

New Hampshire Public Works Association

Monthly Meeting Minutes

Date: November 20, 2025

Time: 3:05 PM

Location: The Common Man Restaurant – Hybrid via TEAMS
25 Water Street, Concord, NH

Minutes Approved 01/16/2026

Board of Directors Meeting

1. Call to Order

President Hall opened the meeting at **3:05 PM**.

2. Members and Guests Present

Board Officers / Directors

- Christina Hall – President, Town of Hanover
- Ian Rohrbacher – President-Elect, City of Rochester & NHWWA Rep.
- F. Adam Yanulis – Member-at-Large, Tighe & Bond
- Britt Eckstrom – Member-at-Large, Wright-Pierce
- Scott Kinmond – Member-at-Large, UNH T2
- Aaron Lachance – Member-at-Large, Hoyle Tanner (arrived at 4:14 PM)
- Sam Fortier – Professional Development Committee Chair (arrived at 4:15 PM)

Partner / Agency Representatives

- CR Willeke – NHDOT
- Kürt Blomquist – NEAPWA Representative
- Krista Larsen – NHDES & NHWPCA Representative
- Dave Witham – Primex Representative

Additional Guests

- Phil Sylvia, City of Laconia DPW- T2 AMRS Candidate
 - Rock LaRochelle
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3. Approval of Previous Minutes

- **Motion:** K. Blomquist
 - **Second:** I. Rohrbacher
 - **Vote:** Approved unanimously
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4. Treasurer's Report

- No formal financial statement available due to transition to electronic statements
- Approximate balance: **\$77,000**
- Recent expenses: venue costs, hat orders, Derryfield charges, NHMA fees
- Final November financial report to be distributed and approved in January

Expense Reimbursements

- **Motion:** K. Blomquist to authorize payment of the Common Man invoice (~\$1,500)
 - **Second:** D. Witham
 - **Vote:** Motion passed unanimously
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5. Announcements, Updates, and Discussion Items

Membership

- Renewal deposits appear to explain recent increase in account balance
- Britt will confirm renewal lists with NHMA (Judith) and conduct outreach to non-renewed members

Corporate Sponsorships

- Adam will begin contacting sponsors directly
- Sponsorship letters will continue to be distributed
- Renewal cycle remains in November; letter drafted by Marilee will be used, followed by outreach calls by A. Yanulis

Professional Development Program

- No new scholarship applications
- President Hall will reannounce program availability
- I. Rohrbacher reported he shared the opportunity at the NHWWA Board meeting

Bylaw Revisions

- K. Blomquist noted substantial updates are needed throughout the document
- A by-laws subcommittee will be established; C. Willeke and S. Kinmond volunteered to assist
- January virtual work sessions will be scheduled
- Draft revisions expected for February Board review; Spring Meeting vote anticipated

Non-Profit Registration

- President Hall reported that the association must file its nonprofit status with the NH Secretary of State; filing due **December 31, 2025**
- **Motion:** K. Blomquist to make the necessary filing and authorize payment of fees
- **Second:** President Hall
- **Vote:** Passed unanimously

President Hall also noted that **Engineer of the Year Award** nominations are due in January.

Executive Session

- Motion to enter Executive Session to discuss nominees was seconded by K. Blomquist
- During Executive Session, members discussed a nominee to be submitted for Engineer of the Year

6. New Business

NEAPWA State Awards

- President Hall noted that nominations will be deferred to the **2026 cycle**
- K. Blomquist will notify the NEAPWA Board
- Goal: Prepare nominations by February for **April 2026** submission and **May 2026** presentation

NHMA Ending Administrative / Bookkeeping Support After 2026

- NHMA notified the Board that administrative, membership, and financial services will end after **December 31, 2026**
- NHMA will attend the January Board meeting to discuss transition options
- Alternatives discussed:
 - Shared support with T2
 - Water Works Association administrative model
 - Hiring an association management firm
- T2 will prepare service breakdown and time allotments
- President Hall noted that the association must vote to continue contract services monthly in 2026, and NHMA is amenable to early separation if needed
- **Motion:** A. Yanulis to continue contracted services with NHMA monthly for 2026
- **Second:** I. Rohrbacher
- **Vote:** Passed unanimously

Tire Replacement – NHPWA Plow Rally Trailer

- President Hall advised that S. Kinmond reported the trailer needs tire and rim replacement due to age (10 years) and rust
- T2 had offered to cover the expense, but Board members agreed that the association owns the trailer and should fund the replacement
- **Motion:** K. Blomquist to authorize **\$400** for tire replacement; S. Kinmond will handle purchase and installation
- **Second:** President Hall
- **Vote:** Passed unanimously

Wufoo and Event Registration Software

- B. Eckstrom presented options for improved event registration and payment processing
- Discussion: Continue evaluation but postpone decisions until administrative support model is finalized
- B. Eckstrom will continue research

Proposed 2025–2026 Association Budget

- Budget was distributed with the agenda
- S. Kinmond noted previous budgets were usually balanced with projected revenues
- President Hall believes revenue projections may be low due to strong event participation
- **Motion:** S. Kinmond to accept the 2025–2026 Budget as presented and update revenue projections
- **Second:** I. Rohrbacher
- **Vote:** Passed unanimously

T2 Advanced Master Road Scholar Project – Public Works First Responder License Plate Brackets & Decals

- President Hall referenced materials submitted by P. Sylvia regarding his AMRS capstone project
 - Proposal: Manufacture Public Works license plate brackets at cost, with **\$2 per sale** going to the NH Public Works Memorial; same for decals
 - **Motion:** K. Blomquist for NHPWA Board to support the project and promote the brackets and decals
 - **Second:** I. Rohrbacher
 - **Vote:** Passed unanimously
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7. Partner Reports

UNH T2 – Scott Kinmond

- Ongoing training sessions, leadership pilots, SnowPro, and CCM recertifications

NEAPWA – Kürt Blomquist

- Updates on recent and upcoming meetings
- New leadership sworn in
- NEAPWA Connect sessions will continue in 2026

NHDES & NHWPCA – Krista Larsen

- NHWPCA Winter Conference scheduled for **12/5 in Hooksett**

NH Water Works – Ian Rohrbacher

- Legislative updates
- Recent classes and technical sessions

NHDOT – CR Willeke

- Ten-Year Plan GASIT hearings wrapping up
- Toll increases unlikely to pass
- LPA projects remain level funded
- Issues arising from new flood zone mapping for Cheshire County

Mutual Aid – Kürt Blomquist

- Bi-Annual Conference went well
 - Outreach continues to non-member communities (29 of 234 remain non-members)
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8. Other Business

No additional items were raised.

9. Action Items

- **Owen Friend-Gray:** Distribute November financials when received
 - **Britt Eckstrom:** Confirm membership renewals and conduct outreach
 - **Adam Yanulis:** Conduct sponsor outreach
 - **Christina Hall:** Reannounce Professional Development Program
 - **Dan Hudson:** Prepare bylaw revisions and lead January work sessions
 - **Owen Friend-Gray:** Complete NH nonprofit registration
 - **President Hall:** Coordinate NHMA attendance at January meeting
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10. Upcoming Meetings and Events

- **January Board Meeting:** 1/16/26 at 10:00 AM (NHMA attending)
 - **Executive Sessions for Awards:** January / February 2026
 - **Spring Meeting:** Tentative – 5/14/26
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11. Adjournment

- **Motion:** K. Blomquist
- **Second:** D. Witham
- **Adjourned:** 4:59 PM