



**BOARD OF DIRECTORS MEETING**  
**September 15, 2023, 9:30 AM**

**New Hampshire Municipal Association**  
**John B. Andrews Room**

**MINUTES**

1. Called to order at 9:30am by DH
2. Present:
  - a. President – Dan Hudson – City of Nashua
  - b. Past President – Tim Clougherty – City of Manchester
  - c. Secretary Treasurer- Ian Rohrbacher- City of Rochester
  - d. Member at Large – Britt Eckstrom – Wright-Pierce
  - e. Member at Large- Aaron M. Lachance, P.E. Hoyle, Tanner & Associates, Inc.
  - f. Chairman from the NH Public Works Mutual Aid - Alan Coté – Town of Derry
  - g. Member of the NH Consulting Community - John Vancor, on behalf of ACEC Hayner/Swanson, Inc (Attended via phone)
  - h. Samuel Fortier
3. Approval of August 17th Minutes:
  - a. DH mentioned minor changes needed (spelling errors)
  - b. He will email the updated minutes to UNH T2 so they can be uploaded to the website.
  - c. Motion to approve the August Meeting Minutes by IR, second by BE, AC and AL abstain as they were not present at the August meeting, motion passes.
4. Review and Approval of Treasurer’s Report
  - a. August Financials – IR reports that we are in a healthy financial position. IR paid and cleared checks, leaving \$64648.34 in account. No other details to report.
  - b. IR wanted to clarify if any financial institutions that the board uses have a policy on board directives that are not fully approved i.e. minutes that are from the month before that haven’t had the chance to be voted on yet. IR can act on minutes that haven’t been approved as the action has been approved and draft minutes are sufficient. Note made that if a board member was not at a meeting, they can read the draft minutes and discuss with another board member in attendance.
  - c. AL asked about investing or placing money into a savings account, DH said that we have

never had a savings account. DH said perhaps an interest-bearing savings account would be something to investigate for the scholarship fund. IR mentioned the board would have to look at the account as there is a particular amount needed in the account to reduce banking fees.

- d. IR will investigate endowment for scholarships, he will work with Judith to see if that is permissible.
- e. DH mentioned we need to investigate changing signatories and update.
- f. IR said that the budget draft spreadsheet is in progress.
- g. Approval of August financials – Motion to approve by AC. AL seconded the motion. Motion unanimously approved.

## 5. Announcements, Updates, Discussion Items

### a. Planning for Fall Technical Meeting (10/26 at Derryfield)

1. NHDOT Commissioner Bill Cass will be speaking, has another engagement but will be arriving around 12pm
2. JV mentioned that the ADA presentation will include content about relevant issues that can be confusing to municipalities. The presentation will also discuss physical constraints when one cannot comply with ADA and thoughts on what to do when there is no possible way to achieve compliance. Following up with discussion about resources about compliance and design.
3. Mike Mozer will be speaking about electric vehicles (EVs). The intention is to have him talk about what DOT is doing. It would be ideal to have a municipality speak about implementing EVs. DH will ask someone from Nashua to speak on this topic. If other municipalities want to speak, it would be helpful - discussion on vehicles, guidelines on purchasing vehicles. Solar discussion could be included. Topics may be refined before finalization. JV asked if anyone in NH is using larger EVs, not just cars and trucks. JV will get in touch with a Lexington, MA employee about solar and their switch to electric tools etc. This will be a round table session. AL mentioned maybe someone could reach out to Eversource. DH mentioned that Nashua meets with Eversource every two weeks, he will see if he can talk to them about attending.
4. DH asked if there is any issue with the schedule. BE asked if registration should begin at 8am for socializing before event. DH asked if we want to extend registration time to one hour, no objections DH said we can call it registration and social hour etc. Registration time will change to 8am.

### 5. Tentative Agenda

- 8:00 a.m. – Registration, Refreshments, Social time
- 9:00 a.m – Welcome & Opening Remarks (Dan Hudson)
- 9:15 a.m – ADA Maximum Extent Feasible (Sandt Michener, NHDOT)
- 10:00 a.m. – ADA Compliance is Not Enough (John Vancor, HSI & Guests)
- 10:45 a.m – Break

- 11:00 a.m. – State and Municipal Electric Initiatives (Mike Mozer, NHDOT & Municipal Representatives)
- 12:00 p.m – Lunch
- 12:30 p.m. - Title? (William J. Cass, NHDOT Commissioner)

#### 7. Registration (deadline, cost)

- BE spoke about the Wufoo account for setup with three users her, Judith, and UNH T2 can log into the account. Judith will start us off with a template for the event and then we can plug in our info. BE will work next week to get it set up. Judith has experience with PayPal and that would be the option for the online payment account for registration. IR mentioned that PayPal is used by many individuals, DH said it enables invoices, and you receive payment in PayPal. There will be an option for checks to be sent. DH mentioned that PayPal money will be transferred into the bank account monthly, which ensures easy tracking of expenses.
  - BE motioned to use PayPal for processing online payments and establish monthly transfers. TC seconded the motion. Motion unanimously passes.
- Discussion of cost for registration - DH asked if anyone remembered last year's registration cost, AL said in Peterborough there was no cost. If we set registration to \$60, it will cover all costs incurred.
  - \$60 registration fee - Motion to approve by TC. AC seconded the motion. Motion unanimously approved.
  - The deadline for the headcount is about one week out according to TC. We have consistently had 70-80 attendees in the past. DH asked if there is a max, he will check on that. BE mentioned the UNH alumni conference will be held on the same day at Derryfield.

#### 8. Setup

- DH asked about setup. UNH T2 can help setup. Marilee or Lee can check in attendees, TC can have someone come assist with check in. BE asked who prints name tags, Marilee at UNH T2 typically prints name tags lists, etc. Lee will ask Marilee if we can handle this and will let the board know if help or supplies are needed.

#### 9. Giveaways

- DH mentioned hats or pens. JV said last annual meeting was hats. DH said notepads would be nice. Asked if anyone has ideas. IR asked if we should buy hats. AC said notepads and pens would be easy to get in time. AL asked where the items are, TC said he has hats, UNH T2 has pens.
- DH asked if we someone check stock and TC said he will look into using 4imprint as he used them in past.
- Motion to authorize TC to spend up to \$1200 to purchase promotional items - Motion to approve by AC. AL seconded the motion. Motion

unanimously approved.

10. Speaker Gifts

- i. Maple syrup would be a good gift for speakers. AC will bring maple syrup. DH said we can reimburse after the event.

11. PDH certificates

- i. UNH T2 will assist with certificates.

12. Other Business related to the Fall Technical Meeting

- i. DH asked TC if he had any input. TC asked if the menu was picked, DH said it was not finalized yet but will be. TC can set up golfing for after the meeting, unofficially. This will not be included in the program. DH asked if there was a title for the William Cass session. Not yet. TC will work on finding out the title of the session.

b. Membership renewal for 7/2023 – 6/2024

1. BE stated membership renewal will be through Wufoo. Membership renewal will go out soon via mail, the form was being modified so there would only be one contact name and there will be another section for other member names to be added. DH asked who has the membership list, BE said Judith has the most up to date member list. All payments and forms go to Judith. DH said it is in our contract for NHMA to manage the member list. BE will continue working with Judith on this.

c. Memorial to Public Works Employees

1. DH mentioned the memorial and dedication of names ceremony was on September 13<sup>th</sup>. Nice ceremony and event, families of those who had names dedicated are very appreciative. He spoke, RA association spoke, and Gov. Lynch. It would be ideal to have representation from Road Agents association for NHPWA. NHPWA can provide assistance to this event in future if needed.

d. Appointment of NHPWA representative to NH Public Works Mutual Aid Board

1. DH mentioned that KB has emailed him about Scott Kinmond being the NHPWA representative to the NHPWMA Board. He is interested in serving as a third member.
2. Appointing Scott Kinmond as NHPWA representative to NH Public Works Mutual Aid Board – Motion to approve by AC. TC seconded the motion. Motion unanimously approved.

e. Construction Career Days (9/28 - 9/29 in New Boston) – NHPWA Booth

1. DH stated \$1,000 contribution was made by NHPWA. He was asked if we wanted a booth at this event. AC doesn't think that a booth is needed, staffing a booth would be difficult. The day is more of a hands-on day for youth to explore careers in construction. DH is hoping to go, AC will be there. DH encourages anyone who can to volunteer, especially equipment operators. TC said if anyone can send equipment operators, please reach out to the event organizers.

f. Scholarship Program

1. DH stated info has not been sent out just yet. Need to confirm where to send info for one of the winners. Need to start thinking about next year, funding for next year, and mechanism of funding. BE asked if we had announced winners, DH said not yet. Mentioned that maybe we could invite them to the event next year. DH will mention this during his remarks at the technical meeting. DH is looking for someone else to help chair the program.
  - g. Corporate sponsorships: DH listed Hayner/Swanson, Tighe & Bond, BETA, Hoyle Tanner, Wright-Pierce, Stay Safe Traffic Products, Quantum Construction Consultants, Environmental Partners.
  - h. No new business
6. Partner Reports
- a. UNH T-2 – Lee Cooper
    1. Winter operations workshops are underway, Snowfighters seminar, Green SnowPro, and planning for the 2024 workshop season.
  - b. New England APWA - Kürt Blomquist - Not present
  - c. NH Water Pollution Control Association - Peter Goodwin- Not present
  - d. NH Water Works Association - Ian Rohrbacher
    1. Reminder about Expo on October 19<sup>th</sup>. Treatment and advanced distribution training is being scheduled.
    2. Small water system C1A scheduled in October.
  - e. NH DOT - CR Willeke- Not present
  - f. NH DES – Krista Larsen – Not present
    1. DH mentioned he has been coordinating with Krista Larsen. She will check with the supervisor and let us know if she can be involved with NHPWA.
  - g. Municipal Management Association of NH – Vacant - Not present
  - h. NH Road Agents Association – Brian Barden-Not present
    1. trying to fill this position, DH will reach out to the NH Road Agents Association.
  - i. NH Consulting Community - John Vancor
    1. Engineering excellence awards being received, deadline January 5<sup>th</sup>.
  - j. NH Public Works Mutual Aid - Alan Cote
    1. Most activity in years. Municipalities assisted Washington. There was a video on WMUR, Ed Thayer from Washington was interviewed and did a great job. Mentioned all the municipalities that helped Alton in July 2023. Three workshops were held in partnership with UNH T2, workshop titled “After the Storm - Safety During Cleanup and Recovery”. The workshop covered after storm cleanup, debris management, chainsaw safety, and Eversource came with their fires and wires trailer. Three workshops were held in Keene, Gilford, and Berlin.
  - k. NH Primex - Dave Witham - Not present

- I. NH Municipal Association – Vacant - Not present
- 7. Other Business
  - a. DH asked if there was any other business. TC heard back from the Derryfield about buffet maximum capacity, there is ample room.
- 8. Upcoming Meeting and Events
  - a. BOD Meeting (if needed) – October 20<sup>th</sup> 9:30 a.m. location TBD
    - 1. This is a placeholder if needed to meet to prep for Fall Technical meeting.
  - b. Fall Technical Meeting – October 26<sup>th</sup> at The Derryfield in Manchester
  - c. BOD Meeting – November 16<sup>th</sup> 12:00 p.m. at Thirsty Moose in Manchester
    - 1. DH asked TC if we need a reservation, said just call and let them know when are coming.

Adjourn at 10:38am- Motion by DH, seconded by AC and was unanimously approved.