

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