

FINAL

**Maine Town & City Management Association  
Board of Directors Meeting  
October 5, 2006  
Augusta Civic Center, Augusta, ME**

**Present:** Ruth Marden, David Cole, Phil McCarthy, Terry York, Rosemary Kulow, Steve Buck, Steve Dyer, John Anderson, Joan Kiszely.

**Absent:** Nat Tupper, Nathan Poore, Linda Pagels, Catherine Conlow, Stu Marckoon.

1. **Call to Order:** President Ruth Marden called the meeting to order at 7:45 a.m.
2. **Approval of June 6, 2006 Minutes:** John Anderson made a motion to accept the minutes from the June 6, 2006 Executive Board Meeting. Steve Dyer seconded the motion. All approved with minor revisions as amended.
3. **Financial Report:** Treasurer Steve Dyer reported on the financials for the period ending August 31, 2006. Motion made by John Anderson, seconded Rosemary Kulow all approved to accept the financial report as presented. Steve Dyer noted he would be working on a budget and will present at the December meeting.
4. **Confirmation of Committee Appointments:** Ruth Marden noted that everyone has a list of the committees. Motion made by Rosemary Kulow, seconded by Steve Dyer, all approved the Committee appointments.

5. **Committee Reports**

- a. **Professional Development Committee:** It was reported that Nat Tupper emailed his report to the entire Executive Committee. Joan Kiszely reported on the upcoming Ethics Workshop. The brochure will be going out next week. Joan Kiszely gave an update on the agenda. She requested Ruth Marden to contact Nat Tupper to see why we are paying the featured speaker \$2,000 and last year she was going to do this for only travel expenses and room & board.
- b. **Communications** – Stu Marckoon absent. Ruth Marden reported that John Simko and Stu Marckoon are waiting to see what we are doing. Ruth Marden would like to put a President's message on the website a few times a year. Consensus that this would be fine.
- c. **Awards:** Linda Pagels absent. No report.
- d. **Nominating:** Rosemary Kulow present, but no report at this time.
- e. **Membership Committee:** John Anderson reported that Jim Smith from Oakfield is the only new manager that he knows of. He is aware that

someone new will be arriving in South Portland. It was suggested that the Board get some MTCMA note cards to send to a newcomer in their area. They could opt to call and/or send a note card. It was requested that we send John Anderson a complete list of managers who are not members to date. Ruth Marden requested John Anderson make calls to the non-members.

- f. **Ethics Committee:** David Cole noted that he is happy to report he has been bored.
- g. **Range Rider Committee:** Phil McCarthy wanted feedback to see what the value was to have them at the Institute. Phil McCarthy noted that no one made an appointment with him. One Range Rider noted attending the Institute reinvigorated him. They tried to be visible. He wanted to know if this was a good investment. Ruth Marden noted that she got a call from a manager that noted by talking to a Range Rider he got a different perspective on how to handle his situation. Brief discussion on the value of the Range Rider program. David Cole noted maybe a Range Rider could give a brief update at any workshop/conference to make them more visible and aware of this program. Also, maybe making the new managers aware of this program, and encourage neighboring managers. Phil McCarthy noted that Margaret Langhill sends out the list of Range Riders to all new managers.

Phil McCarthy noted that he wants to discuss the mileage rate. He wants the board to up the mileage rate. He would like the Board to follow the IRS/Federal rate, which they think is .445. Joan Kiszely reported that the Board voted back along to the rate of .28. Phil McCarthy would like the mileage rate be retroactive to July 2006 if the board votes to increase the mileage. Motion made by David Cole, seconded by John Anderson, all approved to go to the IRS Federal rate to Range Riders and Board members who do not get reimbursed by their city or town for travel effective October 5<sup>th</sup>, 2006, but to not be retroactive. Phil McCarthy noted he made the request back to August 1<sup>st</sup> for reimbursement because he had a meeting with all the Range Riders and they requested this.

Phil McCarthy also wanted more clarification from the Board on appointments of his committee. Ruth Marden noted that the Chair can appoint his committee members and then the chair can report back to the Board. He noted that Dick Brown would be a new Range Rider in York County, and Paul Bird in Cumberland County. He noted that Penobscot & Oxford County need to be filled.

He reported that his committee wants to attend county meetings. Phil McCarthy reported that we prepared a manual of duties and responsibilities. John Anderson noted that maybe if we do a better job of making the managers aware of the Range Rider program this will be good. Phil McCarthy would welcome some feedback on the Range Riders goals.

## 6. New Business

- Letter from Bert Kendall – Denmark. Ruth Marden will pass this along to Phil McCarthy to follow up on his question of the role of ICMA recognition to a town.

### a. **Goals for Upcoming Year: President Ruth Marden reported on the following:**

- Ruth Marden noted that one of the goals the past few years is to have everyone be a Certified Manager. She requested that the ones on the Board set the example. She requested that by December 1<sup>st</sup> they have an application in for Certification. Rosemary Kulow offered to assist in the process.
- Ruth Marden reported that a manager contacted her about being in trouble and wanted to know if MTCMA would assist in retaining an attorney. The board felt the list that they provide is all they can do.
- Brief discussion on the format and timing of the Retreat.

### 7. **Confirm Tentative Board Meeting Schedule:** Ruth Marden opened discussion to review the proposed meeting timeline for the 2006-2007 year.

There was a brief discussion on the proposed new format of Institute. Joan Kiszely & Ruth Marden reported for Nat Tupper on the proposed new format. There was a discussion on the location of the Institute. John Anderson noted that when the Committee met at Institute and looked at the financials it would be hard pressed to get the deal we get at Sebasco.

### 8. **Adjournment:** John Anderson made a motion to adjourn. Rosemary Kulow seconded the motion. All approved to adjourn the meeting at 9:00 a.m.