NHPWMA Board Meeting Minutes
March 27, 2019 – 1:00 pm at NHMA, Concord, NH

1. **Call to Order** – Alan Cote

2. **Establishment of a Quorum**
   a. Members Present
      i. Alan Côté
      ii. Johnna McKenna
      iii. Ken Conaty, Town of Merrimack, Representative from the NH Water Pollution Control Association
      iv. Caleb Dobbins, Representative from NHDOT
      v. Marilee LaFond, Representative from UNH T2
      vi. Bill Herman, Town of Auburn, Representative from the Municipal Management Association
   b. Guests
      i. Jeremy Clay with Claremont
      ii. Ken Good- Granite State Rural Water

3. **Secretary’s Report**
   a. December 2018 Minutes – McKenna motion to approve, AC seconded, all in favor

4. **Treasurer’s Report**
   a. McKenna motion to accept, Conaty seconded, all in favor. Reported was accepted.
   b. $3987.36 net income since Dec 2018
   c. 156 members have paid due
   d. $31,798 balance sheet

5. **Activations**
   a. No NHPWMA activations noted

6. **Review By-Laws**
   a. Reviewed by-laws (aka Mutual Aid Agreement) to consider if any changes were necessary. Agreed to keep by-laws as they currently are.

7. **Ring Central Service Agreement and Member 24-7 Contact**
   a. Will consider ending this contract when it expires Feb 2020 and focus on 24-7 contact sheet being available
      i. Would most benefit be for HSEM to hold and distribute 24-7 contacts, or member towns to access that info directly
      ii. McKenna will consider what others use for members-access portals
      iii. NHMA will provide LaFond a list of paid members to back up against 24-7 list
      iv. LaFond to draft outreach to 24-7 contacts explaining how an activation works and confirming correct contacts have authority to make a decision in an event- notify them we’ll send a final roster of contacts to each to print/have available

8. **State Emergency Plan Update**
   a. McKenna will forward ESF3 to Board for review

9. **2019 Member Renewals**
   a. $4125 in member renewals (165 members)
   b. LaFond to load updated 2019 member list to website (once received from NHMA) and forward to Conaty
10. **T2 Update/Discussion**
   a. Reviewed NHPWMA Tip for newsletter

11. **New Business**
   a. Booth reserved for 2019 Emergency Preparedness Conference Planning Committee
   b. NEIWPC- 4/17 Extreme Weather Workshop– Conaty will speak
   c. Emergency Event Documentation workshop-
      i. Dobbins referenced recent AASHTO webinar where one state utilized ESRI for interface of documentation and reports with FEMA and localities
      ii. LaFond to schedule meeting with Blomquist and Dobbins to develop workshop content
      iii. Idea of adding a 90 min session on Developing a PW Emergency Plan

12. **Future Meeting Date**
   a. June 4, 2019 (Time TBD) at NH Emergency Preparedness Conference or nearby

13. **Adjournment**
   a. Motion to adjourn at 2:02. McKenna motion to adjourn, Conaty seconded, all in favor.

Respectfully submitted,

Marilee LaFond
UNH T2 Representative