



## **BOARD OF DIRECTORS MEETING**

**August 17, 2023, 3:00 PM**

**New Hampshire Municipal Association  
Androscoggin Room**

**(No Zoom option)**

### **Minutes**

- I. Open meeting of the NHPWA- President D. Hudson called meeting to order at 3:05 p.m.
  - a. Introductions of those in attendance
    - President Dan Hudson- Nashua DPW
    - President Elect- Christina Hall- Hanover DPW
    - Treasurer/Secretary- Ian Rohrbacher- Rochester DPW
    - Public Sector and T2 Rep- Scott Kinmond- Alton DPW
    - Member at Large- Britt Eckstrom- Wright- Pierce
    - Member of NH Consulting Community- John Vancor (Phone)
    - Peter Kohalmi- Concord DPW
    - Primex Rep.- David Witham
    - NHDOT Rep- CR Willeke
- II. Approval of June 23<sup>rd</sup> minutes (BOD meeting in Nashua)- Motion to approve by CR Willeke, seconded by I. Rohrbacher. Motion passed with D. Witham abstaining due to absent
- III. Review and Approval of Treasurer's Report- I. Rohrbacher provided summary, balance of account is \$63,727.91 as of 7/31/23. Motion by D. Hudson to approve Treasurers Report, seconded by B. Eckstrom. Motion passed.
  - a. June and July Financials- I. Rohrbacher requested that the Board consider writing off the past due (90 day) uncollected dues an amount of \$2490.00, and also spoke of uncollected and overpayments on training sessions and dues. D. Witham made a motion to write off uncollected dues amount of \$2490, credit or refund dues overpayments, and to research further the uncollected training fees, and overpayments. Seconded by C. Willeke. Motion passed
  - b. Budget- Pending, C. Hall and S. Kinmond to forward previous Budget templates.
  - c. Signatories- D. Hudson reported that we need to update bank signatories. D. Hudson made a motion to authorize D. Hudson (Pres.), C. Hall (Pres-elect), I. Rohrbacher (Treasurer/Secretary) and Pam Valley (NHMA Rep) as NHPWA Citizen Bank checking account signatories. Motion seconded by D. Witham, and passed.
- IV. Announcements, Updates, Discussion Items

- 1) Planning for Fall Technical Meeting (10/26 at Derryfield)
  - a. Derryfield contract signed and \$300 deposit issued
  - b. Agenda- J. Vancor provided training session topics for discussion, and the Board developed the topics and agenda for the Fall Technical Session. J. Vancor to coordinate ADA presentations , C. Hall to coordinate EV presentation and C. Willeke to coordinate DOT presentations.
- 2) \* Session 1 – “ADA Maximum Extent Feasible” by Sandt Michener, NHDOT (45 min)
- 3) \* Session 2 – “ADA Compliance is Not Enough” by John Vancor and guests (45 min)
- 4) \* Session 3 – “State and Municipal Electric Initiatives” by Mike Mozer, NHDOT and Municipal Representatives (1 hr)
- 5) \* Session 4 – NHDOT Presenter (tentatively Bill Lambert or Bill Cass) (45 min)
  
- 6) NHPWA Scholarship Committee Update- Pres. Hudson announced the scholarship recipients, which were approved last month and they are: Lisa Perrault (Kingston) and Adam Clark (Concord) with each a \$1,500 awards. Pres. Hudson also advised that another scholarship submission which was on time but was hung up in the Email system, was reviewed by the scholarship committee and recommended to award \$1,000.00 scholarship to Brett Rusnock of Keene DPW.
  - a. Motion made by D. Witham to approve the scholarship for Brett Rusnock of Keene DPW for \$1,000.00. Seconded by C. Willeke. Motion passed.
  
- 7) Membership renewal for 7/2023 – 6/ 2024- B. Eckstrom provided report that Dues for 2023-2024 have been sent out, and will do reminder notices around 12/2023. B. Eckstrom reported that plan is to do billing for 2024-2025 in May 2024 for payment in July 2024, and write off for unpaid will occur before fiscal year end.
  - a. Wufoo- B. Eckstrom asked the Board to consider a subscription to Wufoo to assist NHMA and T2 with event registrations and payments. D. Hudson made motion to authorize NHMA & T2 to establish a Wufoo account for event/training registration and payments, with funding up to \$1,000 annually. Motion seconded by D. Witham. Motion passed.
  
- 8) Corporate sponsorships (Hayner/Swanson, Tighe & Bond, BETA, Hoyle Tanner, Wright-Pierce, Stay Safe Traffic Products, Quantum Construction Consultants, Environmental Partners)- Pres. D. Hudson acknowledged our corporate sponsors, and thanked them for their continued support.
  
- 9) PW Memorial (Rededication Sept. 12, 2023, 9:00 AM - 11:00 AM)- Pres. D. Hudson reported that the Memorial Committee has asked him to speak at the rededication, and additional new 10 names being added to the memorial. Pres. D. Hudson is hoping for a good attendance.
  
- 10) Website- Pres. Hudson reminded the Board and associate member groups to send meeting and events to Marilee at T2 for inclusion on the calendar. Pres. D. Hudson asked that we add the Fall Technical Training, meeting minutes, scholarship information and awardees. C. Willeke mentioned the LPA Training at NHDOT on 10/24/23
  
- 11) New Business- None

## V. Partner Reports

- 1) UNH T-2 – S. Kinmond provided that fall calendar is very busy with training sessions, on Snowfighting and winter maintenance operations. He also spoke of the Salt Symposium on 9/13/23 8a-2p at NH Motor Speedway in Loudon, NH, and municipal tracks on Calibration, Proper storage of materials and Environmental impact of use of sand for deicing.
- 2) New England APWA - Kurt Blomquist- no report
- 3) NH Water Pollution Control Association – P. Goodwin was unable to attend but did provide a report, The Dedication of Names for the NH Memorial to Public Workers is scheduled for September 12, 2023 from 9-10:30 at Memorial on Hazen Drive. (see attached)

- 1- The Ops Challenge Golf Tournament was successful with a great turnout at Beaver Meadow on August 3, 2023. The 2024 Outing will be on August 1, 2024.
- 2- Granite State Rural Water Association - Operator Field Day is September 12, 2023 at Mt. Sunapee
- 3- The National Association of Women in Construction (NAWIC) Construction Career Day is September 28, 2023 at Hillsborough County Youth Center. Great event with 1000's of HS students exposed to construction related careers. NHWPCA and NHWWA along with NHDES are going to have a booth
- 4- NHWPCA Fall Meeting in Durham on September 28, 2023
- 5- NHWPCA Winter Meeting/Business Meeting on December 8, 2023 in Manchester
- 6- NHWPCA Legislative Breakfast will be March 6, 2024

On the legislative side, obviously things are dormant at the State House. However, the "Four Associations" group which includes NHWPCA, NHWWA, GSRWA, and NHDES has been monitoring proposed legislation from the NH Housing Action Committee that is requesting a Committee to look at changing regulations to streamline permitting associated with denser development. This could impact water, sewer, and septic regulations. Monitoring this Fall.

Peter Goodwin, P.E. (ME & NH)Associate

- 4) NH Water Works Association – I. Rohrbacher provided a report and reminded everyone of the Expo on 10/19/23
- 5) NH DOT - CR Willeke reported that there will be LPA training at NHDOT on 10/24/23.
- 6) NH DES – Vacant- No Report
- 7) Municipal Management Association of NH – Vacant- No report
- 8) NH Road Agents Association – Vacant- No report
- 9) NH Consulting Community - John Vancor- No report
- 10) NH Public Works Mutual Aid – A. Cote, was unable to attend, S. Kinmond did report that he was very appreciative and thankful for the Mutual Aid assistance with his flood damages in July.

11) NH Primex – D. Witham reported that the Primex website has had a substantial overhaul, and training calendar is active. He reported that the Supervisor Academy is very popular and encourages folks to sign up early.

12) NH Municipal Association – Vacant- No report

VI. Upcoming Meeting and Events

- a. BOD Meeting – September 15<sup>th</sup> at 9:30 AM at NHMA in Concord
- b. BOD Meeting – October? to be determined at September meeting if needed before Technical meeting or after Technical Meeting.
- c. Fall Technical Meeting – October 26<sup>th</sup> at The Derryfield in Manchester
- d. BOD Meeting – November- Meeting will be on Thursday, November 16, 2023, 12noon at Thirsty Moose in Manchester. (Day 2 of NHMA conference)

VII. Other Business- D. Witham made a motion to make a sponsorship contribution to Construction Career Days 2023 with the same amount as last year (\$1,000). C. Willeke seconded the motion. Motion passed.

VIII. Adjourn- D. Witham made a motion to Adjourn, seconded by I. Rohrbacher. Motion passed. Meeting concluded at 4:45 p.m.

NH Public Works Association, 25 Triangle Park Drive, Concord, NH 03301