



# NH PUBLIC WORKS ASSOCIATION

## Board of Directors Meeting October 27, 2017 – 9:00 am NHDOT – Room 112/113, Concord, NH

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### PRESENT:

#### Board Directors & Officers:

1. Lisa Fauteux, President Elect
2. Tim Clougherty, Secretary/Treasurer
3. Bruce Temple, Past President
4. Catherine Schoenenberger, Member Large
5. Amy Begnoche, NH LTAP
6. John Vancor, ACEC Rep.
7. Nicholas Cristofori, ACEC Rep.
8. Alan Cote, NHPWMA

#### Guests:

1. Dan Hudson, Town of Salem

- **Call to Order:** Meeting called to order at 9:07 pm by President Elec Fauteux.
- **Quorum:** 8 Board members present, quorum was established.
- **Secretary Report:**
  - **Motion** by Cote, seconded by Cristofori, to accept the August 25, 2017 minutes. All were in favor and the Motion passed.
  - **Motion** by Clougherty, seconded by Begnoche, to accept the September 22, 2017 minutes. All were in favor and the Motion passed.
- **Financial Report:**
  - A Treasurer's Report ending September 30, 2017, showing a balance of \$38,121.06 was presented. The Report was accepted subject to Audit.
  - It was reported that Clougherty and Fauteux had received emails from someone posing as President Kinmond asking for money. It was made clear to the Board that these are scam emails and should be watched out for and deleted without action.
  - It was discussed that the current signatories on the account are Walter Perry (Cornerstone), Bruce Temple, Catherine Schoenenberger and Scott Kinmond. It was decided that these should be updated within the next few months.

- **Cornerstone / New Administrative Quotes**
  - There was discussion regarding the management fees from Cornerstone, as they seem high. It was decided to keep an eye on this going forward.
  - Kinmond is following up with NHMA.
  
- **Marketing**
  - Begnoche reported that in the straw poll taken over email, there were 7 votes for the new logo with the state and 4 colors, and 4 votes for the words for the Association spelled out.
  - There was discussion regarding whether the logo with the state was too close to the one adopted by NHPWMA and it was decided that they were different enough for people to differentiate between them.
  - **Motion** by Clougherty, seconded by Cote, to approve the logo with the state and various colors (upper right on sheet presented). All were in favor and the Motion passed.
  
- **RSA 91-A – Right to Know Law**
  - Fauteux brought up the topic of RSA 91-A, and referenced the discussion that was held on email regarding whether the law applied to the Association, and whether the Board could vote over email. Herman had received information from NHMA stating that it did, but Fauteux had received information from Nashua counsel that it did not.
  - The Board held a lengthy discussion, with the following ideas being presented and agreed to:
    - Cote suggested that if emails are used for votes, the emails should be attached to the minutes for the next meeting.
    - Schoeneberger noted that we should be careful with financials.
    - Schoenenenber suggested that if votes were taken over email, the Board could ratify votes at next meeting.
    - Vancor suggested that Board members email proxy to another for next meeting if they aren't able to be there. After discussion, it was decided this was not necessary.
    - **Motion** by Cote, seconded by Clougherty, to allow for votes to be held over email, with the email votes to be noted in the minutes of the next meeting with a copy of the email chain to be attached. Unless otherwise stated in the email vote, the online votes are binding. All were in favor and the Motion passed.
  - Begnoche stated that since this is a volunteer position, she cannot promise to have the minutes done in a week, but stated that her notes are always available.
    - Everyone was fine with that and to get them done as fast as she could.
    - Begnoche stated that she would send an action item email to the Board within a day or two after each meeting with any action items.
  
- **Newsletter**
  - Begnoche reported that she has enough articles and the Newsletter will be out in time for the NHMA Conference.

- **NHMA Conference**
  - After discussion, it was decided that the Board would meet at the Thirsty Moose or Portland Pie for their meeting on Wednesday, 11/15. Clougherty will call the restaurant and make arrangements.
  - Begnoche presented a proposal for giveaways for pens and 50 sheet half-size pads with the logo.
    - **Motion** by Cote, seconded by Vancor, to approve the purchase of 500 50-sheet half pads, paine with lines, the logo, our website and the title; and 300 papermare ink joy pens with the title and website. All were in favor and the Motion passed.
  
- **Committee Chairs / Members**
  - Schoenenberger suggested that we define the Committees as to what they are, how long it would take to do each job, what's expected, etc.
  - Schoenenberger proposed that the Chair of each Committee should be a Board member; the Board agreed with this.
  - Schoenenberger suggested that we add Committees for Workforce Development and NHCCD.
  
- **Other Business**
  - Schoenenber reported that the Asspcoation is a non-profit 509(a)(2), as filed with the IRS; need to file 990N within 5 months of end of every fiscal year. She filed with the NH SOS in 2015 and are all set until 2020.
  - Vancor suggestd that we get the word out of what we have been doing, in other publications and online. All agree that we need to get our stories out there of what we have done and are doing.
  - It was reported that APWA is starting a program to recognize fallen public works employees.
  - Nancy Mayville set all the dates for the NHDOT Conference Room through 2018.
  
- **Adjournment: Motion** by Temple, seconded by Cote, to adjourn the Meeting at 10:30. All were in favor and the Motion passed.

Respectfully submitted,

Amy Begnoche  
NH LTAP Representative