



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
January 17, 2020

The MMANH Executive Board met on January 17, 2020, at 11:30 AM at the Local Government Center in Concord, NH. In attendance were President Laura Buono, 1st Vice-President Tom Aspell, 2nd Vice-President Scott Dunn, Treasurer Walter Johnson, At-Large Board Member Naomi Bolton, and Secretary Todd Selig. Past President Julie Glover was not able to attend.

Walter Johnson brought some wraps, chips, cookies, and water for lunch, which the group appreciated.

Walter Johnson made a motion to approve the November 8, 2019 meeting minutes. Laura Buono seconded. The motion carried with Naomi Bolton and Todd Selig abstaining.

Scott Dunn handed out the draft minutes he had prepared from the MMANH Annual Meeting on November 13, 2019. While the minutes looked good, it was pointed out that these should be approved at the 2020 Annual Meeting.

Walter Johnson revisited a concept raised at the Annual Meeting and talked about the idea of having someone to work with the board as a part-time Executive Director or other appropriate title. He had spoken with Brent Lemire from the NH Association of Fire Chiefs and Anthony Bohannon from the City of Keene Parks & Recreation Department (and member of the NH Association of Parks & Rec. Directors). The group felt the board should perhaps spend some time developing a job description for the position. Laura Buono suggested having someone come talk with the board about what such a position entails within other similar associations. A position such as this would also impact MMANA's Service Agreement with NHMA. *[NHMA Executive Director Margaret Byrnes was scheduled to speak with the board later in the day regarding this topic. See bottom of page 2 below.]*



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The board discussed the meeting/training schedule for the upcoming year. The group discussed perhaps having quarterly member meetings that would last for around 4 hours followed by a social opportunity for members. The Vermont Managers Association (Executive Director Maura Carroll) has reached out to MMANH looking to do something jointly in May 2020. Scott Dunn will follow up with Maura Carroll. The board is looking at a meeting in February. A possible schedule of February, May, June, and October 2020 was discussed. For February, Tom Aspell explained he was pulling together a program on construction management and guaranteed maximum pricing. He was also looking at solid waste & recycling markets. At this point, the group discussed targeting February 21st in the afternoon.

Walter Johnson provided an updated Treasurer's Report. Scott Dunn made a motion to approve. Naomi Bolton seconded the motion. The motion passed unanimously.

The group discussed the \$15 lunch fee for monthly programs MMANH has historically charged and considered changing the fee to \$25 for the four upcoming programs in 2020. The extra money would cover the cost of snacks/coffee for a longer afternoon session lasting around 4 hours.

The group discussed Associate and Emeritus membership costs, with both are now at \$50.

Scott made a motion to adopt the annual budget for 2020 as discussed at the Annual Meeting. Naomi Bolton seconded the motion. The motion passed unanimously.

Tom Aspell made a motion to approve new membership applications for Joseph Devine - Henniker; Kimberly Kleiner - Nashua; Judy Welch - Woodstock; Debra Doda - Chester; Karen Conard - Portsmouth. Walter Johnson seconded the motion. The motion passed unanimously.

A request from New Castle, NH for information on the benefits of a Town Administrator position versus an Administrative Assistant position was discussed. The board felt it should refer New Castle to NHMA.

Laura Buono reported that Hudson had sent a request to the board to support SB 425, bipartisan legislation that would prohibit New Hampshire counties from charging fees to municipalities for printing Registry of Deeds documents on their own municipal printers. Laura offered this information simply as a update to the board.

Laura Buono reported that the ICMA Regional Conference Scholarship was for an award of up to \$800 this year based on a competitive selection process as a travel stipend for members to attend in Cambridge, MA from April 1-3. The application period opens on February 3rd and applications must be to Laura by February 18th so the board can review them at our February 21st meeting.

Newmarket Town Administrator Steve Fournier has an interest in running for the ICMA Regional Vice President position representing the Northeast. The board will provide a letter of support.



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At 1 PM, NHMA Executive Director Margaret Byrnes joined the meeting. Walter Johnson updated her on the board's Part-Time Executive Director idea, the upcoming development of a job description, and likely search process for later in the year. The group confirmed NHMA does a very good job with what it does currently for MMANH, but the group is desirous of additional support that would likely be different from the kind of support NHMA could provide. Margaret asked what the board was looking for and Walter explained. Walter noted that perhaps a retired person to help organize things for the board, coordinate agendas and trainings, keeping the board on track with annual requirements, etc. Tom Aspell explained that with the advance work needed for programming in particular, there was a lot to do, and MMANH's efforts must be integrated with NHMA's schedule to support our efforts through the Service Agreement with NHMA. The group talked aloud concerning those four or five things the members want to see for programming, where meetings should take place, connecting with new Administrators/Managers, etc. Margaret Byrnes suggested maybe having a June conference as a social program and then a separate track at the NHMA Conference in the fall. Margaret observed it almost seems as though MMANH needs a membership and event coordinator. There was more conversation of a general nature.

Margaret Byrnes indicated she'd provide a revised draft of the Service Agreement to the MMANH board allow for further conversations between the two organizations once MMANH has a better idea of what it needs, timing, etc. All were in agreement, and the board thanked Margaret for her attendance and NHMA's ongoing support.

Scott Dunn indicated he would begin the process of crafting a job description for the Part-Time Executive Director position.

Tom Aspell made a motion to adjourn at approx. 1:27 PM. Naomi Bolton seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Todd Selig, In-Coming Secretary