

**Maine Town & City Management Association  
Board of Directors Meeting Minutes  
January 9, 2009  
MMA - Augusta**

**Present:** John Anderson, Nat Tupper Catherine Conlow, Barry Tibbetts, Perry Ellsworth, Bert Kendall, Jim Bennett, Terry York, Perry Ellsworth, Ruth Marden, Tom Hall, James Bennett, Janice Tevanian, and Joan Kiszely.

**Absent:** Andrea Powers, Dana Reed, Michelle Beal

1. **Call to Order:** President John Anderson called the meeting to order at 9:08 a.m.
2. **Approval of October 9, 2008 Minutes:** Cathy Conlow made a motion to accept the minutes from the October 9, 2008 Board Meeting. Bert Kendall seconded the motion. All approved with minor revisions as amended.
3. **Financial Report:** Treasurer Terry York reported on the financials for the periods ending, September 31, 2008, October 31, 2008 and November 31, 2008. Motion made by Bert Kendall, seconded by Perry Ellsworth, all approved to accept the financial reports as presented.
4. **2009 Budget Discussion:** Ruth Marden noted she would assist Terry York with the 2009 budget. Discussion on the budget, possibly showing some incentives. Motion made by Bert Kendall, seconded by Cathy Conlow, all approved that the first 10 new attendees that have never attended the Institute will be complimentary (i.e., their registration fee will be paid for). It was voted unanimously. They would pick up the rest of the fee to attend. It was noted that \$1,000 needed to go into the 2009 budget.
5. **Committee Reports:**

**Range Rider Committee:** Bert Kendall reported we need to deal with the Richard Brown issue. Bert noted he needs to resign.

Motion made by Cathy Conlow, seconded by Tom Hall, all approved to hold in abeyance his status as a Range Rider pending his retirement. Bert noted that he has not been able to contact Peggy Morgan. He recommends nothing on this issue. He reported on Martin Krauter from Fryeburg. He noted that Nat Tupper helped get him back on the road again. He feels it would be helpful if John Anderson called him.

His goal this year will be contacting the other Range Riders to get them more involved. He wants to remind the counties to invite them to their

meeting, and wants to get the Range Riders to the Institute. Lastly he would like to get a social event going, possibly starting in Cumberland County. Perry Ellsworth noted it is important to be supportive of one another.

6. **Professional Development Committee:** Cathy Conlow noted that she is working on the agenda for the Interchange. She noted that the Fire Chiefs' Association would like some time to talk about the proposed training facilities. It was suggested that they would want to have only two or three fire representatives attend to do this presentation. Ruth Marden noted possibly approaching Thompson & Bowie to do a session on reduction in force. Perry Ellsworth noted that if someone could speak on budgetary issues this would be a good topic. Possibly the impacts of what is going on in Augusta would be helpful. It was noted that Geoff Herman could possibly speak on this. Cathy Conlow noted that the Ethics Committee would like to be on the agenda also. Nat Tupper noted that short term and long term debt would be another topic that would be good. It was noted that Ethics, Fire Service, Thompson & Bowie on layoffs, and financial topics are good topics, possibly doing a panel discussion on the budget impact from 10:30 a.m. to noon. It was suggested that the President promote the Institute.

Perry Ellsworth noted we need a day to get together and talk about how we handle budget issues, regionalization, and school issues. John Anderson noted that by the end of February we will know whether or not we need to have a May training to address these issues. It was suggested to have a location and tentative date in the event we need a May training workshop. Cathy Conlow noted we should be working better with local county government. It was noted that Bert Kendall would set up a tentative date of May 15<sup>th</sup> at Bowdoin College in Brunswick.

**Institute:** It was decided that we need to look at cost. If Joan Kiszely can get a better price at Point Lookout then we go there or Sunday River. The board requested that Cathy Conlow and Joan Kiszely make this decision. Motion made by Barry Tibbetts, seconded by Bert Kendall, all approved that Point Lookout would be their first choice for the location for the Institute if Joan Kiszely can get the cost down. Second choice would be Sunday River if Joan Kiszely cannot get the price down on Point Lookout. It was noted that Terry York is in charge of Institute.

**Sponsorship:** Ruth Marden wanted to know if we are going to have another training session, because Wright Pierce would like to sponsor something. Motion made by John Anderson, seconded by Bert Kendall, all approved that Ruth Marden get Interchange, Institute registration and comp her overnight rooms. It was also suggested that a letter go to her Selectmen acknowledging all her work for MTCMA. Her goal was \$14,400 and she has reached her goal. She noted that the only one left is Morrisson & Trucking

and John Anderson will follow up on that. She noted that if we go to Sunday River she can get a couple more sponsors.

7. **Communications:** John Anderson asked Tom Hall if he would move into this position. Brief discussion about the listserve. John Anderson noted someone forward information on the listserve to the press. John Anderson noted the Executive Board can now post to the listserve. Comments that the listserv is working well.
8. **Awards:** Barry Tibbetts – No report. John Anderson wants all of the by-law amendments in one document. Bert Kendall asked if there was an incentive for someone to attend a member's retirement dinner? We ought to do something like this (maybe put it in the by-laws.) It was noted it didn't need to be a vote. This would be dealt with in the budget.
9. **Nominating:** Michelle Beal absent! John Anderson noted there are still two vacancies. Motion made by Perry Ellsworth seconded by Cathy Conlow, all approved to have Martin Tucker and Larry Mead fill the 2010 vacancies
10. **Membership Committee:** Andrea Powers absent! Brief discussion on possibly having an incentive in regards to the Institute in order to get non-members to join. Also, if a new member joins we pick up \$100 of the cost of the Institute. Barry Tibbetts noted that it really takes one on one to get someone to join. Nat Tupper noted that possibly if someone is going through the ICMA Certification then the MTCMA should recognize this. Another thought was if we tell managers to get a non-member to join the MTCMA they get a discount on their dues for MTCMA. It was noted that Andrea Powers is doing a good job.
11. **Ethics Committee:** Dana Reed absent. John Anderson noted that Dana Reed emailed us a proposal for amendments to the by-laws. It was noted that Dana has done a good job. John noted that we could adopt this proposal at the February meeting. It was suggested that we email this document to ICMA and have them review it. Brief discussion of the proposed by-law amendments. Jim Bennett offered to contact Dana Reed to make the connection to have Dana send it to ICMA – Martha.
12. Lifetime membership: Motion made by Nat Tupper on resolution to make Don Gerrish a lifetime member. Seconded by Cathy Conlow, all approved.
13. **New Business**
  - a. Retreat Discussion: John Anderson noted we are already in the new year and wanted to know if we really needed a retreat at this time. It was suggested that possibly we could do the retreat the day before the Institute. It was decided to have the retreat in the fall.

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- b. Janice Tevanian, Manager of Educational Services: John Anderson introduced Janice Tevanian and introductions were done. Janice gave a brief bio of herself, and shared the goals that she wants to accomplish here at MMA.

She noted she is working on putting together a survey for programs at the MMA Convention. The 2009 MMA Convention is scheduled at the Augusta Civic Center October 7 and 8. She is looking for what the training needs are for elected officials. She requested they get back to her with any suggestions in regards to training needs. Perry Ellsworth noted there need to be more Elected Officials workshops geographically. Janet noted that they are looking at distant learning.

14. **ICMA Representative:** James Bennett reported that the Northeast ICMA regional meeting will be March 18 and 19 in New Jersey. He noted that in two years he will possibly be bringing the ICMA Board to Maine. He noted that at some point in the next 5 to 10 years there will have to be an adjustment of how they do business. They need to change the model.
15. **Yearly Calendar of Events/Updated Timeline:** John Anderson suggested that May 15<sup>th</sup> be planned as a tentative workshop with a board meeting on May 14<sup>th</sup>.
16. **Adjournment:** Motion made by Tom Hall, seconded by Barry Tibbetts All approved to adjourn the meeting at 12:05 pm