



NH Public Work Mutual Aid Board Meeting

Date: May 16, 2025

Time: 10:30 AM

Location: NHMA - Library Conference Room - 25 Triangle Park Dr. Concord, NH 03301

Meeting Minutes

- Call to Order/Establishment of Quorum:
 - Call to order at 10:34am
 - Clarification from K. Blomquist that while ex officio members do not count towards the quorum, they can still vote.
 - Quorum established
 - Kürt Blomquist, P.E.
 - Ken Conaty
 - Scott Kimmond
 - Johnna McKenna
 - Alan Hanscom
 - Robert Buxton
 - Christina Rambo
 - Brenda Leonard (Guest, joined via Teams)
 - Lee Cooper (Guest)
- Electronic Votes:
 - K. Blomquist stated no electronic votes since the last meeting.
- Secretary's Report:
- K. Blomquist stated that since we did not have a quorum at the last meeting, we need to vote on minutes from previous meetings.
 - Motion to approve the October 2024 meeting minutes. K. Conaty motioned to approve, S. Kinmond seconded, all in favor and passed.
 - Motion to approve the January 2025 meeting minutes. S. Kinmond motioned to approve, K. Conaty seconded, all in favor and passed.
- Treasurers Report:
 - March 2025 Financial Statement was sent out to the board by K. Blomquist. - \$21122.52
 - K. Blomquist explained that there was not much activity last quarter, primarily just management fees.
 - A downpayment was made to pay for the conference space in September.
 - Motion to approve the Treasurers Report. S. Kinmond motioned to approve, K. Conaty seconded, all in favor and passed.
 - Discussion regarding e-mail from Judith Pellowe (NHMA) concerning banking issues
 - J. Pellowe was unable to attend today's meeting due to earlier commitment. She had identified that the board currently uses TD Bank.

- The process was that she would prepare deposits and anyone from the board was able to go drop off deposits. TD Bank changed their policy and now it must be a signatory or “conductors” authorized to make deposits.
 - J. Pellowe contacted Citizens Bank to inquire if they also require signatories or “conductors” to make deposits.
 - To be added as a conductor at TD Bank, a form must be filled out and the individual’s social security number must be on file.
 - J. Pellowe is not unwilling to do this, however if we left TD Bank she would not be able to provide the conductor records as a transfer to another bank.
 - K. Blomquist asked the group if anyone is interested in setting up a Teams virtual meeting to discuss this with Judith if needed/wanted.
 - J. McKenna stated it is unusual to require board members to add their social security number to make deposits at the bank, K. Conaty also agreed that it was a big ask. J. McKenna asked if we could just use Citizen’s Bank instead.
 - K. Blomquist will talk to J. Pellowe about changing banks in the next month or so.
- Activations
 - K. Blomquist stated there have been no activations.
 - He will reach out to contacts to remind them that we are here, and the importance of reaching out to neighbors before an activation is needed.
- Training for members:
 - Emergency Management Conference – September 25th at National Guard Facility
 - Schedule of Events
 - 8:00AM Set up
 - 8:30AM – 9 AM Registration
 - Sessions
 - 50 Minutes Each
 - 9AM, 10AM, 11AM, Noon Lunch Speaker
 - Conclude by 1:30 PM
 - Topics/Speakers
 - Public Assistance Topic or Hazard Mitigation 9AM
 - Cyber Security 10AM
 - Climate assessment at 11AM
 - Lunch Speaker – TBD
 - Mutual aid 101
 - S. Kinmond and K. Blomquist to lead
 - UNH T2 to order morning snacks and Lunch
 - Cost
 - Free to members communities
 - They can send as many employees as they’d like
 - \$20 - \$25 for non-members
 - K. Blomquist went over the above agenda.
 - J. McKenna will work to finalize the cyber security session.
 - Public assistance hazard mitigation, R. Buxton will work on this.
 - J. McKenna and C. Rambo have been at STAR meetings. During the recovery conversation, it was discussed that some municipalities are afraid of doing something wrong, so they wait

until they have full approval. R. Buxton will add that to the discussion on hazard mitigation.

- Lunch speaker – Ultimately changed to have Mutual Aid 101 as the lunch topic
 - C. Rambo stated Weston and Sampson is contracted to 14 communities for climate change and hazards; they have 3 left to complete. They will have some info to present at the time of the conference.
 - K. Blomquist asked if they could focus on vulnerabilities for their presentation and not an engineering consulting focus to avoid the perception of trying to sell their services. We want to get people to think about what vulnerabilities they have.
 - Discussion ensued about moving hazard mitigation to lunch. Ultimately it was decided to have the Mutual Aid 101 topic during lunch.
- For the cybersecurity session, K. Blomquist asked J. McKenna to find someone that has experience to speak about this topic. If no one else is available, K. Conaty can assist.
- Preparation for the conference
 - L. Cooper will send a save the date.
 - A message will be sent to members first, then a week or so later a message will be sent to PW.net.
 - Wufoo registration form will be set up by July
 - L. Cooper will work with Marilee Enus at UNH T2 and J. Pellowe to set up.
 - Speaker bios need by the end of June.
 - Printed agenda needed at least two weeks before September 25
 - UNH T2 will work on the agenda and take care of printing.
 - Morning Refreshments – options are available, will discuss at the next meeting.
 - J. McKenna asked about getting NHPWMA branded reusable water bottles.
 - K. Blomquist asked L. Cooper to check if UNH T2 has any swag for us.
- Vendors
 - K. Blomquist asked for thoughts on vendors.
 - He can put out a note to see if any vendors are interested.
 - S. Kinmond asked if there was previously good turnout from vendors. Previously there were a few vendors in attendance.
 - S. Kinmond will reach out to a vendor he knows at a valve company.
 - K. Blomquist has been working with ACEC, they may be interested. Some other firms may be interested.

- K. Blomquist said if anyone thinks of anyone else to reach out to them.
 - Aggregate product companies may be good to reach out to.
 - K. Blomquist mentioned that a topic for future meetings could be acquiring aggregates, spec materials, or other items needed during inopportune times.
 - J. McKenna asked about inviting Primex. S. Kinmond volunteered to reach out to a contact at Primex.
 - Other Training/Support Opportunities
 - K. Blomquist is working with Eversource for Fires and Wires training in his area. If anyone else is interested in this training, please reach out. There will be a morning session and afternoon session, and these sessions are open to fire departments and public works.
 - S. Kinmond mentioned that UNH T2 is hosting some Certified Culvert Maintainer sessions, including Installation and Maintenance of Culverts in the first part of summer.
 - Alan Côté is going to be working with T2 on technical assistance.
 - K. Blomquist mentioned the NHMA conference in the fall. They are putting out their save the date for the event. S. Kinmond stated that might be an opportunity for connecting with Town Administrators and select board members.
- NHPWMA and NH ACEC Consultant Support Update
 - K. Blomquist stated he had a meeting with HTA representative about setting up a list of firms that would be willing to assist during the response phase for things like assessments and initial cost estimates. A few firms are interested; he went over a simple contract with them that small communities can use as this not something these small communities typically deal with.
 - S. Kinmond asked if the idea was to build a list; K. Blomquist said yes and then we could provide the list to members. K. Blomquist is still ironing out all the details with HTA.
- Waiving of Dues – 2025
 - K. Blomquist asked the group about waiving dues for 2025, J. McKenna asked if notes have gone out for 2025. K. Blomquist went over financials again, including total. This would be the 4th year we have waived dues for current members.
 - Motion to approve waiving dues for current members. J. McKenna motioned to approve, K. Conaty seconded, all in favor and passed
 - Note that new members will be charged \$25 to join NHPWMA.
- Officers Elections
 - Up for officer elections
 - Chair – K. Blomquist – expired April 21, 2025
 - Vice Chair – J. McKenna – expired April 21, 2025
 - Treasurer/Secretary – K. Conaty – expired April 21, 2025

- K. Blomquist mentioned officer elections – all three listed above have technically expired. These are two-year positions or until replaced.
 - There was clarification that the board elects these roles, not members.
 - S. Kinmond asked if everyone wanted to continue serving in their current roles, which they all responded to favorably.
 - Motion to approve current officers continuing in their current roles. K. Blomquist motioned to approve, K. Conaty seconded, all in favor and passed
 - Chair - Kürt Blomquist, Vice Chair - Johnna McKenna, Treasurer/Secretary - Ken Conaty
 - These current roles will expire on 5/16/2027.
- New/Other Business:
 - No new or other business
- Future Meeting Dates:
 - K. Blomquist mentioned a good date for the next meeting would be early July or early September, open to suggestions.
 - S. Kinmond mentioned that a July meeting would be helpful.
 - There was discussion about meeting on Microsoft Teams a week or two before the conference. This will be discussed at the next meeting.
- Next board meeting will be on July 11th at 10:30am.

Meeting adjourned at 11:38am