

NH Public Works Mutual Aid Program

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TO: NH Public Works Mutual Aid Program Board of Directors

DATE: January 9, 2002

RE: January 9, 2002 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 Wednesday, April 23, 2002**. If you are unable to attend this meeting, please contact Kathy DesRoches at UNH T² Center, 800-423-0060. A copy of the minutes from the Board's January 9, 2002 minutes 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. Communication Devices
4. Membership Status Report/Recruitment
5. Training
6. Logo/Video
7. Other Business
8. Next Meeting

PRESENT:

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

Vice Chair: Richard Lee, Road Agent (New London)

Secretary: Kathy DesRoches, Assistant Director (UNH T2 Center)

John Starkey, Director of Public Works (Seabrook)

Bill Herman, Town Administrator (New Durham)

Guests:

Steve Tabbutt, Road Agent (New Castle)

Bradford L. Meade, Jr., New Castle

Alan Côté, Derry

Jennifer Harper, NH Office of Emergency Management

This meeting of the NH Public Works Mutual Aid Program was called to order by Peter Lavoie at 9:20 am.

I. Approval of Minutes

Motion "To approve minutes of November meeting with the change that billing should be done in January rather than in December," Lavoie, Starkey, approved

II. Review of Any Activation

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

III. Communication Devices

Lavoie is working with OEM.

IV. Membership Status Report/Recruitment

DesRoches reported that Ossipee and Seabrook have joined and Lyndeborough is close to joining.

UNH T2 Center has an article re: Mutual aid that will be sent to APWA and NHMA.

V. Training

DesRoches is coordinating terrorism and hazardous materials training with Jennifer Harper at OEM and the fire training academy.

VI. Logo

Chris Parker, Dover, is still working on the logo.

VII. Video

DesRoches will follow up with Gregg Champlin on the production of an informational video on NHOEM.

VIII. Old business

Notebooks will be sent out to communities as they join and then will be sent updates as they occur.

IX. Next Meeting

April 23, 2002 at NHMA.

Respectfully Submitted,

Kathy L. DesRoches
Assistant Director
Technology Transfer Center