

NH Government Finance Officers Association  
Executive Committee Meeting  
Tuesday, August 11, 2020  
9:00 AM – NHMA, Concord, NH (VIA ZOOM)

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<u>Members Present:</u>	Geoff Ruggles; Tom Boland; Naomi Bolton; Tammy St. Gelais; Katie Graff; Mark Decoteau; Justin Campo; Becky Benvenuti; Jill McNeil; and Carrie Klebe. Naomi Bolton kept the minutes.
<u>Members Unable to Attend:</u>	Vicki Lee
<u>Others Present:</u>	Tina Waterman, Concord
<u>Call to Order:</u>	Geoff Ruggles called the meeting to order at 9:03 AM
<u>Secretary's Report:</u>	Carrie Kleb moved, Mark Decoteau seconded to approve the June 18, 2020 minutes as amended. Unanimous vote in favor.
<u>Treasurer's Report:</u>	Mark Decoteau went over the Treasurer's report. Naomi Bolton moved, Tom Boland seconded to approve the treasurer's report as presented. Unanimous vote in favor.

**Committee Reports:**

- *Legislative Committee* – Becky Benvenuti shared that the State is still signing and vetoing items. HB 1182 regarding the Highway Block Grant, 2021 numbers have been released and they are about \$2M short from the 2020. The first installment was to be released July 31, 2020. They are waiting on the feds to backdrop money to come up with the shortage.

Meals and Rooms Distribution – this distribution to communities is not expected to change. The money that was to be distributed per the budget is still coming and should be here in early October.

Federal Money – there is going to be another round of stimulus to get State and Local aid to back fund revenue shortages. NHMA sent out a survey, which was due yesterday. It appears from some of the responses that there were no shortfalls in the July cash flows, but there is a concern with the fall tax bills.

FAQ was released by the Treasury Department yesterday which had questions about payroll for public safety. Mark Decoteau stated that he was concerned that the first round of CARES Act money was based on population. For most communities that formula would work, but it is not covering the costs for the northern communities, it actually hurts them. The US Census has pulled back the deadline for 30 days, so the new deadline is the end of September. This may or may not help the northern communities if the funding is based on population.

- *Training Committee* – Tammy St. Gelais explained that the annual conference for 2020 has been cancelled and will reschedule in May of 2021 at the Red Jacket in North Conway, NH. All the sponsors and entertainment have been confirmed. There were no fees for canceling the October dates.

Two hundred GAFR's have been ordered. A 50% discount was received from the order, so the books cost \$79.50 and each member town can purchase one book for \$20/book. They will reach out to the counties for pickup locations.

- *Certificate Program* – Jill McNeil informed us that all the classes now have moved to virtual classes via Zoom. The NHMA building is currently closed until at least September 30, 2020. The accounting class that was scheduled for 9/30 and 10/1 have been pushed back because of the building being closed. There are only

5 people signed up for the 2021 program. At this time we are not pushing to enroll because there may be some of the 2020's that for some reasons will have to finish in 2021. GAFR's will need to be paid for before the books can be picked up.

- *Membership Committee* – Five Hundred (500) invoices went out. All memberships are being tracked with Excel. They moved away from Access to Excel, as Excel works much better for tracking.
- *Purchasing Committee* – Tina Waterman stated that they have not had any committee meetings since January of 2019 just prior to COVID-19. The road salt bids are currently being considered via a cooperative bid. They are looking for other towns to join in. Three to four suppliers bid and they are waiting for the State to finish the bid tabulation. New Hampshire went with Vermont to coop bid for salt with an option to reverse auction. The committee is going to pursue a virtual quarterly meeting for October.
- *Website Advisory Committee* – Nothing new to report
- *Audit Committee* – Nothing new to report
- *NH Public Finance Consortium* – Nothing new to report
- *NE States GFOA* – No news but the assumption is that it will be cancelled, information will be provided as available.
- *NH PDIP Advisory Committee* – Nothing new to report

#### **Old Business:**

- *List-serve Use Policy* - Geoff Ruggles stated that he is still looking for a sample.

#### **New Business:**

- *Review of Policies* – Geoff Ruggles has sent out all the cleaned up policies for everyone to review before the next meeting. The thought is to get them out and finalize them at the next meeting.
- *FY2020-21 Budget* – Mark Decoteau explained that there are too many unknown's with all that is going on to try to guess what 2021 will look like. The thought was to take the current budget forward for another year as it appears to be sufficient. The only change was to make the certificate program budget (?) a revenue of \$8,000 and an expense of \$11,000. Mark Decoteau moved, Katie Graff seconded to approve the 2021 budget with the amendment to the certificate program lines as noted above. Unanimous in favor.
- *NHMA Conference* – Tammy St. Gelais stated that the decision was made to make the annual NHMA Conference a virtual conference. Exhibitors will be virtual and will be given a time to be displayed for people to ask questions. There will obviously be no free giveaways. The cost is \$175 for affiliates.

#### **Executive Session:** None

Tom Boland moved; Naomi Bolton seconded to adjourn meeting at 9:50 AM, unanimous vote in favor.

**The next meeting of the Executive Committee will be held September 1, 2020, 9 AM via Zoom.**

Respectfully submitted,

*Naomi L. Bolton*

Naomi L. Bolton  
Town Administrator  
Weare, NH