



**NHPWA Board Meeting  
Friday, April 21, 2023  
25 Triangle Park Dr, Concord, NH  
Meeting Minutes**

1. Called to order at 12:07 by TC
2. Present:
  - a. President – Tim Clougherty – City of Manchester
  - b. President-Elect- Dan Hudson – City of Manchester
  - c. Secretary Treasurer-Christina Hall- Town of Hanover
  - d. Member at Large – Britt Eckstrom – Wright-Pierce
  - e. Member at Large- Aaron M. Lachance, P.E. Hoyle, Tanner & Associates, Inc.
  - f. Member at Large- Adam Yanulis – Tighe & Bond
  - g. Member of the NH Consulting Community - John Vancor on behalf of ACEC - Hayner/Swanson, Inc
  - h. Representative from the NH Water Pollution Control Association - Peter Goodwin – Tata & Howard
  - i. Representative from the NH Water Works Association - Ian Rohrbacher – City of Rochester
  - j. Representative from NHDOT - C.R. Willeke – NH Department of Transportation
  - k. UNH Technology Transfer Center – Marilee Enus
3. Approval of March Minutes:
  - a. DH motion to amend March Meeting Minutes to include the names of the individuals approved as signatories with Citizen Bank: Board members with signatory power at Citizens Bank are the President- Tim Clougherty, President Elect- Dan Hudson, Treasurer/Secretary – Christina Hall, and Pam Valley - NHMA Administrative Assistant
  - b. AY second, all in favor Motion Review and Approval of Treasurers Report:
4. Treasurer’s Report - CH reviewed the financial statement which has a balance of \$62,502.71
  - a. Audit report
    - i. CH provided update and summary of recent audit with Judith Pellowe.
    - ii. Reviewed standard accounting process and picked a couple months to audit.
    - iii. Best practice moving forward when issuing a payment request is to add detail that ties it back to the approval process.
    - iv. Encouragement to develop a procedure to address open invoices, when to write-off membership fees, technical meeting fees, etc.
5. Annual Meeting –
  - a. AY motion to set price for \$60 for 5/18 meeting, DH second, all in favor and motion passes
  - b. 3 PDHs
  - c. Agenda and invitation must refence annual meeting and election of officers
  - d. UNH T2 update website and distribute by middle of next week
  - e. Schedule/Topic/Speakers
    - i. 8-8:30 registration, coffee, refreshments

- ii. 8:30-9:15 Solar
- iii. 9:15-10a Lead and Copper Service - Jennifer Mates, PE and Ian Rohrbacher
- iv. 10a-10:15a Break
- v. 10:15-11:15 am Congressman Chris Pappas 1 hr.
- vi. 11:30-12:15 PM Workforce Development Panel
  - 1. Shaun Mulholland on behalf of Lebanon
  - 2. Ian Rohrbacher – culture to overcome challenges
  - 3. Marilee Enus – examples of agencies overcoming workforce challenges
  - 4. Discuss regional partnership similar to Bay Works for utilities – Dan Bison, Don Ware from Pennichuck Water (AY coordinating)
  - 5. 10-12 minutes each, no PowerPoint presentation
- vii. Lunch
- viii. 12:45 Business Meeting
- ix. Golf afterward – about 1:30p – let Tim know if interested in playing
- f. Election of new officers at Annual Meeting: President, President Elect, Treasurer/Secretary and (2) Public Sector Reps. Expire June 30
  - i. Nomination committee is LF, SK, and KB. They will work on a ballot.
- g. Discussion ensued about By-laws and process for election.
  - i. Association shall elect seven Board Members. The Board shall elect President and President-Elect.

OR

- ii. The primary officers shall be elected by the Board.
6. NHPWA Scholarship Committee Update:
    - a. Website and form live: <https://t2.unh.edu/NHPWAScholarship>
    - b. UNH T2 will develop an announcement for Membership group
      - i. Include examples- Snow and Ice, PWX – wont cover all of it but will cover some
    - c. Will need to carve out a funding mechanism next year; this year’s covered under general funds
  7. Membership Renewal : June 22 through July 2023 membership invoices sent:
    - a. Currently 13 corporate memberships, 59 group memberships, 38 individuals
    - b. For this current year (July 2023-June 2022) send out invoices in August to allow a little more time between last billing cycle and current
    - c. Be aware of any impact from a fiscal year perspective for some people
  8. Corporate Sponsorship
    - a. <https://t2.unh.edu/sponsors-affiliates-partners/nh-public-works-association/nhpwa-contributor-sponsorship-form>
    - b. ME send AY last year’s sponsorship list
    - c. Motion to streamline sponsorship program to only include one level of sponsorship at \$500 per calendar year (Jan through Dec), with sponsorship benefit to be mention at meetings and events as sponsor and logo and weblink on website homepage. Income generated from sponsorships will benefit scholarship program and also other association activities
    - d. DH and CH seconded, majority in favor, one opposed
    - e. AY will send BE a sample letter from which she will draft a communication of the new program details to send recent or potential sponsors
    - f. UNH T2 will update website details and form with new info but will not remove any sponsorship logos at this time

- g. Question arose as to if can deduct sponsorship fee as a charitable contribution – unsure resolution
- 9. Partner Reports:
  - a. NH Water Pollution Control Association
    - i. Two house bills previously following: \$2mil PFAS funding and state aid grant both retained in committee
    - ii. Great turnout and event for legislative breakfast
    - iii. New England Water Environment and NH Water Pollution Control will be in DC next week for annual fly-in with WEF
    - iv. Summer outing 6/23 in Ellacoya primary for ops staff
    - v. NH Water Pollution Control, NH WWA, YP Brown vs Blue softball event 7/29 followed by Fisher Cats game
    - vi. Ops Challenge wastewater competition golf outing Aug 3 at Beaver Meadow in Concord
  - b. NWWA
    - i. Exam prep and training underway and coming up
    - ii. Technical Symposium May 23
    - iii. Construction day August 2
    - iv. Still advertising for President and CEO
- 10. PW Memorial Cleanup established for May 23<sup>rd</sup> – 8-11a RSVP to
  - a. Re-dedication will be set for September 2023 – date TBD
- 11. New Business
  - a. Discussed board meeting options for location/virtual
- 12. PG motion adjourn, BE 2<sup>nd</sup>, adjourned at 1:30p

Annual Meeting and Technical Session May 18, 2023 in Manchester Derryfield 8 am  
June 23<sup>rd</sup> Nashua 9:30 am

Meeting minutes created by Marilee Enus