



NH PUBLIC WORKS ASSOCIATION
Board of Directors Meeting
February 23, 2018- 9:00 a.m.
NHDOT HQ- Room 112/113, Concord, NH

Minutes

I. Call to order- Pres. Kinmond called the meeting to order at 9:05 a.m.

II. Establishment of a Quorum

- ✓ Scott Kinmond, President
- ✓ Lisa Fauteaux, President-Elect
- ✓ Tim Clougherty, Secretary/Treasurer
- ✓ Nick Cristofori
- ✓ Dan Hudson
- ✓ Alan Cote
- ✓ Peter Goodwin
- ✓ Dave Witham
- ✓ Robert Henry, UNH LTAP Grant

III. Secretary Report

a.) Someone to take minutes-

- ✓ Scott offered to do minutes

b.) Approval of January 26, 2018 Minutes

- ✓ Motion by Alan Cote to approve the meeting minutes of January 26, 2018 and seconded by Dan Hudson. Motion passed

IV. reasurers Report

- ✓ Tim Clougherty provided copies of the financials.
- ✓ Dave Witham made a motion to approve the treasurer's report ending 1/31/18, and seconded by Dan Hudson. Motion passed.

a.) Update on Financial Services transition

- ✓ Tim provided an update, that the E-Board met with NHMA administrative services staff to review transition.
 - Tim is meeting with Cornerstone after the meeting to obtain all records in their possession for transition to NHMA.
 - Lisa, will finalize the signature cards with NHMA and Citizens bank. All other NHPWA E-Board has completed signatory cards.

VI. ew Business

a.) UNH Technology Transfer Center- NH LTAP Update

- ✓ Prof. Robert Henry, UNH Engineering Department, Co-Department Head for oversight of the LTAP Grant for the State of NH. Prof. Henry went over the status of the restructuring of LTAP with a Manager position, which is still open and hoping to start interviewing applicants soon. The Coordinator's position which Stephanie Cottrell was hired, and Butch Leal as the Senior Staff Trainer. Prof. Henry reviewed the need to restructure, and the need to broaden the collaboration with the UNH educational staff i.e. storm water center etc., and to partner with other entities such as Primex, NHMA, NHDOT and to utilize current alumni of the LTAP Master Road Scholar program.
 - ✓ Prof. Henry welcomed communications from the NHPWA and reported that the new manager will regularly attend the meeting.
 - ✓ Pres. Kinmond commented as did Prof. Henry that a LTAP Advisory board meeting was held a few weeks ago, Pres. Kinmond and NHPWA Rep. Martha Drucker attended. Pres. Kinmond provided a handout of materials provided at the meeting and the statewide service map.
 - ✓ Prof. Henry thanked the group and excused himself as he has a class to teach.
- b.) Sponsorship solicitations- mailer with application to consultants and organization.
- ✓ Pres. Kinmond will send out a copy of the sponsorship form to be shared with vendors and consultants. We will also look at a mailer after we transition over to NHMA.
- c.) Technical Training Session- Fall
- i.) date, location, topics, cost
 - ✓ The Board discussed changing to a late spring Annual meeting with technical topics and then a fall Technical session. The Board by consensus agreed that this was a good idea. The Board established a date for the Fall Technical session will be Thursday, September 20, 2018 at NHMA or location to be determined.
 - Pres. Kinmond to submit for space use at NHMA.
- d.) Annual Meeting
- i.) 5/17, Derryfield Country Club, Manchester (8:30a-1:30p)
 - ✓ Pres. Kinmond and Sec. /Treas. Clougherty confirmed we are all set for Derryfield.
 - ✓ Kinmond and Clougherty to finalize menu and cost for attendance.
 - ✓ Bruce Temple and John Vancour to finalize 3-4 speakers for 45+/- minutes.
 - ii.) topics- Governor Invitation (Keynote)
 - ✓ Pres. Kinmond has sent an invitation, and will confirm next week.
 - iii.) Cost
 - ✓ E-Board to determine cost- we will do a Save the Date
 - iv.) PW Memorial Golf Tournament
 - ✓ Peter Goodwin is working on Golf Tournament- Kinmond to check LTAP shared docs box for flyer and email to Goodwin.
- e.) Meeting Schedule and locations
- ✓ The Board developed the remaining meeting locations, as it was discussed about a couple host locations i.e. Primex Training Foundry, Manchester DPW.
 - March 23- NHDOT HQ

- April 27- Manchester DPW
- May 17- Annual Mtg Derryfield- Manchester
 - June 28- NHMA- Concord
 - July – No meeting
 - August 24- NHMA- Concord
- September 20- Tech Mtg- NHMA Concord
 - October 26- Primex- Concord
- November 21 or 22- NHMA Conf. – Manchester
 - December- No Mtg

VII. d Business

a.) Committee reports

- ✓ Peter Goodwin provided a PW Memorial report, which was that they currently need \$65K to break ground, and are hoping for an August 2018 groundbreaking. The committee has established a GoFundMe page with a \$40K goal, and the committee voted to assist with any expenses that NHPWA should have due to the IRS filing should our reportable amount exceed the \$50K.

i.) Training & Education- Co-Chairs-Bruce & John V.

a.) Annual Meeting Speakers

b.) Plow Rally 5/24 @ Mountain of Demos- Mt.Sunapee

- ✓ Pres. Kinmond to confirm with Richard Lee that we are all set. Kinmond also asked the Board for any staff that would like to assist. D. Witham offered to assist as well as Sara Jones from Primex.

c.) Technical Training Session – September 20th at NHMA

ii.) Legislative- Chair Alex K

- ✓ It was discussed to reach out to Bill Herman from NHMA Board for assistance in Identifying PW legislative matters. It was also discussed that Jim from ACEC may be able to assist with this as well.

iii.) Membership, Outreach, Nominating & Audit committee- Co-Chairs

- ✓ Pres. Kinmond to check with Bill German and Dennis McCarthy for serving on the audit committee this year, and if so we will appoint at the next meeting.

iv.) NHPWMAA & Emergency Management- Chair Alan C.

- ✓ Alan Cote reported that the NH Emergency Preparedness Conference will be October 4th. Pres. Kinmond asked Cote if he a Blomquist would be willing to put a presentation together for NHMA conference this year since we missed out last year. Cote was in agreement.

v.) Workforce Development & NHCCD- Chair Catherine

a.) September 27 - 28 2018 NH Construction Career Days celebrating our 10th EVENT! Mark your calendars!

- ✓ Pres. Kinmond mentioned the CCD dates, and that the Board will need to work to assist and support this event.

vi.) Partner agency reports

- ✓ No other reports

VIII. her Business

- ✓ No other business

IX. djournment

- ✓ Dave Witham made a motion to adjourn and seconded by Alan Cote.
Motion passed and meeting adjourned at 10:40 a.m.

✓

Meeting Schedule: NHWPCA Legislative Breakfast: March 7th Holiday Inn Concord, NH
 NHPWA meetings: March 23, 2018- 9 a.m., at NHDOT HQ Concord
September 27 - 28 2018 NH Construction Career Days celebrating our 10th EVENT! Mark your calendars!