



## **BOARD OF DIRECTORS MEETING**

**November 16, 2023, 12:00 PM**

**Thirsty Moose Taphouse  
795 Elm St, Manchester, NH**

### **MINUTES**

- I. Call to order 12:10pm by DH
  1. Present:
    - a. President – Dan Hudson – City of Nashua
    - b. President Elect – Christina Hall – Town of Hanover
    - c. Secretary Treasurer - Ian Rohrbacher- City of Rochester
    - d. Past President – Tim Clougherty – City of Manchester
    - e. Member at Large – Britt Eckstrom – Wright-Pierce
    - f. Member at Large – F. Adam Yanulis – Tighe & Bond
    - g. State Dir. Rep. of the New England Chapter APWA - Kürt Blomquist – City of Keene
    - h. Chairman from the NH Public Works Mutual Aid - Alan Coté – Town of Derry
  
- II. Approval of September 15<sup>th</sup> minutes
  - a. DH mentioned that the header should be revised to Minutes (vs Agenda)
  - b. Motion to approve the September Meeting Minutes as amended by Alan, second by Tim, CH abstain as they were not present at the September meeting, vote, motion passes. 7-0-1
  
- III. Review and Approval of Treasurer’s Report
  - a. September & October Financials – IR reports that we are in a healthy financial position. September financials were not presented, only the October financials as well as an A/R Aging Summary as of November 14<sup>th</sup>. IR paid and cleared checks, still some outstanding payments due from the fall meeting. Some discussion on sending out a reminder. DH mentioned he hadn’t seen the check to the Derryfield, but the bill was approved. Current balance to date on October financials \$60,715.55 Alan brought forth for approval of the treasurer’s report, TC second, motion passes 8-0

- b. Proposed 2023-2024 Budget - IR brought forth a proposed budget based on looking back over the two previous years. Discussion over the PW memorial line item, for the past 2 years we had \$2000- but did not expend as they had not needed any additional funds for maintenance. It was decided to leave at \$0 in the Expense column, but bring to board for approval if funds are needed throughout the year. There was a discussion on meeting expenses, this is for meetings above that for the annual and tech fall meetings. A place holder of \$560- was decided upon- up from the \$200- from the previous year's line item, promotional materials have gone up and down over years but decided to keep the amount at \$750. Sponsorship was to go to \$1000. As we have some program expenses called out in other lines and have set up a scholarship program for training and Education which was set at \$4500. Added a program expense of \$200 for the plow rally. Annual and Tech meetings went up to \$4000- each to cover the cost of services. Contract services contract with NHMA went up, and a \$4300- budget was set. See attached for the revisions and agreed upon proposed. AC brought forth motion to approve, TC second, approved unanimously.
- c. Approval of NHMA Contract Agreement for Association Management Services - DH brought forth the contract, went up just a small amount from the years past. DH will review making a few changes to the contract with NHMA to add Wufoo and PayPal as part of the contract. Everyone agreed. Motion by DH for DH to be authorized to sign the contract on behalf of the board, Second by KB, motion passed.

#### IV. Announcements, Updates, Discussion Items

- Fall Technical Meeting (Post Meeting Review) - Most all thought the topics were very interesting and had received good feedback but needed more time for Q/As. Less presentation and more interaction. EB said seemed to run smooth with little glitches. The coordination meeting held prior to the meeting was helpful.
- Winter Social Meeting- Decided on Feb 15<sup>th</sup> around a 5:30 time frame with a board meeting ahead of time. More discussion and AC and DH will come up with some ideas on locations. Appetizers provided but cash bar and could be a fund raiser for the scholarships. DH suggested that sponsors could be provided 10 min. to present, but AY didn't think that was needed, just the social interaction is sufficient.
- Annual Meeting (potential topics) – topics brought up were complete streets in limited space, ME sent in idea of Limited Reuse Soil and silica/dust as it relates to public works. CR forwarded an offer from a consultant to present on pavement management, KB and AC mentioned Emergency Management and FEMA and resiliency, first call, TC and KB stated we needed to keep at least one soft topic in the mix and workforce development and succession planning should keep being mentioned and have as a topic. Have Marilee

do a survey monkey on topics and include these in the mix to send out to group in November, and then AY said that we should do a call to papers after board sees what the group gives back and then decide on topics and speakers from the call of papers. AY also mentioned that the sponsors should be able to present if they answer the call of papers with suitable ideas for presentations, etc.

- Membership Renewal for 7/2023 – 6/2024 - BE said that they are working on this and going out some by email and some in hard copy and instead of place of listed names, the person receiving it for the group would add the emails to list online.
- Corporate Sponsorships Renewal for 2024 - DH said this is Calendar year renewals and will work on the letter to get to AY and he will head getting sponsorships.
- Scholarship Program – Sam Fortier of CMA Engineers volunteered to lead this initiative.
- Memorial to Public Works Employees - discussion of budget but will fund when a request is made and it will be brought back to the board for approval.
- Corporate Sponsorships (Hayner/Swanson, Tighe & Bond, BETA, Hoyle Tanner, Wright-Pierce, Stay Safe Traffic Products, Quantum Construction Consultants, Environmental Partners)-these are the current sponsors to end of 2023.

V. Partner Reports

- 1) UNH T-2 - Scott Kinmond
- 2) New England APWA - Kürt Blomquist
- 3) NH Water Pollution Control Association - Peter Goodwin
- 4) NH Water Works Association - Ian Rohrbacher, conference went well nothing more to report
- 5) NH DOT - CR Willeke
- 6) NH DES – Krista Larsen
- 7) Municipal Management Association of NH – Vacant (AC has someone in mind and will see if they'd be interested)
- 8) NH Road Agents Association – Brian Barden
- 9) NH Consulting Community - John Vancor
- 10) NH Public Works Mutual Aid - Alan Cote
- 11) NH Primex - Dave Witham

12) NH Municipal Association – Vacant

- VI. Other Business - KB will be retiring as Keene PW Director at the end of the year, but will stay on as New England APWA Rep., as a NH Public Works Mutual Aid Mutual Aid board member, and serve on APWA committees through fall of next year.
  
- VII. BE mentioned that Engineers week is Feb 22<sup>nd</sup>.
  
- VIII. Upcoming Meeting and Events
  - a. No Board Meeting in December
  - b. BOD Meeting – January 19<sup>th</sup> 9:30 a.m. at NHMA
  - c. BOD Meeting – February 15<sup>th</sup>- TBD time and place (right before social gathering)
  
- IX. Adjourn- AC proposed to end meeting, DH Second, unanimous. Meeting Adjourned at 1:35