

# 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: June 11, 2004

RE: June 3, 2004 Minutes

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The next meeting of the New Hampshire Public Works Mutual Aid Program Board of Directors is scheduled for October 6, 2004. A copy of the minutes from the Board's June 3, 2004 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 Richard Lee or Kathy DesRoches.

## Meeting Agenda

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

NEW HAMPSHIRE PUBLIC WORKS MUTUAL AID PROGRAM BOARD OF DIRECTORS'  
MEETING, JUNE 3, 2004, LGC, CONCORD, NH

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**PRESENT:**

**Chair:** Richard Lee, Director of Public Works, New London

**Vice Chair:** Alan Côte, Superintendent, Derry

**Secretary & Treasurer:** Bill Herman, Town Manager, New Durham

Brian Barden, Road Agent, Dublin

Chum Cleverly, Director of Public Works,

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

Doug Sargent, Director of Public Works, Laconia

This meeting of the NH Public Works Mutual Aid Program was called to order by Richard Lee at 9:15.

**I. Approval of Minutes**

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

**II. Activation**

- None.

**III. Building Inspectors**

- Lee, Côte, & DesRoches attended their annual meeting and presented mutual aid.
- They are interested in participating.
- DesRoches will work with Smart.
- By-Laws need to be adopted to include a building inspector as a board member.

**IV. Membership Status Report**

- Laconia has joined
- Bradford wants to join. DesRoches will contact them.
- Board of Bedford voted to join. DesRoches will call.

**V. Committee Membership**

- Steve Gray of NHDOT is retiring at the end of the month
- Lee will contact Carol Murray to request a replacement.

**VI. Training**

- DesRoches contacted Wante about training in the fall of 2004.
  - Cleverly will work to develop scenarios that incorporate mutual aid.

- Côte trained Debris Management last month.
- Weapons of Mass Destruction was cancelled.
- Laconia is planning a mass casualty exercise.
- Cheat Sheet. Lee reviewed will be distributed with minutes.
- LGC Meeting in the fall. Will do an orientation session.

## VII. Communication Devices

- No action at this time.

## VIII. Other Business

### Newsletter—Cleverly

- Cleverly will write notices about building officials,
- By-law change
- List of towns enrolled
- Cheat-sheet
- Upcoming training
- Cleverly will send info to DesRoches who will coordinate with LGC to have printed and distributed to all towns (members and non-members).
- Next Meeting October 6, 2004 @ 9 am.

Motion “to adjourn” at 10:20 am, Côte, Herman, Approved

Respectfully Submitted,

Kathy L. DesRoches  
Assistant Director  
Technology Transfer Center