



NH PUBLIC WORKS ASSOCIATION

Board of Directors Meeting December 13, 2013 – 9:00am –NHDOT in Concord

PRESENT:

Board Members & Officers:

1. John Trottier, President
2. Beth Hamilton, NH LTAP Rep.
3. Bill Boulanger, NH Water Works Assoc. Rep.
4. Scott Kinmond, Public Sector Rep.
5. Catherine Schoenenberger, President Elect
6. Linda Greer, ACEC Rep.
7. Nancy Mayville, NHDOT Rep.
8. John Vancor, ACEC Rep.
9. Bruce Temple, Treasurer/Secretary
10. Dennis McCarthy, Member at Large

• Call to Order

- Meeting called to order at 9:09 am by President Trottier.

• Quorum

- 10 Board members present, quorum was established.

• Minutes

- Oct. Minutes motioned for approval by Kinmond, seconded by Schoenenberger, all were in favor.
- Nov. Minutes motioned for approval with corrections by Boulanger, seconded by Kinmond, all were in favor.

• Financial Report

- Current amount \$46,580.09
- Income from new memberships
- Outgoing funds for NHMA Conference, Cornerstone fees, and November Board meeting dinner.

• Committees

• Education - NHPWA Technical Meeting Planning

- Date: end of March on a Friday, either the 21st or the 28th
- Location: Concord, either the NHDOT or the LGC
- Ideas for topics
 - Innovations/Build a Better Mousetrap
 - Creating FAQ's for working with Consultants – John Vancor

- Asset Management – Nancy Mayville and Bill Boulanger
- **Other Business**
 - **Legislative Breakfast “Water Matters”**
 - Discussion of donating money to help sponsor the event
 - Board members plan to attend the breakfast
 - **Asset Management at the NHDOT – Nancy Mayville**
 - NHDOT needs to have an asset management plan by 2015
 - Working towards plan with balanced scorecard since 2010
 - T² creating statewide Asset Data Exchange System on state’s parcel map
 - Want to know if municipalities would be interested in joining to create a statewide transportation asset management system
 - **Asset Management in Dover – Bill Boulanger**
 - Bill Boulanger shared the software that Dover uses for asset management
 - Dover uses VUEworks, which can integrate with their work order software
 - Bill to showcase the software at the Technical Meeting in March
 - Bill suggested that something to help communities move into using GIS-based software is to be able to have access to the hardware needed to measure points
 - **Working with Consultants – Discussion led by John Vancor**
 - John would like to bring some truths to light as to why when municipalities ask them to do something, they can’t because of insurance
 - John would like to create a Frequently Asked Question document to clear some common misconceptions
 - The FAQ could be posted on their websites, referenced, and hosted on the NHPWA website
 - Have a session at the March Technical Meeting to create a good list of questions and comments that can be easily cleared up
 - Discussion about explaining Qualification Based Selection process, might be a whole other topic to cover
 - Eventually would like to build “How To Guide” or checklist to use QBS
 - Session for FAQ on working with consultants to be added to agenda for Technical Meeting in March 2014
- **Adjourn:** The BOD adjourned at 10:54am as motioned by Boulanger, seconded by Temple, all were in favor.

Respectfully submitted,

Beth Hamilton
 NHPWA LTAP Representative
 December 18, 2013