

Final

**MAINE TOWN & CITY MANAGEMENT ASSOCIATION
BOARD OF DIRECTORS MEETING
MAINE MUNICIPAL ASSOCIATION, AUGUSTA
December 9, 2005
10:00 A.M.**

Attendance: Larry Cote, Nathan Poore, Dana Lee, John Anderson, Nat Tupper, Terry York, Richard Davis, Steve Dyer, Joan Kiszely.

Absent: Stu Marckoon, Rosemary Kulow, Linda Pagels, Ruth Marden.

1. Call to Order: President Nathan Poore called the meeting to order at 10:37 a.m.
2. Approval of Minutes – October 6, 2005: Steve Dyer made a motion to accept the minutes of October 6, 2005 as amended. Seconded by Dana Lee. All approved.
3. Financial Report – Larry Cote: Larry Cote reported on the financial report. Nat Tupper made a motion to accept the financial reports for the period of September 2005 as presented, seconded by John Anderson. All approved.
4. 2006 Budget Discussion: Larry Cote noted that between Nathan, Joan and Margaret, they all ironed out the budget. He presented his proposed 2006 budget and the board reviewed it. After a brief discussion on some number changes, Larry Cote will update and finalize the budget. Dana Lee noted that he really likes the layout and thanked the ones involved in doing the layout. The board requested that Larry Cote have more of an explanation on the Program line item when making some changes. Also, to add the Range Rider on each function as a line item. Motion made by Dana Lee, seconded by Steve Dyer, all approved to accept the budget with changes to have it balance, all approved.
5. Committee Reports
 - a. Professional Development – Dana Lee reported on the following: He held a meeting on November 9, 2005 and the following was decided:

March 2, 2006 – Interchange at Ogunquit-Jonathans & Meadowmere for overnight rooms. Bill O'Brien will be the featured speaker. The topic will be to be Improving Citizen Understanding and Involvement. He noted that the Northern Managers will be offered the opportunity to rent a mini-van to come to the Interchange and that the MTCMA will cover the cost.

May 19 – Residential Sprinklers/Recruitment & Retention Workshop - Hutchinson Center, Belfast with the Maine Fire Chiefs Association. Also, inviting the Maine Building Official Inspectors to take part in this workshop.

Institute – August 30, 31, September 1st, 2006 at Sebasco Harbor Resort. Topics to include Personal Growth, Finance & Investment, Basic Budgeting, Advance Financing. Also, having the Range Riders do a panel discussion and having their wives attend and possibly do a discussion.

MMA Convention – Dana Lee will be looking to do a Smart Growth Issue Session & Regionalization Session.

Discussion on Community Policing: For two years, Larry Gilbert has been trying to get the MTCMA to endorse this workshop. Dana Lee noted that the proposal they presented to him was a universal theme. They want an April date to do this workshop. He will look to Joan Kiszely to finalizing the date. He asked the board if they wanted to endorse/cosponsor this workshop. He wasn't sure if its relevant to us, but wants everyone to think about this. He stated he would request we also co-sponsor, as there is no money involved. Maine Police Chiefs want the MTCMA to endorse this. An element he did like from the program was getting out into the neighborhood to network, and that doesn't happen. Motion made by Steve Dyer, seconded by Terry York, all approved to endorse moving forward with this workshop. Nat Tupper noted that we should tell them we would love to come, but bring the State and County to participate and get involved in this workshop. A suggestion was made to invite some Commissioners in the State of Maine to this.

Evaluation on MMA Convention – Nathan Poore reported that Tech Town was a huge success. There was a tremendous amount of positive feedback on this session. Nathan Poore feels we should do this again. There was semi-positive feedback on the finance program. Risk Management – It was noted that Ed McDonald did a great job on his session. Personnel Session: It was thought that maybe this session could be enhanced in the future. Maybe next year consider adding a panel to help with this session. The lunch on Wednesday was really bad.

- b. Communications/Website - Stu Marckoon absent. Dana Lee reviewed the proposed Web Page Ad Policy. Motion made by Steve Dyer, seconded by John Anderson to endorse this policy, all approved.

Policies – Submit and put on the website. Doing a good job putting these on the website. We need to market this better.

Issue with regard to Stu Marckoon not informing Jeri Holt that he is taking the lead on posting things on the Website.

- c. Awards – Terry York reported she will work with Joan Kiszely and meet in June.

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- d. Nominating – John Anderson – no report.
 - e. Membership Committee – Richard Davis reported that we have 6 new members since August. Five invitations to join have been sent out. Only five that didn't renew this year on membership.

Yearbook: Reminder went out by Dick Davis for members to update their information.
 - f. Ethics Committee – Steve Dyer reported they had an ethics issue and took care of it by letter. He talked to Nathan Poore about it. Nathan will encourage the manager to get back to Steve Dyer. Nathan Poore informed him of the process. He also noted he was sorry the Ethics Training had to be canceled for this afternoon. He thought maybe this session should happen at the MMA Convention in October of 2006.
 - g. Range Rider Committee – Nathan Poore noted that they had a breakfast meeting this morning and Joan Kiszely will be typing up the minutes.
6. Updated Timeline: Joan Kiszely distributed an updated Timeline.
 7. New Business
 - a. Discussion on Certification Program: Nathan Poore is charging all of the Executive Board to get five fellow managers to become certified. As of August of 2006 there will be a new certification application. Specific course of instructions.
 - b. It was noted that there is a typo on the revised certification form. Margaret Langhill will correct and re-distribute.
 8. Other: We need a sponsorship chair to work with Ruth Marden this year. We need to recruit someone for the March meeting. Looking for a certain type of personality that isn't afraid to sell.
 - New Program: Selling Advertisement for website. Nathan Poore noted that he would like each Executive Board member to go out and find one vendor by March. Do not market an existing sponsor who has committed to the sponsorship for Interchange or Institute.
 - Goals: Nathan Poore reviewed the goals and feels we have done a great job. He feels we have met most of them.
 - ICMA – Northeast Vice President sent a letter stating how great ICMA is. Wants Nathan Poore to recruit members.

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- By-Law change – Discussion on maybe adding a Range Rider to the board.
8. Adjournment: Motion made by Nat Tupper, seconded by Terry York to adjourn the meeting at 12:20 p.m. All approved.