

NH Public Works Mutual Aid Program

c/o NH Municipal Association
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TO: NH Public Works Mutual Aid Program Board of Directors

DATE: July 5, 2002

RE: June 25, 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 Tuesday, September 17, 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 June 25, 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)

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

Chum Cleverly, Director of Public Works, Bow

Bill Herman, Town Manager, New Durham

Guests:

Dave Pearl, Spotlite Video

Judith Glendinner, NHMA

- This meeting of the NH Public Works Mutual Aid Program was called to order by Peter Lavoie at 9:15 am.

I. Video—Dave Pearl

- Handouts
- Charge by hour of production/filming time
- Should expect to pay 1500-3,000 for a 10-12 minute video
- Travel costs increase price of video
- Company has been in business for 15 year.

II. Funding

- DesRoches will send copy of November 7, 2001 minutes & NHOEM grant proposal to Judith
- Questions about Unitil Grant which doesn't appear to be in a separate account
- Motion "Move 2,000 into separate account and another 500 after next billing in order to preserve the original 2,500 from Unitil—intended for communications devices " Cleverly, Herman, approved
- Quarterly financial reports will be sent to Lavoie in the future.

III. Approval of Minutes

Motion "To approve minutes of April meeting," Cleverly, Lavoie, approved

II. Review of Any Activation

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

III. Communication Devices

- No news at this time.

IV. Membership Status Report/Recruitment

- Nashua and Keene have expressed an interest in joining.

V. Training

- 11/6 orientation in Lincoln
- 11/13 orientation in Dover
- 11/20 orientation at NHMA

VI. Logo

- DesRoches will contact Chris Parker (516-6070)

VII. Video

- Champlain & DesRoches will cooperate on video

VIII. New business

- DesRoches will discuss committee membership with NHPWMEA
- Cleverly will discuss committee membership with NHRAA
- Lavoie will discuss committee membership with NHDOT

IX. Old business

X. Next Meeting

September 17, 2002 @ NHMA
Meeting adjourned at 11:18 am

Respectfully Submitted,

Kathy L. DesRoches
Assistant Director
Technology Transfer Center