

# NH Public Works Mutual Aid Program

**Date:** March 27, 2017  
**Time:** 9:00 am  
**Location:** Derry Municipal Center, Derry, NH



## Board Meeting Minutes

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**Attendance:** Alan Côté - Chairman, Johnna McKenna - Vice-Chair, Bill Boulanger, Alex Marinaccio, Dennis McCarthy, Bill Herman and Ken Conaty

- **Call to Order**
  - Meeting called to order at 9:04 am by Chairman Cote.
- **Quorum**
  - Six (6) Board members were present, therefore a quorum was established.
- **Secretary's Report**
  - Amy was not able to attend so tabled until next meeting
- **Treasurer's Report**
  - Kurt B. was not able to attend so tabled until next meeting
- **Activations**
  - No requests for aid from Storm Stella. Alan tried contacting the Town of Moultonborough with no success.
- **Emergency Call List**
  - Alan will check with Amy to see if the updated to the call list have been made
- **Marketing**
  - Based on discussions at past meetings about securing the help of someone to assist in the area of marketing and potentially re-branding NHPWMA to the membership, Johnna reached out to Michelle Lienhart of Just Be Products, LLC for a proposal to include updating all of the main documents that we use as handouts so that they all match and have a consistent look. Johnna explained the discussions with Michelle. The Board agreed to have the following work completed:
    - Update the logo – If possible we would like the logo to consider all the capabilities of the program which is not just trucks but people too. Not sure how to include public works and drinking water and wastewater but we're open to ideas. Maybe a picture of someone in a reflector vest. A plow truck and a loader-backhoe is probably more typical to the type of equipment that most likely would be utilized not the current bobcat and rock truck.
    - Update design of brochure, flow chart, member list, FAQs, reference sheet, and Joining Mutual Aid (on the website currently as just the webpage but we would like the information in a handout) (6 pieces total)
      - Member list needs to be updated
    - Banner Stand 24" x 40"
    - Print brochure (white 100# gloss cover) – 1000 copies

- All Board Members will be able to have a packet of brochures to hand out at any time, for any event.
  - **Motion by Bill Boulanger to authorize Johnna McKenna, Vice-Chairman to spend up to \$1,300 with Michelle Lienhart for marketing services. Seconded by Bill Herman. Vote: Unanimous, Motion passed.**
- **Subcommittees**
  - Kurt B. was not able to attend so tabled until next meeting
- **Future Meeting Dates**
  - Next meeting has been set for May 9<sup>th</sup> at 1:00 at the NH Municipal Association (NHMA) in Concord
    - Alan will contact the NHMA to reserve a room for the meeting
- **Additional Business**
  - Spread the word about the NHPWA Annual Meeting on May 18<sup>th</sup> at the Derryfield in Manchester and the Plow Rally/Mtn of Demonstrations on May 25<sup>th</sup> at Mount Sunapee.
  - WARN and Emergency Management Webinar April 6<sup>th</sup> at 1:00
- **Adjournment**
  - Motion by Bill Boulanger, seconded by Dennis McCarthy to adjourn at 9:40