



NH PUBLIC WORKS ASSOCIATION

Board of Directors Meeting August 25, 2017 – 9:00 am NHDOT – Room 112/113, Concord, NH

PRESENT:

Board Directors & Officers:

- | | |
|--|------------------------------|
| 1. Scott Kinmond, President | 6. Bill Herman, MMANH |
| 2. Tim Clougherty, Secretary/Treasurer | 7. Nicholas Cristofori, ACEC |
| 3. Dennis McCarthy, Member at Large | 8. David Witham, NH Primex |
| 4. Bill Boulanger, NHWWA | |
| 5. Amy Begnoche, NH LTAP | |

Guests:

1. Dan Hudson, Town of Salem

- **Call to Order:** Meeting called to order at 9:03 pm by President Kinmond.
- **Quorum:** 8 Board members present, quorum was established.
- **Secretary Report:**
 - *Motion* by Boulanger, seconded by Herman, to accept the June 23, 2017 minutes. All were in favor and the Motion passed.
- **Financial Report:**
 - A Treasurer's Report was not submitted.
 - Kinmond presented a draft Budget for the Fiscal Year starting July 1, 2017.
 - *Motion* by Boulanger, seconded by Cristofori, to accept the Budget as presented. All were in favor and the Motion passed.
- **Fundraising**
 - The Board discussed sponsorships, and decided that it could be mailed out, but that all Board Members should first work with their consultants to see if they can contribute. At the September meeting, the topic of whether to mail out the sponsorship forms will be discussed.

- Cote reported by email that he had spoken to the NH Liquor Commission and the Board cannot sell beer without a license so we will not be able to use this as a fundraiser.
- **NH Public Works Memorial**
 - Begnoche presented the Thank you letter sent by the Memorial to the Board.
 - Begnoche reported that the following amount had been collected by NHPWA on behalf of the NH Public Works Memorial:
 - 2017 Golf Tournament **\$ 822.89 Profit**
 - **Motion** by Witham, seconded by Boulanger, to send the total of **\$822.89** from the NHPWA Account to the NH Public Works Memorial. All were in favor and the Motion passed.
 - Begnoche will work with Cornerstone to have the funds sent.
- **Cornerstone / New Administrative Quotes**
 - Kinmond received a quote from NHMA in the amount of \$7,800.00 per year for services. After discussion, it was decided that Kinmond would talk to NHMA regarding taking out the Event Support section and getting a new quote. The discussion was tabled until the September meeting.
- **Membership List Updates:**
 - Begnoche will contact Cornerstone to get an updated Membership list for the September meeting.
 - Begnoche will also request that Cornerstone send a list of Municipalities that have not been Members recently to see which ones still aren't members so that the Board can contact them personally.
- **Marketing**
 - Begnoche presented the proposal she received from Michelle Lienhart, as follows:
 - Update logo - \$250 – This includes 2 rounds of revisions to the initial design. If excessive revisions are made, they will be billed at the regular hourly rate of \$50/hour.
 - Update design of brochures, flow chart, member list, FAQs and reference sheet - \$350 (for all 5 pieces)
 - Table Top Banner Stand – 8.5"x17" = \$250 or 24"x10" = \$325 (include design and display, shipping extra)
 - Print brochure (white 100# glossy cover) – 1000 = \$240 / 500 = \$200 / 250 = \$185 (shipping extra, price may vary depending on paper choice)
 - **Motion** by McCarthy, seconded by Witham, to accept the proposal as presented. All were in favor and the motion passed.
 - Begnoche will contact Lienhart and start the process.
- **Newsletter**
 - After discussion, it was decided to stick with the prior deadline of September 1.
 - Articles from June meeting:
 - Portsmouth Bridge
 - Exeter Wastewater Plant
 - I93 Corridor
 - Lebanon Airport (*Temple*)

- Articles discussed at meeting:
 - Construction Day in Dover (*Boulanger*)
 - Articles by Primex (*Witham*)
 - Biographies of Officers (*Kinmond*)
 - DOT release on block grant money – letter from DRA (*Herman*)
- **NHMA Conference**
 - Begnoche reported that she had signed up the Board for a space at the Conference.
 - **Motion** by Boulanger, seconded by McCarthy, to have the Board pay the entrance fee of \$225.00 to the Conference. All were in favor and the motion passed.
 - There was discussion regard giveaways, and the ideas of pens and half sheet sized pads of paper were discussed. Begnoche will look into these and report at the September meeting.
 - There ws discussion regarding the presentation by NHPWA. It was decided that the Board would go with NH Mutual Aid giving a presentation.
 - Alan Cote, Chair of NHPWMA, and Kurt Blomquist, Treasurer/Secretary of NHPWMA, will both speak. It was decided to bring this to the NHPWMA meeting on 9/19 to see if others wished to speak as well to give different perspectives.
 - Begnoche will contact NHMA and see what we need to do to get on the schedule.
- **Committee Chairs / Members**
 - After discussion, it was decided that Committee members do not have to be Board Members.
 - Everyone is to bring ideas to the September meeting.
- **NH Construction Career Days**
 - NH CCD days are being held in New Boston at the Fairgrounds on September 28 & 29, 2017.
 - It was announced that volunteers are needed and if people want to do so, they should contact Begnoche. Kinmond suggested that the Board try and volunteer on Wednesday for set-up.
- **Events**
 - The Board decided that it was too late to try and run a Technical Session this Fall, and that in a few months it should be put on the Agenda to discuss what we want to do during 2018.
 - Boulanger will get a list of dates NHWWA members are not available. All Board members were requested to do the same.
- **Other Business**
 - After discussion, it was decided to keep the meeting schedule to every month except July and December. It was also decided to hold the meetings to 90 minutes – 2 hours maximum.
 - RSA 91-A was discussed, and we do fall under this law.

- **Adjournment: *Motion*** by Boulanger, seconded by Witham, to adjourn the Meeting at 10:39. All were in favor and the Motion passed.

Respectfully submitted,

Amy Begnoche
NH LTAP Representative