



**NH PUBLIC WORKS ASSOCIATION**  
**Board of Directors Meeting**  
**March 22, 2019 - 9:00 A.m.**  
**NHMA**  
**25 Triangle Park Dr.**  
**Concord, NH.**  
**Meeting Minutes**

**AGENDA**

- I. Call to order / Establishment of a Quorum 9:06 am
  - a. CS motion to accept, BB seconded, all in favor
  - b. Quorum of: President Kinmond -New Durham, Bill Boulanger - City of Dover representing NH Water Works Association, Lauren Byers - City of Nashua, Judy Pearson and Judith Pellow NHMA, President Elect Lisa Fauteux - City of Nashua, Treasurer/Secretary, Timothy Clougherty - City of Manchester, John Vancor from Hayner/Swanson on behalf of ACEC as Representative Member of the NH Consulting Community, C.R. Willeke, P.E. Municipal Highway Engineer from NHDOT as Representative from the NH DOT, Christina Hall - City of Lebanon as Member At Large, Rick Riendeau - Town of Milford as Representative from NH Road Agents Association, Marilee LaFond as Representative from UNH T2, Catherine Schoenenberger with Stay Safe Traffic as Member-at-Large, Nicholas Cristofori with Comprehensive Environmental Inc. on behalf of ACEC as Member of Consulting Community.
- II. Secretary Report
  - Approval of February 22, 2019 Minutes
    - i. CS motion to accept, BB seconded, all in favor
    - ii. Suggestion to update reference to NHDOT committee
    - iii. LB will send updated minutes to ML for posting
- III. Treasurers Report
  - a. BB motion to accept, AC seconded, approved
  - b. Wufoo- online registration system that provides varying levels of functionality
    - i. Has one user name and password associated with it - NHMA would set up an email that would be utilized for this account
    - ii. Exports to Excel for integration with QuickBooks
    - iii. NHMA will take financial transactions - could revisit service contract if they were managing the forms setup
    - iv. Tiers:
      1. Free
      2. \$14.08 mo. with 10 forms and 1000 entries (no payments accepted)
      3. \$29.08 mo. unlimited forms and 5000 entries a year
        - a. Allows payment through paypal (including credit card through PayPal – fees apply) or can print confirmation email to mail in payment
    - v. BB motion to setup Wufoo at 29.08 level, CH second, all in favor
      1. LP and LB to work on implementing and preparing forms for upcoming meetings
- IV. New Business
  - a. Speaker Topics
    - i. Include one presentation that speaks to “future” technologies and direct impact to public works
    - ii. Advising for how to make the most of FEMA, public assistance, disaster planning
    - iii. State Aid Bridge and DOT bridge maintenance program
    - iv. Primex simulations for people advancing in their careers and in supervisory role
    - v. Others: Climate Change/Sea Level Rising, Pavement Management, How to Recognize Good Traffic Control Zones (panel opportunity)
    - vi. May presentation (45 min-60 min each)

1. Keynote – inviting NHDOT Commissioner
  2. Pavement QA QC
    - a. Beginners guide to pavement management
    - b. What’s worked well and why and how testing and QA helped to drive success, understanding when an application doesn’t work effectively or last
  3. New Managers and Lessons Learned
  4. Environmental Review of DOT Projects (Christine Perron may be a good speaker contact)
- b. UNH T2 Communications Update- Marilee
- i. GSP language updated
  - ii. Newsletter coming- will include limited reuse soil, PGA
  - iii. BBMT entries being accepted- share innovation stories
  - iv. CDL ELDT
  - v. Bridge preservation and maintenance resource project underway
  - vi. Live with learnforlife.unh.edu- challenge in not everyone registers at once, so encouraging towns/cities to set that up now, thinking about how to demo at conferences
- c. Annual Meeting- May 9, 2019 8:30a- 1p- Keynote / Speakers / Gifts
- i. Maple syrup for gifts
  - ii. Election of Officer – New Slate
    1. KS, JV, and CH, and Treasurer seats to be presented
  - iii. Bylaw Changes- Lisa will connect with Kurt to review any changes necessary
  - iv. Audit Committee- Dennis Mccarthy and Bill Hermann- time to do it again
  - v. Golf Tournament- hold on releasing form or announcement until Wufoo is established
- d. Legislative topics- HB538 Gas Tax (.06)
- i. House Bill 271 and Senate Bill 152 - letters sent out last month from NHPWA and DH and SK have had additional dialogue on NHPWA stance, both still in committee
  - ii. HB 538 (gas tax increase proposal) retained in committee
- V. Old Business
- a. Board Name Tags – 15-16 or so will be ordered, cost \$10 a tag plus shipping
    - i. BB motion to approve, LF second, all approved
  - b. NHWPCA Legislative Breakfast- March 6, 2019 7a-8:30a at the Holiday Inn, Concord.
    - i. Scott attended- he’ll send agenda copy to Board
  - c. Committee reports
    - i. Training & Education- Chair. John Vancor.
      1. Plow Rally May 23, 2019 @ Mountain of Demos- Mt. Sunapee
        - a. TC will arrange for trailer to be brought up, Dover can provide trucks
      2. Technical Training Session – September 26th, 2019 9-1p
      3. NHMA Booth & Session- TBD
      4. Annual Meeting May 9, 2019
  - d. NHPW Employee Memorial- Peter Goodwin
    - i. June 5 at 11 AM will be unveiled
  - e. Workforce Development & NHCCD- Chair Catherine- September 26-27, 2019 In good order
  - f. Partner agency reports
    - i. Cathy Rogers hired as Exec Dir, Water Works Tech Meeting 4/16
    - ii. Cathy offering Round Tables for Littleton, Newfields, Wolfeboro, Peterborough
- VI. Other Business
- VII. Adjournment - BB motion, LF second, all in favor 11:12 AM

Meeting Schedule:

April 19, 2019 9a at NHMA, 25 Triangle Park Dr. Concord, NH