

NEW HAMPSHIRE PUBLIC WORKS MUTUAL AID PROGRAM BOARD OF DIRECTORS MEETING, JANUARY 5, 2001 AT LOCAL GOVERNMENT CENTER, CONCORD, NH.

**PRESENT:**

*Chair:* Chum Cleverly, Public Works Director (Bow)

*Vice Chair:* Peter Lavoie, Director of Community Services (Dover)

John Starkey, Director of Public Works (Amherst)

Brian Barden, Road Agent (Dublin)

Lee Murray, Road Agent (New Boston)

Richard Lee, Road Agent (New London)

Bill Herman, Town Administrator (New Durham)

Dick Wright, Capital Area Fire Compact

Woody Fogg, NH Office of Emergency Management

Gregg Champlin, NH Office of Emergency Management

Kathy DesRoches, Assistant Director (UNH T2 Center)

*Staff:* Audrey Bentley, Comm. & Member Services Communications Coord. (NHMA)

*Staff:* Alicia Miastkowski, Comm. & Member Services Sr. Admin. Secretary (NHMA)

This meeting of the NH Public Works Mutual Aid Program was called to order by Chum Cleverly at 9:01 AM.

**I. Approval of Minutes**

The Board members who were present at the meeting held on December 13, 2000 stated that there was not a quorum.

**II. Review of Any Activation**

To date, the Board has not been informed of any official activation of the Program

**III. Membership Status Report/Recruitment**

Alicia Miastkowski reported that there are currently sixty-five (65) communities participating in the Program. The Town of Merrimack most recently signed on to the Program. Alicia noted that they have not yet paid their participation fees.

**IV. NHMA Show**

Brian Barden and John Starkey reported that the Towns of Rindge and Pelham showed an interest in joining the Program while visiting the booth at the NHMA Conference in November. John stated that he would follow-up with the two towns. John also noted that he would try contacting the Towns of Wolfeboro and Mont Vernon. Lee Murray stated that he would contact the Town of Weare. Kathy DesRoches stated that she has been trying to contact the Town of Dorchester and would follow-up.

Kathy DesRoches stated that she sent thank-you cards to people who helped at the booth at the NHMA show.

**V. Mutual Aid Billing**

Alicia stated that invoices would be sent with the binder updates for participation fees in 2001. There would also be invoices sent in July of 2001 for the remaining participants who are due to renew their participation in the Program.

#### **VI. Additional Notebook Sales**

On a motion made by Richard Lee and a second by Brian Barden, the Board voted unanimously to charge \$40 for additional resource binders and a \$10 annual fee for any additional binder updates.

#### **VII. NHMA Membership**

Alicia Miastkowski stated that upon Heather Anderson's resignation from the NH Municipal Association, Heather requested that Alicia take over her responsibility as the NHPWMA Program Coordinator. Alicia informed the Board that she did not feel comfortable serving on the Board of Directors as she does not have enough knowledge about the Program. Bill Herman stated that John Andrews should be advised of this issue and should then delegate another NHMA staff member to serve on the Board of Directors.

#### **VIII. Financial Reports**

To date, the balance of the checking account is \$1,658.34. Alicia noted that the final figure on the statement does not include interest earned in December because the statement had not been received prior to the preparation of the document. Chum asked if the \$2,500 from Unitil was included in this figure. Alicia stated that she would check with the Sr. Bookkeeper, Rosemary Garretson.

#### **IX. Strategic Plan**

Kathy DesRoches asked the Board to review the grant proposal and get back to her by Friday, January 12, 2001.

#### **X. NHOEM Grant**

Woody Fogg and Gregg Champlin will submit the grant for approval

#### **XI. Regional Compact**

Kathy DesRoches will email Cliff Curtis @ Maine LTAP to do presentations.

#### **XII. Communication Devices**

Kathy DesRoches distributed a survey which she has been working on with the Town of Loudon and asked the Board to review. Alicia was asked to mail the survey along with the binder updates and invoices.

#### **XIII. Training**

APWA – A link from their web site to the NHPWMA. Kathy was asked to write an article for their magazine.

ICS – John Starkey stated that ICS training held by the T2 Center at the Fire Academy 5 years ago was very informative. FEMA Course has been given for ICS. Chum Cleverly suggested only a refresher course should be offered to other agencies. The Program should be offered by NHOEM. It should start with smaller communities.

#### **XIV. Other/New Business**

A brief discussion was held regarding municipal identification cards/badges. Chum Cleverly suggested that an article be submitted for the following publications: *NH Town & City* magazine (NHMA), *Road Business* (UNH T2 newsletter), *Road Runner* (NHRAA newsletter), and the NHOEM newsletter.

Alicia stated that the NH Department of Transportation needs to have another representative to serve on the Board of Directors to fill the vacancy. Woody Fogg suggested contacting Butch Knowlton. Chum stated he would follow up on this issue.

#### **XV. Next Meeting**

The next meeting of the New Hampshire Public Works Mutual Aid Program Board of Directors will be held on Thursday, April 5, 2001 at 9:00 am at the Local Government Center (NHMA offices) in Concord.

Kathy DesRoches suggested setting up Board meetings for the year and are as follows:

- Thursday, July 12, 2001
- Thursday, October 4, 2001
- Thursday, January 3, 2002

On a motion made by Lee Murray and a second by Richard Lee, this meeting of the NH Public Works Mutual Aid Program Board of Directors; adjourned at 10:20 am.

Respectfully Submitted,

Alicia Miastkowski, Sr. Administrative Secretary  
NHMA Communications & Member Services  
NHPWMAP Interim Coordinator