

FINAL

MTCMA
Board of Directors Meeting
March 2, 2006
1:00 p.m.
Meadowmere Resort, Ogunquit

Attendance: Nathan Poore, Ruth Marden, John Anderson, Dana Lee, Larry Cote, Nat Tupper, Terry York, Linda Pagels, Stu Marckoon, Steve Dyer, Margaret Langhill, Joan Kiszely.

1. Call to Order: President Nathan Poore called the meeting to order at 1:02 pm
2. Approval of Minutes: Nat Tupper made a motion to approve the minutes of December 9, 2005, seconded by John Anderson. All approved.
3. Financial Report: Larry Cote reported that all financials are in order through January 2006. Nat Tupper made a motion to accept the financial report as presented, seconded by John Anderson. All Approved. There was a brief discussion about the new format for the financial reports. This is currently being worked on and should be ready for the next month's financial reports.
4. LD Updates: There was a brief discussion about the LPC meeting scheduled, and noted that the LPC meeting for next week has been cancelled. John Anderson noted that personal property is a big issue. There was a brief discussion on the position MMA is taking with regard to personal property-MMA is opposing the position on phasing out the personal property tax issue and is supporting the compromise, but the leaders in the Legislature were not supportive of the compromise.
5. Committee Reports:
 - a. Professional Development: Dana Lee reported that the Professional Development Committee met this morning with representatives from MFCA and MBOIA to discuss the agenda for the upcoming workshop on May 19th with regard to residential sprinklers. Dana gave an overview of the importance of this issue and how it will affect various areas within the municipalities. Nat Tupper reported that he has contacted the New England Environment Finance Center to present at Institute this year. Joan Kiszely reported that the brochure will be out at the end of March for the May workshop, and that there will be a Board of Directors' meeting on May 18th with the MFCA and MBOIA joining them for a joint dinner. Joan added that the COG workshop is scheduled for May 24-25 and will be co-sponsored by MFCA and MMA-Risk Management Services. This brochure will be out by the first of April. Nathan Poore reported that there will be a New Managers' Workshop on April 4th. There was a brief discussion on the classes acceptable for MTCMA certification and it was noted that when new brochures are

developed, the certification information needs to be added to the brochure. It was decided that the residential sprinklers workshop will count as four hours of the HR requirement and four hours towards the legal requirement, and it was noted that Interchange would count as eight hours towards leadership. Margaret Langhill and/or Joan Kiszely to send 2006 training calendar to Professional Development Committee so that it can be determined which courses will be accepted toward certification.

- b. Communications/Website: Stu Marckoon reported that the sponsorship block is now on the front page of the MTCMA website. He gave special thanks and recognition to Jeri Holt for completing this project for the MTCMA. Stu also noted that the listserv is doing well, and that RFPs for audits have been posted to the resource section. Dana Lee added that the advertiser policy is complete and ready to be distributed. Nathan noted that everyone was charged with having sold one advertiser slot by this meeting, and extended this deadline to the next meeting in May. It was noted that any sales should come into the MMA office to Margaret Langhill and she will coordinate with Stu Marckoon.
- c. Awards: Terry York had nothing new to report, and she noted that when it is time, she will work with Joan Kiszely to do the awards notification.
- d. Nominating: John Anderson noted that he would like everyone to be thinking about possible candidates for nominations for the Board of Directors.
- e. Membership: Richard Davis absent and did not submit a written report. Margaret Langhill gave a brief report on membership and the new member process. It was noted that the online yearbook is freezing computers-this has happened to several members of the Board. Margaret to speak to Jeri Holt with regard to this.
- f. Ethics: Steve Dyer gave a brief report on the current process of ethics violations and how they are researched based on information that he received from ICMA. Steve agreed to document the process for the future. Nat Tupper made a motion to go into Executive Session at 2:04pm, seconded by Stu Marckoon. All approved. Nat Tupper made a motion to come out of Executive Session at 2:16pm, seconded by John Anderson. All approved.
- g. Range Rider: Nathan Poore reported that the Range Rider Committee met this morning. He added that Rosemary Kulow had submitted her resignation as Chair, and Nathan has asked Phil McCarthy to chair the committee and take the lead on revitalizing this program. After a brief discussion, it was decided that Dana Lee would put together a survey to the membership to be sent out via the listserv about the Range Rider Program. Phil McCarthy is going to develop a program and bring the draft back to the Board of Directors at the June retreat. In the event that this program requires any by-law changes, this will be enough time to draft by-law changes for Institute in August. Dana Lee made a motion to add the Range Rider Chair as a full voting member of the Board of Directors, seconded by Larry Cote. All approved. Nathan Poore asked Steve Dyer to chair the By-Law Committee and to work on the necessary changes. Margaret Langhill to send Steve Dyer the most current electronic copy of the MTCMA By-Laws.

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6. Updated Timeline-There were no questions on the revised timeline.
7. New Business
 - a. Update on Certification Program: Nathan Poore reminded all about the goal of getting 5 people each to be come certified before Institute.
 - b. Review Goals: Nathan Poore reported that this has already been discussed previously, and noted that most of the goals will be accomplished this year.
 - c. Dana Lee mentioned that it had been previously discussed that an EAP possibly could be put on retainer for members. It was noted that this idea has been around for awhile, and inquired whether this should be addressed. There was a general discussion on the role of MTCMA as a support for Managers. There was discussion about putting together a transition package for managers between employment. It was decided that this should be on the agenda for the retreat in June and that possibly the Membership Committee could be charged with developing this transition packet.
 - d. Nathan Poore noted that we need someone to start working with Ruth Marden and the sponsorship program. Ruth added that she is happy to stay in the capacity of working with sponsors in any role that is needed, but would like someone to be working with her in the event that something unforeseen happens. After a brief discussion, it was decided that Ruth would speak to the Town Managers of Livermore, Livermore Falls and Fayette to see if they can all work together on this. Larry Cote made a motion to allow Ruth Marden to carry forward with this, seconded by Dana Lee. All approved.
 - e. Nathan Poore briefly reported that he had spoken with the Regional Director of ICMA who is trying to increase regional membership in the ICMA. Nathan noted that he is looking for someone to represent the MTCMA at Gettysburg. Nathan will ask Jim Bennett if he would be willing to do so.
 - f. Nathan Poore reported that Ronnie Belanger passed away and he sent a plant on behalf of the MTCMA. There was a brief discussion about possibly developing a policy with regard to this. It was decided that it should remain as is for now.
 - g. Nathan Poore reported that Rick Michaud spoke with him after the Range Rider meeting this morning, and told him that he is trying to put together a team to develop a manual on budget performance measurement. He is looking for a Manager from a smaller municipality to help author the manual. In addition, he is looking to see if there is any interest from the MTCMA board to help fund this project. There was a brief discussion, and it was decided that more information is needed in order to make a decision. Nathan will contact Rick Michaud to get a more formal proposal in writing.
8. Adjournment: John Anderson made a motion to adjourn at 3:08pm, seconded by Steve Dyer. All approved.