



# New Hampshire Municipal Management Association

*"Public Betterment through Professional Management"*

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## **Executive Board Administrative Planning Meeting Conference Call December 22, 2010 9:00 a.m.**

In attendance: Jill Collins, Russ Dean, Elizabeth Dragon, Carlos Baía,  
Donna Nashawaty, Steve Fournier

Absent: Mike Joyal

*Meeting called to order at 9:05 a.m.*

### Meeting schedule

Mr. Dean indicated that the tentative general membership meeting schedule for 2011 was January 21<sup>st</sup>, February 18<sup>th</sup>, March 18<sup>th</sup>, April 15<sup>th</sup>, May 20<sup>th</sup> and Oct. 21<sup>st</sup>.

Mr. Fournier reminded the Board that the ICMA Northeast meeting will be held in Portland, ME on April 15<sup>th</sup> as such it may prove to be a conflict for the membership.

Mr. Dean asked if the Board would prefer to cancel the NHMMA April 15<sup>th</sup> meeting in light of the ICMA session. The Board agreed to cancel the session for that month.

Ms. Collins indicated that in the past NHMMA has subsidized a portion of the ICMA Northeast meeting. She asked if this is something the Board would want to pursue for the Portland session. Mr. Fournier felt that it would depend on the agenda and if it proved of utility/interest to our New Hampshire membership. Mr. Fournier recommended re-visiting this issue upon the Board's receipt of more information.

Mr. Baía asked if the Board had any desire to pursue meetings in a circuit fashion outside of Concord. Ms. Collins indicated that the logistics of member schedules and obligations and the by-law requirements made this concept challenging. Mr. Fournier echoed this sentiment.



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## Cost of Meals/Pre-Payment Option

Ms. Dragon is waiting for year end financials from LGC to analyze the true costs of the meals in more detail. She felt the pre-payment option was popular for the members but that it added some complexity to determine if the association was possibly subsidizing the lunches.

Ms. Dragon indicated that she would review the year end financial statements and report back to the Board. No action was required at this time.

## By-Laws

Ms. Collins noted that the by-laws were in need of change to reflect contemporary business practices particularly in terms of the notice to members which currently still reference standard mail and provides for 30-60 days depending on the issue. Mr. Fournier concurred.

Mr. Baía volunteered to draft possible language changes to the by-laws to address these and other issues that might be noticed. He will circulate those revisions to the Board for their review with the understanding that the general membership would need to approve at a later date.

## NHMMA Conference Planning

Mr. Dean expressed that LGC staff had emailed him information on a couple of possible conference venues.

Ms. Collins indicated that a number of the members had expressed a desire to hold the conference at the Mountain View in Whitefield citing its excellent accommodations and service quality.

Mr. Dean indicated that this was one of the venues in the packet and based on the feedback given by the Board, he would pursue this site.



# New Hampshire Municipal Management Association

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## ICMA Boston/New England Conference

Mr. Fournier summarized the discussion between him, Ms. Nashawaty, Mr. Baía and members of the Massachusetts and Maine municipal management associations during the recent training event in North Conway. The Massachusetts officials updated their peers on the progress of the planning for the ICMA Boston conference. Mr. Fournier indicated that approximately 7 years ago he was appointed by the NHMMA board to represent New Hampshire in preparation for this conference. At the time, the NHMMA was not necessarily planning to participate financially unless some greater regional focus was attained. Mr. Fournier noted that one of the goals was for the conference name to be changed to ICMA Boston/New England versus ICMA Boston/Suffolk County. Mr. Fournier noted that this was, in fact, just changed.

Mr. Fournier indicated that the expectation from the organizers is a financial contribution from New Hampshire of between \$10,000-\$25,000. In exchange, the organizers would look to include possible day trips to New Hampshire as part of the conference activities. There was also a possibility for NHMMA to sponsor certain activities such as golf tournaments or provide in-kind assistance.

Ms. Nashawaty added that there were some limitations on which private organizations could sponsor the conference. Mr. Fournier suggested the Manchester/Boston Airport as a possible sponsor.

At this point, Mr. Dean left the conference call due to a prior commitment.

Mr. Baía expressed reservation about a possible financial contribution from NHMMA at the levels expected. He felt that the trips to New Hampshire and the use of New Hampshire tourist attractions in the marketing of the conference were likely to happen regardless of the financial contribution. He wanted to see a clearer return on the membership's investment.

Mr. Fournier felt that private sponsors would be inclined to contribute larger sums due to the extraordinary nature of the event if they were made aware of it with enough notice. He also believed that the association might be able to use some its existing fund balance to help in this effort.



# New Hampshire Municipal Management Association

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Ms. Dragon indicated that at the annual business meeting, the fund balance was noted as being approximately \$12,000 which she observed was not a lot of money.

Ms. Nashawaty noted that the Massachusetts association had added a surcharge onto their membership dues for a period of years to prepare their organization financially for the conference expenditure.

Mr. Fournier explained that the problem for the conference organizers is that Connecticut and Rhode Island have very small associations that are not as organized as Mass, NH and Maine. He noted that Maine is also being solicited for this effort.

Mr. Baía asked if NHMMA would still hold its annual conference during the same year as the Boston event. Mr. Fournier thought that it would. Mr. Baía felt that having both events might take potential sponsor dollars away from one or the other.

Ms. Dragon concurred and observed that not holding the NHMMA annual conference during the ICMA Boston year might help channel sponsor funds for the ICMA event. Ms. Collins suggested that, instead, the NHMMA could hold a regular monthly meeting in June of that year.

Mr. Fournier expressed that it is still early and that, at this point, he was simply seeking the Board's endorsement for him to serve as the NHMMA representative on the ICMA Boston/New England planning committee. No one from the Board objected to this request. Mr. Fournier indicated that he would draft an appointment letter for Ms. Collins to sign on behalf of the Executive Board.

## Website

Mr. Baía asked whose responsibility it was to maintain the NHMMA website. It was indicated that it was LGC staff. Mr. Baía and Ms. Nashawaty noted that there were a number of out-dated documents and other items on the site. Mr. Baía volunteered to coordinate the updating of the site with Christian and asked any Board member wanting to place material on the site to send it to him.



# New Hampshire Municipal Management Association

*"Public Betterment through Professional Management"*

## Other Business

Ms. Dragon asked if a letter had already gone to DRA based on the direction given at the annual meeting. If not, she volunteered to provide some points to include in the document. Mr. Baía indicated that a draft letter had been prepared but that it could benefit from substantive points that Ms. Dragon might be more familiar with. Ms. Collins agreed to share the draft with Ms. Dragon for this purpose.

Ms. Nashawaty indicated that she was in receipt of the "conflict of interest" policy per the requirements of the by-laws for new Board members. She also stated that she had the sponsor spreadsheets from last year's annual conference. Ms. Dragon informed her that the staff at the LGC would mail the letters on NHMMA's behalf for this effort.

There being no additional business, the Board wished everyone happy holidays.

*Meeting adjourned at 9:35 a.m.*

Respectfully submitted,

Carlos P. Baía  
Secretary