

# **New Hampshire Public Works Association Monthly Meeting - Minutes**

Date: January 16, 2026

Time: 10:00 AM

**Location:** New Hampshire Municipal Association, Merrimack Room, Concord, NH  
and virtually via Teams.

Approved 02/20/2026

## **I. Open meeting of the NHPWA on January 16, 2026.**

- President Hall called the meeting to order at 10:03 AM.

### **Members and Guests Present**

- Christina Hall, P.E., Town of Hanover – President
- Ian Rohrbacher, City of Rochester – President-Elect and Representative from the NH Water Works Association
- Dan Hudson, P.E., City of Nashua – Past President
- Scott Kinmond, UNH T2 Center – Member-at-Large and NH LTAP Representative
- Britt Eckstrom, P.E., Wright-Pierce – Member-at-Large
- Aaron M. LaChance, P.E., Hoyle, Tanner & Associates, Inc. – Member-at-Large
- CR Willeke, P.E., NHDOT – Representative from NHDOT
- Krista Larsen, NHDES – Representative from NHDES
- Kürt Blomquist, P.E., Retired City of Keene – State Director Representative of the New England Chapter APWA and Chairman from NH Public Works Mutual Aid (Via Teams)
- Judith Pellowe, NHMA

## **II. Approval of Previous Minutes**

- The Board reviewed the draft minutes from the November 20, 2025, meeting. Minor typographical corrections were noted.
  - Motion by Ian Rohrbacher to approve the November 20, 2025, meeting minutes as written with typographical corrections, seconded by CR Willeke.
  - Motion approved, with abstentions from members who were not present at the November meeting. (D. Hudson & A. LaChance)

## **III. Treasurer's Report**

- The Treasurer's Reports for November and December 2025 were reviewed. The association balance was reported to be between approximately \$77,000 and \$85,000. Accounts receivables were noted to be relatively low.

- It was discussed that certain debit card transactions were not appearing on bank reconciliation statements, including expenses related to hats and a social event. Follow-up with the bank and NHMA staff was noted as ongoing.
- Additional context was provided from Treasurer commentary indicating that the association remains financially stable, though projections suggest an annual operating deficit of approximately \$9,000 if current trends continue.
- Motion by Dan Hudson to approve the November and December 2025 Treasurer's Reports, seconded by Aaron LaChance.
  - The motion was approved unanimously.

#### **Expense Reimbursements**

- Final expense amounts previously approved were noted for informational purposes, including social event expenses and hat purchases.
- Motion by President Hall to reimburse Owen Friend-Gray \$27.00 for the filing of the nonprofit annual report with the State of New Hampshire.
  - Motion seconded by Scott Kinmond and approved unanimously.

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

- Membership and Partner Representation Updates  
The Board reviewed the current list of partner organization representatives to confirm accuracy. Discussion included confirming representatives for APWA, NH DES, Municipal Management Association of NH, and the NH Road Agents Association. It was noted that outreach would be made to confirm or update representation where needed.
- Corporate Sponsorships  
An update was provided on corporate sponsorship outreach. It was noted that sponsorship letters have been prepared and are expected to be distributed.
- Professional Development Program  
An update was provided indicating that one scholarship application had been received to date and forwarded to the scholarship committee for review. Additional outreach and reminders will be sent to encourage applications.
- Bylaws  
An update was provided that bylaw revisions are in progress, with further discussion planned for the February meeting.

#### **Old Business**

- There was no additional old business beyond items covered in reports and discussion.

#### **New Business**

- Engineering Week Sponsorship

The Board discussed a request from the New Hampshire Society of Professional Engineers related to sponsorship for Engineers Week. Historical sponsorship levels were reviewed.

- Motion by Dan Hudson to approve a Silver-level sponsorship for Engineers Week in the amount of \$250.00, seconded by President Hall.
- The motion was approved unanimously.
- NH Municipal Association Transition Discussion  
A detailed discussion was held regarding the future transition away from NHMA administrative services. Topics included alternative association management models, potential use of membership management software platforms, financial management considerations, and the level of effort required by Board members or contracted support. Scott Kinmond provided the president with a breakdown of the 150-160 hours of support hours T2 provides. Judith Pellowe, of NHMA to provided info on membership and event software suite which other organizations are using, which is called “Wild Apricot.” J. Pellowe was asked if she could provide a breakdown of hourly support for financial and membership administration. S Kinmond provided that if T2 were to be contracted it would require additional staffing to support his effort, as our current funding levels do not support maintaining even at our current levels, or any additional services without additional funding. No formal action was taken.

## **V. Partner Reports**

1. UNH T2 Center – Scott Kinmond
  - An update was provided on the training calendar (to be mailed in the coming weeks) and professional development activities.
2. NH Public Works Mutual Aid – Kürt Blomquist
  - Discussion included coordination of considerations related to shared services and potential collaboration with NHPWA.

## **VI. Other Business**

- Additional discussion continued regarding financial controls, debit card issues, and potential governance structures to improve continuity and administrative efficiency. No motions were made.

## **Action Items**

1. President Hall to connect with Sponsorship chair A. Yanulis regarding letter to sponsors, for annual sponsorship support.
2. Scott Kinmond to reach out to NH Road Agents Association leadership to confirm or update representation. (Contact Benji Knapp of New Boston DPW)
3. Board members review and provide feedback on draft bylaw revisions prior to the February meeting.
4. Follow up with the bank and NHMA staff regarding missing debit card transactions.

5. Britt Eckstrom continues to review software platforms for membership, sponsorship and events. She will also review and provide feedback on Wild Apricot software.

**VII. Upcoming Meetings and Events**

- Next Board Meeting – February 20, 2026, 9:30 AM at NHMA
- Other schedule meeting dates: March 20, 2026, April 17, 2026.
- Annual Meeting- Confirmed with Derryfield Country Club for Thursday, May 14, 2026

**VIII. Adjournment**

- A motion to adjourn was made by Kurt Blomquist and seconded by President Hall.
- The meeting adjourned at 11:35 AM

Minutes Prepared by:  
Scott Kinmond, CPM  
Technical Specialist – UNH T2  
01-16-2026