

Date: Wed, 25 Apr 2001 12:35:36 -0400
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Kathy DesRoches <kathy.desroches@unh.edu>, Lee Murray <lmurray2@juno.com>,
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Tim Russell <hennikerpd@conknet.com>,
William Herman <bherman@compuserve.net>,
Woody Fogg <wfogg@nhoem.state.nh.us>
Subject: NHPWMAP Meeting Minutes of April 5, 2001

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MEMORANDUM

TO: NH Public Works Mutual Aid Program Board of Directors
FROM: Alicia Miastkowski, Sr. Admin. Secretary
NHMA Communications & Member Services
DATE: April 24, 2001
RE: April 5, 2001 Minutes

The next meeting of the New Hampshire Public Works Mutual Aid Program Board of Directors will be held at the NH Municipal Association Office Building at 9:00 am on Thursday, July 12, 2001. If you are unable to attend this meeting, please contact Janice at 800/852-3358 extension 118. A copy of the minutes from the Board's April 5, 2001 meeting are attached.

A tentative agenda has been established as follows. If you have additional items to be placed on the agenda, please contact Chair Pete Lavoie.

Meeting Agenda

1. Meeting Minutes
2. Review of Any Activation
3. NHOEM Sponsorship Status Report
4. Membership Status Report/Recruitment
5. Communication Devices
6. Training
7. Other Business
8. Next Meeting

NEW HAMPSHIRE PUBLIC WORKS MUTUAL AID PROGRAM BOARD OF DIRECTORS' MEETING,

APRIL 5, 2001 AT LOCAL GOVERNMENT CENTER, CONCORD, NH.

PRESENT:

Vice Chair: Peter Lavoie, Director of Community Services (Dover)
Dan Barden, Road Agent (Dublin)
Bill Herman, Town Administrator (New Durham)
Dick Wright, Capital Area Fire Compact
Gregg Champlin, NH Office of Emergency Management
Kathy DesRoches, Assistant Director (UNH T2 Center)
Staff: Alicia Miastkowski, Comm. & Member Services Sr. Admin. Secretary
(NHMA)

ABSENT:

Chair: Chum Cleverly, Public Works Director (Bow)
John Starkey, Director of Public Works (Seabrook)
Lee Murray, Road Agent (New Boston)
Richard Lee, Road Agent (New London)
Woody Fogg, NH Office of Emergency Management
John Andrews, Executive Director (NHMA)

This meeting of the NH Public Works Mutual Aid Program was called to order by Pete Lavoie at 9:13 AM.

I. Approval of Minutes

There was not a quorum, therefore, the minutes of January 5, 2001 could not be approved.

II. Review of Any Activation

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

II. NHOEM Grant

Gregg Champlin stated that the NH Office of Emergency Management needs to know if the NHPWMAP is non-profit and a Certificate of signing authority in order to complete the grant processing.

II. Membership Status Report/Recruitment

Gregg Champlin stated that he would contact the Town of Grafton and encourage them to join the Program.

Kathy DesRoches stated that Joseph "Skip" Grady is the acting Director of Public Works for the Town of Amherst replacing John Starkey who is now working for the Town of Seabrook. Kathy also noted that John Starkey will encourage the Seabrook Board of Selectmen to approve participation in the Program.

Alicia Miastkowski stated that she would be mailing statements to delinquent participants who were billed in early February by the end of the week. Alicia also noted that there are some participants who will be invoiced in July.

Alicia suggested that membership renewal be completed for all participants at the same time as the Agreement notes the term as a calendar year. Alicia also noted that it would be beneficial to make a "cut-off" date for participants to pay their dues. For example: If a municipality pays prior to September 30th, they would be considered paid for that year. From October 1st through December 31st, they would be considered new members and would be covered for the remainder of that year and the year to follow. The Board members present tabled the idea because there was not a quorum

available to vote.

II. Communication Devices

Kathy DesRoches stated that only 9 surveys have been returned to her. She will mail another survey under separate cover to the remaining municipalities next week.

II. Training

Kathy DesRoches stated that there was a training commitment made some time ago and has decided to obtain a photo of the people involved in the Program such as the NH Road Agents Association to help promote training.

NHMA has redesigned the NHPWMAP brochure, which will be available at their Local Officials Workshops to help promote the Program.

Kathy requested to have the brochure emailed to her in pdf format.

ICS training is on hold due to trainer issues. Gregg Champlin will speak with field representatives.

II. Election of Officers

Chum Cleverly gave Kathy DesRoches voting authority for officer elections.

Pete Lavoie was nominated to serve as Chair. On a motion made by Kathy DesRoches and a second made by Brian Barden, the Board members present voted unanimously for Pete Lavoie to serve as Chairman of the Board of Directors.

Richard Lee was nominated to serve as Vice Chairman of the Board of Directors. On a motion made by Bill Herman and a second made by Brian Barden, the Board members present voted unanimously for Richard Lee to serve as Vice Chairman of the Board of Directors.

Richard Lee was not present to accept this position, therefore, Brian Barden will contact Richard to ensure that he is willing to serve as Vice Chair. Brian will contact Alicia Miastkowski at the NH Municipal Association as soon as he becomes aware of Richard's decision.

II. Other/New Business

Alicia Miastkowski informed the Board members present that she would no longer be working for the NH Municipal Association as of May 2, 2001.

II. Next Meeting

The next meeting of the New Hampshire Public Works Mutual Aid Program Board of Directors will be held on Thursday, July 12, 2001 at 9:00 am at the Local Government Center (NHMA offices) in Concord.

On a motion made by Kathy DesRoches and a second by Dick Wright, this meeting of the NH Public Works Mutual Aid Program Board of Directors adjourned at 10:05 am.

Respectfully Submitted,

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