		\$ 6,500.00
ICMA Conference Scholarships (2 @ \$1500 for hotel and airfare)	\$ 3,000.00	\$ 1,500.00	\$ 3,000.00
ICMA Regional Summit Registration Fee (for President or designee)	\$ 400.00		\$ 400.00
ICMA Regional Summit Scholarships (2)	\$ 1,600.00		\$ 1,600.00
MIMANH Annual Conference	\$ 18,000.00	\$ 13,362.89	\$ 18,000.00
MIMANH Conference Scholarships (2)	\$ 800.00	\$ 814.45	\$ 800.00
ICMA Coaching Program	\$ 1,200.00		\$ 1,200.00
Fellowship Program	\$ 15,000.00		\$ 15,000.00
Employer Taxes Fellows	\$ 2,400.00		\$ 2,400.00
Executive Director (Contractor) formerly AMS Fee to NHMA	\$ 12,000.00	\$ 12,298.50	\$ 15,000.00
Miscellaneous Expenses	\$ 1,000.00	\$ 116.39	\$ 1,000.00
Contingency	\$ 500.00		\$ 500.00
<b>TOTAL EXPENDITURES</b>	<b>\$ 73,350.00</b>	<b>\$ 30,336.88</b>	<b>\$ 76,350.00</b>
	\$0.00	(\$4,716.91)	\$0.00

Notes

Solicited by AI large  
Reduced from \$15.00 per meeting to \$10.00 per meeting

Cancelled in 2018, had credit in 2019, cancelled in 2020 Covid

New Office Needs with Exec. Dir.

if quarterly?

Was NHMA Added Services

Executive Director MIMANH Conf.

Officers Insurance Coverage

Includes ICMA Attendee Conference Dinner, travel and other meeting expenses

two attendees scholarship to support travel to ICMA conference

New program in 2018

ICMA Program Speaker or other

Lodging (2 nights for 2)

Paid 3yrs in 2019

Fellowship rate 18.25. Calculated at \$18.75 400 hrs x 2 for 2021

Medicare/FICA fellows

500 hrs. per year @ \$30.00 per hour

mileage etc. for ED



## CITY MANAGER'S OFFICE

City of Lebanon, NH  
51 North Park Street  
Lebanon, NH 03766  
(603) 448-4220  
[www.LebanonNH.gov](http://www.LebanonNH.gov)

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September 30, 2022

President Scott Dunn

Municipal Management Association of New Hampshire

RE: ICMA Connect

I am a member of the ICMA Digital Strategies Committee. One of the projects we are working on is the development of state level ICMA Connect networks. The goal is to pilot the state level ICMA Connect networks in four states (Arizona, Massachusetts, New Hampshire, and Utah). ICMA Connect is a platform that in some ways is similar to the email distribution listserve presently in service with MMANH using Google with some notable differences. The differences are as follows:

1. ICMA Connect would be managed by ICMA staff reducing the burden on MMANH staff/volunteers.
2. ICMA Connect has a shared library where documents could be kept. These might include some of the following examples,
  - a. Wage Studies and wage scale data
  - b. Policy examples and samples
  - c. Sample RFPs, RFQs, RFIs, etc...
  - d. Sample Contracts
  - e. Sample Agreement forms
  - f. Form templates for a variety of purposes
  - g. Job descriptions
  - h. Sample employment agreements
3. ICMA Connect has an announcements function that could be used for a variety of purposes.

The ICMA Connect state network for our organization would provide some capabilities that we do not presently have through the MMANH listserve. There are some potential downsides to consider as well.

- A. ICMA Connect users would have to be ICMA members. There is a cost to be a member of ICMA. There would not be any additional cost to participate in the ICMA Connect network. However, the membership dues structure has been changed by ICMA to lower the cost for members from smaller governmental entities. The new dues structure will be published in October 2022. Presently not all members of MMANH are ICMA members.
- B. If we choose to operate the present MMANH listserve and the NH ICMA Connect network we would likely be duplicating some efforts. Additionally, the list of users in each group may not all be the same. I would be concerned about operating two networks and dividing our organization.

I would propose that MMANH utilize the NH ICMA Connect network for our organization and discontinue the use of the MMANH listserve after a determined period of time that would allow all members of MMANH the time to obtain membership in ICMA. The enhancement in the level of service

provided over the present listserv is apparent. The reduction in cost for ICMA membership and the value of having more of the MMANH membership participating in ICMA would further enhance our profession.

If the MMANH membership concurs with transitioning to NH ICMA Connect I would take the steps necessary to develop the implementation plan and move the project forward to completion. Thank you for your consideration in this matter. I look forward to discussing this proposal further at the annual membership meeting in November.

DocuSigned by:  
  
AE8C225904D9436...  
Shaun Mulholland  
City Manager

# New Hampshire Members Discussion Group

Settings

Home | Discussion | Events | Members | Settings | Help

## LATEST DISCUSSION POSTS

**Post to this Discussion** This discussion has no recent posts. You can start a new discussion or reply to an existing one to help our members.

**POST TO THIS DISCUSSION**

## ANNOUNCEMENTS

**Add Announcement** Create an announcement for your group.

**ADD ANNOUNCEMENT**

## LATEST SHARED FILES

**Create a Library Entry** This library has no recent entries. You can create a new entry for your group.

**CREATE A LIBRARY ENTRY**

Current members

2 Members

Home » [Groups](#) » [New Hampshire](#) » [New Hampshire Members Discussion Group](#)

# New Hampshire Members Discussion Group

NEW HAMPSHIRE

100 Members   100 Discussions   100 Posts

**Post to this Discussion** This discussion has no recent posts. You're invited to a Discussion. You're invited to a Discussion. You're invited to a Discussion. You're invited to a Discussion. You're invited to a Discussion.

**POST TO THIS DISCUSSION**

100 Members



Home > Groups > New Hampshire Members Discussion Group

# New Hampshire Members Discussion Group



A redesigned version of the library is coming soon. We've activated a preview exclusively for Super Admins so you can see the work in progress the redesign. When enabled, it will be visible only to you and you can disable it at any time. [ENABLE OR DISABLE](#)

[View the redesign](#) [View the redesign](#) [View the redesign](#) [View the redesign](#) [View the redesign](#)

**Create a Library Entry** The Library has no recent entries. [Add a new entry](#) through the [Library Entry](#)

**CREATE A LIBRARY ENTRY**

Home > Groups > New Hampshire Members Discussion Group

# New Hampshire Members Discussion Group

MEMBERS

MEMBERS

Add an Event [Create an event here](#)

**ADD EVENT** ▾



# New Hampshire Members Discussion Group

12 members



12 members

12 members

12 members

12 members

**FIND MEMBERS**

12 members

UPLOAD A PHOTO

City of Lebanon

12 members



ICMA