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# NH PUBLIC WORKS ASSOCIATION

## Board of Directors Meeting April 28, 2017 – 9:00 am NHDOT – Room 112/113, Concord, NH

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### PRESENT:

#### Board Directors & Officers:

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|--------------------------------------|---------------------------------|
| 1. Bruce Temple, President           | 5. Carl Quiram, Member at Large |
| 2. Scott Kinmond, President Elect    | 6. Amy Begnoche, NH LTAP        |
| 3. Lisa Fauteux, Secretary/Treasurer | 7. Alan Cote, NH Mutual Aid     |
| 4. Dennis McCarthy, Member at Large  |                                 |

#### Guests:

1. Timothy Clougherty, City of Manchester

- **Call to Order:** Meeting called to order at 9:07 pm by President Temple.
- **Quorum:** 7 Board members present, quorum was established.
- **Secretary Report:**
  - After discussion, it was decided to hold the March Minutes to be voted on at the June meeting.
- **Financial Report:**
  - A Treasurer's Report ending March 31, 2017, showing a balance of \$34,847.58 was presented. The Report was accepted subject to Audit.
  - Fauteux will talk with Cornerstone regarding cleaning up the Accounts Receivable and taking off anyone that is over 90 days old.
  - A draft budget was submitted for comment. After discussion, edits will be made and a Budget for the 2017-18 year will be presented in June.
  - Kinmond has been in discussions with NHMA and is receiving a quote from them for service. He will present this information for a vote at the June meeting.
  - McCarthy and Herman are scheduled to audit the financial records at Cornerstone on May 5. They will present their report at the Annual Meeting.
- **NH Public Works Memorial**
  - Begnoche reported that she was working with Cornerstone to receive the records to determine if the Board had authorized the funds donated for the PW Memorial

to be transferred to the Memorial. She will report once these are received and she is able to look them over.

- Begnoche reported that the PW Memorial will have a table at the Mountain of Demonstrations in Newbury on May 25, 2017. This has been donated to the Memorial by the Road Agents Association at no cost.
- There was a lengthy discussion regarding the Raffle to be held at the Mountain of Demos. After a lengthy discussion, it was decided that the Raffle would be for a Yeti Cooler and Mugs, with the winners to be drawn at lunch. The cost for each ticket would be \$5.00, and tickets can be sold in advance, including at the NHPWA Annual Meeting.
  - **Motion** by McCarthy, seconded by Cote, to donate up to \$300.00 for the purchase of Yeti products for the NH Public Works Memorial to be drawn at the Mountain of Demos. All were in favor and the Motion passed.
- **Cornerstone**
  - It was decided that we will transition from Cornerstone on July 1, to coincide with the new fiscal year. This will be announced at the Annual Meeting.
  - Temple will inform Cornerstone of the change.
  - The new administrative company (to be determined and voted on) will send out the Renewal Notices in July.
- **Membership List Updates:** Everyone should be looking through the lists and updating any information they know is incorrect.
- **Newsletter**
  - The Newsletter is projected to come out before the Annual Meeting.
  - The following articles were discussed:
    - President's Message (*Temple*)
    - Main Stret (*Fauteux*)
    - NH Projects that won national awards (*Quiram*)
- **Sponsorships:**
  - Kinmond has finalized the Sponsor sheet.
  - Everyone should reach out and start talking to their company or companies they do business with regarding sponsorships for the new fiscal year.
  - The following companies were pinpointed, and Kinmond will keep an ongoing list:
    - Ritchie Brothers – Cote
    - Wright Pierce – Fauteux & Clougherty
    - EJP – Cote
  - **Motion** by Cote, seconded by McCarthy, to put out the sponsorship requests as presented by Kinmond. All were in favor and the Motion passed.
- **Annual Meeting**
  - The following topics were discussed and agreed upon:
    - **Key Note if Governor does not come:** Jamie Emery from Emery & Garrett on Drought (*Boulanger*)

- Drones (*Cristofori*) – has applied for a waiver from the Manchester Airport and will keep us posted. Mayville will get him names of individuals giving presentation at ACEC Conference.
    - MS4 – EPA doing seminar for Dover (*Boulanger/McCarthy*)
    - Traffic Lights (*Boulanger*)
  - The following individuals were discussed and decided upon as the Board’s recommendation as new Directors. These will be presented to the membership at the Annual Meeting for vote:
    - Tim Clougherty, Public Sector Representative
    - Catherine Schoenenberger, Member at Large
  - Golf Tournament is all set.
- **Plow Rally**
  - Schoenenberger will make brochure for teams and Backhoe competitors.
  - Benji Knapp has agreed to run the Backhoe competition.
- **SubCommittees**
  - Quiram made the suggestion that the Board should pull in more people to be on SubCommittees. These SubCommittees would be in charge of the various events and/or projects and would report to the Board as needed.
  - There was a lengthy discussion in which it was discussed that the whole Board was getting too far into the minutia and should only be doing oversight.
  - It was decided to table this discussion to the June meeting.
- **Other Business**
  - There was a discussion regarding new marketing materials, with Cote and Begnoche discussing the cost and nicely updated materials they recently did for NH Public Works Mutual Aid. It was decided to table this discussion until the June meeting.
  - There was discussion regarding sending renewals to all municipalities, one letter to the members and another to the non-members to get more members. This was tabled to discuss in June.
- **Adjournment: Motion** by Cote, seconded by McCarthy, to adjourn the Meeting at 11:06. All were in favor and the Motion passed.

Respectfully submitted,

Amy Begnoche  
NH LTAP Representative