



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 April 24, 2020

The MMANH Executive Board met on April 24, at 10:30 AM virtually due to the Covid-19 pandemic. In attendance were President Laura Buono, 2nd Vice-President Scott Dunn, Treasurer Walter Johnson, At-Large Board Member Naomi Bolton, and Secretary Todd Selig. In addition, municipal managers Chris Dillon, Ed Morris, and Paul Branscombe were in attendance on the call, which was terrific.

Adoption of the draft minutes from March 20, 2020 were postponed to the board's next meeting. Laura Buono and Todd Selig are working to address a few details that required additional research.

There was continued discussion concerning the draft job description that has been developed for the new MMANH Executive Director position. Due to pandemic-related issues, there has not been adequate time to review this topic further. The board will need to evaluate issues like pay, benefits, etc. in the coming months. Walter Johnson plans to undertake additional research as time permits. The goal is to plan to present the job description with a more detailed road map for implementation to the full membership at the upcoming 2020 annual meeting this fall.

Scott Dunn reported there had been no further conversations concerning a potential joint meeting with the Vermont Managers Association for the MMANH Annual Conference as the board last month tentatively postponed the event to a TBD date in the fall, perhaps in October, due to the Covid-19 pandemic. Potential topics for the conference that had previously been discussed included: bonding & financials, labor & employment law, and solar PPA's. MMANH has a budget of \$18,000 for the conference. The board discussed whether a virtual conference would be a viable alternative to an in-person conference in the fall if the pandemic was persisting. Scott Dunn and Walter Johnson noted they would prefer an in-person conference if feasible versus the virtual alternative. Naomi Bolton and Todd Selig agreed. The board decided to wait and see what circumstances might allow as we move into the summer months with Covid-19. Folks were not as enthusiastic about a virtual Annual Conference, noting a good



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part of what makes the Annual MMANH Conference so meaningful for managers is the social aspect and creating opportunities for connections with professional colleagues.

Walter Johnson provided an updated Treasurer’s Report for March 2020 (Citizens Bank statement 3/1/20-3/31/20). We have a balance of \$90,480.59. A motion to approve was made by Scott Dunn, seconded by Naomi Bolton, and passed unanimously. Walter noted that he is reviewing the membership list to see whether there are individuals still listed on the roster who are no longer in the profession in NH or who have not yet paid their annual dues.

There was discussion that although there had been less of a demand for NHMA services this year by MMANH to support MMANH, and likely would continue to be fewer demands in 2020, that MMANH would not raise this as an issue with NHMA in terms of our annual service contract and the associated fee. It was noted that NHMA has been providing an enhanced level of service in other areas to municipalities addressing myriad new/unanticipated due to Covid-19.

The board discussed the MMANH membership applications of:

- John Shannon, Town Administrator, Milford – full member
- Danielle Basora, Town Administrator, Goffstown - full member.
- Glen Waring, Municipal Resources, Inc. (MRI) - associate member.
- Matt Sawyer, Town Administrator, Ossipee- full member.

Walter Johnson moved to approve the four applications. Scott Dunn seconded the motion. The motion passed unanimously.

Laura Buono wanted to make sure members of MMANH knew the organization was here to support their efforts during this difficult time.

Walter Johnson raised the idea of whether it might make sense for MMANH to hold a virtual meeting/educational session in the coming months to provide ongoing support for MMANH members, etc. Scott Dunn was going to think about whether it might be feasible to plan a virtual workshop opportunity such as this for MMANH in lieu of in-person monthly meetings, perhaps in late-May or thereafter. Walter indicated he would work with Scott on this. Ideas discussed included:

- The different threads communities of different sizes (small, medium, large) are dealing with during the pandemic;
- How to deal with summer recreation during the pandemic;
- How to address revenue shortfalls during the pandemic;



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- Property taxes, uncollected taxes, etc. during the pandemic.

Laura Buono reported that only the City of Dover had applied for the MMANH Fellowship Program this year and due to the extended learning situation caused by the Covid-19 pandemic, wanted to know if the board felt that the program should be held this year or not. Todd Selig reported that Durham participates in a Sustainability Fellowship Program with UNH and that this summer, the entire program would be conducted virtually, which Selig observed did not really suit the immersion into local government envisioned by the MMANH Fellowship. There was further discussion and the group felt that Laura Buono should follow up with Carlos Baia from the City of Concord who coordinates the program with the board's position. The board asked to extend a tremendous thank you to Carlos for annually coordinating this wonderful value-added program.

There was general and interesting discussion concerning the Covid-19 pandemic by those assembled on the call, experiences/thoughts shared from their respective communities, how the state might reopen, and implications locally.

Upon a motion from Walter Johnson, seconded by Naomi Bolton, with unanimous approval the MMANH Executive Board meeting was adjourned at approximately 11:27 PM.

Respectfully Submitted,

Todd Selig, Secretary