

**Maine Town & City Management Association
Board of Directors Meeting
November 30, 2006
Hampton Beach, NH
Ashworth by the Sea**

Present: Ruth Marden, Steve Dyer, Nathan Poore, Nat Tupper, Phil McCarthy, Rosemary Kulow, Catherine Conlow, Joan Kiszely, Margaret Langhill.

Absent: Steve Buck, Linda Pagels, Terry York, John Simko, David Cole, John Anderson.

1. **Call to Order:** President Ruth Marden called the meeting to order at 1:42pm.
2. **Approval of October 6, 2006 Minutes:** Nathan Poore made a motion to accept the minutes from the October 6, 2006 Executive Board Meeting, seconded by Phil McCarthy. All approved with minor revisions as amended.
3. **Financial Report:** Treasurer Steve Dyer reported on the financials for the period ending 10/31/2006. Nathan Poore made a motion to accept the financial report as presented, seconded by Phil McCarthy. All approved.
4. **2007 Budget Discussion:** Steve Dyer reported that the Budget Committee met last week at MMA and has developed a draft budget. This was distributed and reviewed with the executive board. This was followed by a work session on dues calculation. Nat Tupper made a motion to revise the base dues to \$70.00 and withdraw the \$7000 exemption, seconded by Nathan Poore. After a detailed discussion, a vote was taken, all opposed. Steve Dyer made a motion to keep the base dues at \$40.00 and to change the variable portion of the dues from 1/8 of 1% with \$7000 exemption to 1/5 of 1% with no \$7000 exemption, seconded by Nathan Poore. All approved. It was noted that this would go up for vote at the 2007 Institute. It was also noted that the dues notices should go out in May 2007. Nathan Poore made a motion for no change to the current dues year, seconded by Steve Dyer. All approved. General discussion with regard to Institute scholarships. Nathan Poore made a motion to add a line item under Institute expenses entitled Member Scholarships in the amount of \$1000, seconded by Steve Dyer. Nathan Poore amended the motion to change to Miscellaneous Expense, seconded by Steve Dyer. All approved the amended motion. Nathan Poore made a motion to increase the budgeted website revenue from \$2000 to \$3000, seconded by Steve Dyer. All approved. Phil McCarthy made a motion to accept the 2007 MTCMA budget as amended, seconded by Rosemary Kulow. All approved. Discussion about how to expend the intern scholarship fund. Add to Interchange agenda.
5. **Committee Reports:**
 - a. Professional Development Committee: Nat Tupper submitted a written report and reviewed with the Executive Board. General discussion about a possible workshop for elected officials on how to evaluate their managers.

Need to work as a committee to promote certification. General discussion about acceptable trainings toward certification and how to track training records. Nathan Poore made a motion to accept the Professional Development Committee report, seconded by Steve Dyer. All approved.

- b. Communications/Website: Absent no report.
- c. Awards: Absent no report. Nathan Poore noted that there is a Town Clerk in Kennebunkport who is very ill, and she exemplifies public service. Could the MTCMA create a public service award in her name? This would be for a public servant, member or not, not a manager. This would be the MTCMA looking out beyond the Association to recognize someone who displays exemplary public service. Ruth Marden will talk to Linda Pagels and will have her get in touch with Nathan to discuss.
- d. Nominating: No report
- e. Membership Committee: absent no report. Margaret Langhill noted that she met briefly with John Anderson to review the membership process with him. There was discussion on how to recognize certified managers. Possibly note them on the attendee lists, stars or dots on badges at events.
- f. Ethics Committee: No report.
- g. Range Rider Committee: Phil McCarthy reported that he met with Pam Corrigan to talk about Range Riders as they have some common issues to be aware of, so that when the Range Riders are out in the field, they might be able to refer managers to the insurance portion of MMA to get their questions answered. He noted that Paul Bird just agreed to be the full-time manager in Monmouth, so he will not be a Range Rider. Steve Dyer made a motion to accept the Range Rider report, seconded by Nat Tupper. All approved.

6. **Updated Timeline:** One item added. Margaret will distribute revised timeline via email.

7. **New Business:**

- a. Update on Insurance Program: Ruth Marden, Steve Dyer and Nat Tupper met with Pat Kablitz and have been in discussion with her about the possibility of getting discounted public officials liability insurance if they get it through MMA. This would require certain training in addition to being a Certified Municipal Manager. Ethics training would need to be included, and they would help with some of the training that would be required.
- b. Dues Schedule: Please add to the next agenda-February, along with the criteria for scholarships
- c. Review Comparison Chart for Institute Sites in 2007: There was a detailed work session in which the per-person costs were determined per location. One more sight visit to do-Camp Takajo. Unless Camp Takajo is exceptional, it appears that the best choice would be the Atlantic Oakes in Bar Harbor.

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- d. Nat Tupper made a motion to go into Executive Session at 3:52pm, seconded by Phil McCarthy. All approved. Ruth Marden declared that Executive Session ended at 4:07pm. Steve Dyer made a motion to approve the MMA/MTCMA Administrative Services Agreement for 2007, with the caviat that Ruth Marden and Phil McCarthy will meet with Chris Lockwood to discuss some concerns that were discussed during Executive Session, seconded by Nathan Poore. All approved.
8. **Adjournment:** Steve made a motion to adjourn the meeting at 4:08pm, seconded by Nathan Poore. All approved.