

NH PUBLIC WORKS MUTUAL AID BOARD OF DIRECTORS' MEETING

June 15, 2010

PRESENT:

Board Members & Officers: Kurt Grasset - Hancock, Alan Coté - Derry, Kurt Blomquist – Keene & Bill Herman - Auburn.

Ex-Officio Board Members & Guests: Kathryn Myers – UNH T2, Johnna McKenna—DES, Bill Cote - NHLGC

Meeting called to order at 9:05 AM.

Previous Meeting Minutes

- Minutes of April 6, 2010 meeting. Coté moved to approve the minutes as printed. Seconded by Grasset. Unanimous vote.

Treasurer's Report

- Coté reported the NH Public Works Mutual Program has \$19,089.36 in a checking account and \$2,038.99 in a savings account as of May 31, 2010.
- There was discussion as to a potential need to spend down some of this money – with suggestions focusing on training opportunities and preparing updated membership binders.

Review of Activation

- There has been no program activation since last meeting that anyone was aware of.

Community Membership

- Myers reported that since the last meeting the Towns of Colebrook, Epsom, Hampton, Marlborough, New Hampton, Strafford and Orford and the City of Manchester have joined the program.
- With members beginning to come from the North Country and Connecticut Valley region, discussion was held about the potential of holding Public Works Mutual Aid meetings in areas of the state other than Concord to broaden interest and engage the newer members.
- Cote inquired what new member communities receive when they join NHPWMA. Following discussion, it was agreed any new member community should receive a welcoming letter with a resource binder. The last mass distribution of binders was in April 2009. With the new influx of members, it was felt the resources component of the binder would now be substantially different and all member communities should get an updated binder. **Coté moved to approve whatever the expense is of producing binders for new and current members of the NHPWMA. Blomquist seconded. Unanimous vote.**

- McKenna reported on the proposed “Refer-A-Friend” Program developed for the 2011 membership year. It is intended to encourage the enrollment of new community public water systems or a municipality that has a public water system in the NHPWMA. The NH Department of Environmental Services, with funding from the EPA, is providing the cost of the 2011 membership for any new community water system member of the NHPWMA. The Board members were appreciative of the initiative.

Statutory Authority Update

- McKenna reported SB 378 relative to the NHPWMA was passed by both the House and Senate, and is due to take effective 60 days after passage. The final passage in the Senate occurred on May 5, 2010. There was no indication of whether the Governor would sign the legislation or not.

Fall Member Mailing

- There was a consensus among the Board members to develop a one question ballot for the fall member mailing that would seek to amend the NHPWMA agreement to allow for a more operational approach to the NHPWMA agreement. Meyer, Herman and McKenna are to develop the ballot with the one question to modify the current requirement of a majority of the NHPWMA membership. It was agreed all other operational adjustments or proposals could come at a later time.
- As discussed earlier in the meeting, it was agreed the member binders and CD should be revised at least annual for the NHPWMA membership.

Training

- ER Management Conference – June 17th in Manchester. A number of NHPWMA directors and members are attending. The NHPWMA will have a booth at this event, and a handsome & informative postcard about the NHPWMA developed by McKenna will be provided to all conference attendees in the registration packets.
- Local Government Center Conference – November in Manchester. It was agreed that the NHPWMA has only had low attendance at workshops it has offered at past NHLGC Conferences, and would not offer one this year. However, it will have a booth and a postcard similar to the one noted above will be prepared for this event as well.
- EPA Tabletop Workshop – April 27th in Lancaster. McKenna reported the EPA Tabletop Workshop training held in Lancaster was a success with a good mix of attendees (public works, water, wastewater, emergency management directors, and others). She indicated there were approximately 30 folks in attendance, and they came from all corners of the state. McKenna noted the EPA has offered to fund another table top workshop in New Hampshire in 2010, but the dates are limited to October 19, 20 or 21. The Board felt this would be another great opportunity, and thought potentially the Lincoln area would be good to host the event.

Other Business

- EOC Update: McKenna reported that Terrell, Danielson and McKenna met with EM Director Pope and others from the NH Division of Emergency Management on May 25th to discuss the NHPWMA participation in the State EOC. She felt it was a productive meeting which lead to several areas suggested where the NHPWMA could be injected into the State EM efforts, including briefing of Field Services staff, inclusions in EMD briefing book, incorporate into training programs, possible link to be placed on the State EM web site, inclusion in checklist for local EMD, and future participation in an EM Field Services Section staff meeting. Director Pope also requested the NHPWMA make a presentation to the six New England EM Directors when they meeting in New Hampshire.
- Public Works Summit: Grassett indicated the last two meetings of the Summit focused on the legislative process, which Danielson had most actively followed. He noted the next Summit meeting was scheduled for next week. Myers mentioned at its last meeting, the NH Public Works Standards & Training Council began a discussion about considering dissolving, and transferred the PW Academy program potentially to the UNH T2.
- Operational Plan Update: McKenna indicated Danielson had completed an outline and draft plan, which she is in the process of reviewing before it is sent out to the NHPWMA Board members.
- Next Meeting: It was agreed to hold the next meeting of the NHPWMA Board in September. Myers indicated the NH Public Works Association would be meeting on September 17th, so the NHPWMA might be able to meet immediately following. Myers will circulate potential meeting dates to the Board members via e-mail to determine the next meeting date.

Adjourn

Coté moved to adjourn the meeting. Seconded by Herman. Unanimous vote. The BOD adjourned at 10:20 AM.

Respectfully submitted,
Bill Herman, Secretary
6/15/2010