



NH PUBLIC WORKS ASSOCIATION

Board of Directors Meeting

September 18, 2018- 1:30 p.m.

Derryfield Country Club

Manchester, NH.

Meeting Minutes

I. Call to order / Establishment of a Quorum

President Kinmond called the meeting to order at 1:35 P.M.

Present: Pres. Kinmond, President Elect Fauteux, Sec. Treasurer Clougherty, Member at Large Dan Hudson, Town of Salem, Public Sector Rep. Christina Hall, NE APWA Rep. Kurt Bloomquist, ACEC Rep John Vancor, Rye DPW Director- Audit Committee Dennis McCarthy, Rep. Martha Druker and UNH T2 Manager Marilee Lafond.

II. Secretary Report

a.) **Approval of August 24, 2018 Minutes- Rep. Bloomquist made a motion to accept meeting minutes of August 24, 2018, seconded by Pres. Elect Fauteux. Motion passed**

III. **Treasurers Report-** Sec./Treas. Clougherty advised he did not have a financial report and asked to table it until next month.

a.) **Budget 2018-2019-** No action tabled

IV. New Business

a.) **Audit Committee Appointment-** Director Dennis McCarthy, Rye DPW reported that he and +Bill Herman, Town of Auburn conducted the NHPWA Audit from July 2017 to December 31, 2017. They were unable to audit the period of January 1, 2018 to May 2018 as the electronic records were not available, and chose to close out the review with our previous financial services contractor- Cornerstone. No issues were found, and a written report was provided. **Rep. Bloomquist made a motion to approve the audit report, seconded by Sec. Tres. Clougherty. Motion passed.**

b.) **Board Membership expansion- Public Sector & At-Large membership-** Pres. Kinmond started a discussion after receiving some comments that the Board should consider expanding, as the executive board is also counted in the general membership. The Board discussed that if all the representatives were to attend that board would be healthy at 21 members. **Pres. Kinmond will send a letter to representing agencies.** The Board thought it would be good to have a bylaws committee review the bylaws and present some recommendations for changes prior to the annual meeting. Rep. Bloomquist offered to Chair the committee, Pres. Elect Fauteux and Sec. Tres. Clougherty offered to be on the committee as well. **Pres. Kinmond to email a scan of the Bylaws to the committee.**

c.) **Communication Update-** Marilee- Manager Lafond, reported that the new email group has been set up, and emails of members have been added and they continue to solicit at meeting etc.

a. T2 Advisory Board update: Manager Lafond and NHPWA Rep. Martha Druker of Coty of Concord, DPW, reported on Road Scholar changes. Advanced Master Road Scholar and Mentorship. Rep. Druker spoke of reviving the self-bridge inspection training program.

d.) **NHMA Conference (11/14 & 11/15)** – Pres. Kinmond reported that we are sharing a booth with T2 and if members can let Manager Lafond know of their availability to staff, that would be great. Marilee advised she will send out an email which folks can sign up for time blocks

1. **Board Meeting 11/14 12 noon-** Sec. Treasurer Clougherty advised we could meet again at the Thirsty Moose, which is across the street.

2. **Booth staffing-** See sign up list via email.

e.) **Plow Rally trailer purchase-** Pres. Kinmond spoke of working on getting the purchase completed for the trailer before CCD event so the trailer can be loaded with the props. **Member Hall advised she would coordinate getting the plow rally items to CCD and Pres. Kinmond and Sec. Treas. Clougherty will coordinate getting the trailer to CCD, loaded at conclusion and moved to Manchester DPW.**

1. **Lettering-** Sec. Treas. Clougherty advised that the lettering for the trailer should not exceed \$1000. **Rep. Bloomquist made a motion to have the trailer lettered with logo not to exceed \$1000, seconded by Rep. Vancor. Motion passed.**
2. **Registration-** To be determined.

V. Old Business

a.) Committee reports

i.) **Training & Education-** Chair. John V.- Rep. Vancor asked if we could do surveys following our Technical training sessions in May and September to have an understanding as to how the training is received by those who have attended.

a.) **Plow Rally May 2019 @ Mountain of Demos-** Mt. Sunapee- Sec. Treas. Clougherty has offered to take over the Plow Rally. Pres. Kinmond will assist with transition and send a scan of course layout and score sheet and other related material i.e. written test and pre-trip.

b.) **Technical Training Session** – September 18th, 2018 9-1p- Completed- some discussion of scheduling.

c.) NHMA Booth & Session- Nov 14 & 15, 2018

c) Annual Meeting 2019-

iii) **NHPW Employee Memorial-** Kurt Bloomquist provided an update on the Memorial during the Technical Session.

ii.) **Legislative-** Chair Alex K- No Report

iii.) Membership, Outreach, Nominating & **Audit committee-** Provided earlier in the meeting.

iv.) **NHPWMAA & Emergency Management-** Kurt Bloomquist advised of the upcoming NHPWMA training session on October 4, 2018, registration is available via UNH T2.

v.) **Workforce Development & NHCCD-** Chair Catherine- Pres. Kinmond spoke to CCD at the Technical session and the need for operators to assist.

vi.) **Partner agency reports-** No reports

VIII. Other Business

IX. Adjournment- President Kinmond made a motion to adjourn, seconded by Rep. Vancor. Motion passed.

Meeting Schedule: September 27 - 28 2018 NH Construction Career Days celebrating our 10th EVENT!
October 26, 2018 9a at Primex
November 14, 2018 12 noon – NHMA Conference- location TBD