I. Call to Order
Ms. Hedgeman called the meeting to order at 9:35.

II. Roll Call
Chair King called for role.

Present:
Heather King, Committee Chair
Brain Barker, Committee Member
Suzanne Spellen, Committee Member

Also Present:
Kate Hedgeman, Counsel
Tony Tozzi, Staff

A quorum was declared.

III. November 03, 2020 meeting minutes
Ms. Spellen made a motion to approve the meeting minutes, seconded by Mr. Barker. The minutes passed 3-0.

IV. Payroll Protection Program – Resolution to accept forgivable loan
An account may need to be created with the North Country credit union in order to receive the loan. A resolution will be called during the board meeting to approve this.

V. December Board Meeting Agenda:
   a. Real Estate Services – Resolution to award a contract
   b. SEAT-TCLB Agreement – Resolution to amend agreement
c. **Legal Services – Engagement and Retainer Arrangement**
   Retainer is renewed each year, typically at $215 but the new adjustment will be at $275.

d. **Executive Director – Salary adjustment memo**
   Current salary is $75,000, the proposed range is between $10,000-$20,000 increase. The Board of Directors will be deciding on this. A formal evaluation may be scheduled to discuss the increase. The executive committee expressed their approval of the raise.

VI. **Executive Session – Attorney-Client privileged meeting**
Mr. Barker made a motion to move to executive session, seconded by Ms. Spellen, passing unanimously 3-0.

VII. **Adjourn Meeting**
A motion to adjourn was made by Ms. King, seconded by Ms. Spellen, passing unanimously 3-0. The meeting adjourned at 9:56.

Respectively Submitted,

Tony Tozzi,
Executive Director