

# NH Public Works Mutual Aid Program

c/o NH Municipal Association  
25 Triangle Park Drive  
PO Box 617  
Concord, NH 03302-0617  
TEL: 603/224-7447 FAX: 603/226-2322

TO: NH Public Works Mutual Aid Program Board of Directors

DATE: March 6, 2003

RE: March 4, 2003 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, June 3, 2003**. If you are unable to attend this meeting, please contact Kathy DesRoches at UNH T<sup>2</sup> Center, 800-423-0060. A copy of the minutes from the Board's March 6, 2003 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. Committee Membership
6. Training
7. Video
8. Other Business
9. Next Meeting

NEW HAMPSHIRE PUBLIC WORKS MUTUAL AID PROGRAM BOARD OF DIRECTORS'  
MEETING, MARCH 4, 2003 AT LOCAL GOVERNMENT CENTER, CONCORD, NH.

---

**PRESENT:**

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

**Secretary:** Kathy DesRoches, Assistant Director (UNH T<sup>2</sup> Center)

Brian Barden, Road Agent, Dublin

Ed Betz, Director of Public Works, Peterborough

Chum Cleverly, Director of Public Works, Bow

Steve Gray, Highway Maintenance Engineer, NHDOT

Bill Herman, Town Manager, New Durham

**Guests:**

Alan Côte, Superintendent, Derry

- This meeting of the NH Public Works Mutual Aid Program was called to order by Peter Lavoie at 9:05 am.

**I. Approval of Minutes**

- Motion, "to accept minutes" Barden, Cleverly, approved

**II. Activation**

- None at this time.

**III. Communication Devices**

- Lavoie spoke with Cal at NHOEM. Cal would like to see the survey.
- Cal believes we should wait to purchase radios until NHOEM goes out for bids for new radios and we can "add on"
- DesRoches will send survey to Lavoie
- Herman suggested we look into FEMA grants for radios. Must be sponsored by fire agency
- DesRoches will contact Dick Wright

**IV. Membership Status Report**

- No new members
- Notebook updates, DesRoches will send letters to towns asking them if they would like updates on disk. If they respond negatively, will send hard-copies, otherwise, will send disks. They must respond by April 1, 2003

**V. Committee Membership**

- Champlain hasn't contacted Fire Chiefs or Police Association
- NHPWMEA membership, DesRoches will recommend Côte to the board as Lavoie will be leaving.
- Road Agents will discuss replacing Murray (retiring) at their next meeting

- Officers will be elected in June.

## VI. Training

- DesRoches distributed Training Survey
- Top items
  1. How to prepare a plan
  2. Record keeping
  3. ICS
  4. First Aid
- DesRoches will begin to put together a training plan
- First Session in May/June
- Will target mornings in Concord Area

## VII. Video

- The video has been mailed to towns
- Towns requesting information and members agreeing to contact
  1. Roxbury—Barden
  2. Alstead—Betz
  3. Goshen—Barden
  4. Troy—Barden
  5. Stratham—Lavoie
- DesRoches will check with NHMA to determine when videos will be sent to board.

## VIII. Financial Statements

- Updated yesterday
- DesRoches will ask Lori Walters to get deposit for workshops returned from Loon
- NHOEM requires an annual report for grant. Lavoie will work on it with Herman & DesRoches.
- DesRoches will send copies of grant proposal to Herman & Gray
- Discussed selling advertising space in Notebook to raise funds. DesRoches will coordinate with Walters

## IX. Other Business

Booth at Mountain of Demos: Cleverly & Cote will work it.

Next Meeting June 3, 2003 at 9:00 NHMA

Meeting adjourned at 11:00 am

Respectfully Submitted,

Kathy L. DesRoches  
Assistant Director  
Technology Transfer Center