

**Board of Directors Meeting  
September 19, 2017 – 1:00 pm  
NHMA, Concord, NH**



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**PRESENT:**

**Board Members & Officers:**

1. Alan Côté, *Chair*, NHPWA Representative
2. Johnna McKenna, *Vice Chair*, NH DES Representative
3. Bill Herman, NH MMA Representative
4. P. Michael Dorman, NH BOA Representative
5. Bill Boulanger, NH WWA Representative

**Ex-Officio Board Members – Non-Voting:**

6. Caleb Dobbins, NHDOT Representative
7. Alexander Marinaccio, HSEM Representative
8. Amy Begnoche, NH LTAP Representative

• **Call to Order**

- Meeting called to order at 1:16 pm by Chair Côté.

• **Quorum**

- Five (5) Board members were present, therefore a quorum was established.

• **Secretary's Report**

- *Motion* by McKenna, seconded by Dorman, to accept the May 9, 2017 minutes. All were in favor and the motion passed.

• **Treasurer's Report:**

- A Treasurer's Report through August was not presented.
- A Treasurer's Report ending June 30, 2017, showing a balance of \$29,481 was presented. The Report was accepted subject to Audit.

• **Activations**

- 4th of July weekend
  - July 2 - Cote received call from NH EOC regarding the Town of Wentworth. Cote was on vacation, and didn't have wifi, but he talked to Wentowrth and told them that they could contact people directly. He believes Blomquist and Keene were able to help Wentworth.
    - Cote also got call from the EOC regarding Greenfield wanting to help, but didn't know how. Cote had them contact Wentworth directly.
    - Boulanger in Dover sent trucks to Wentworth.

- July 3 - Cote received a call from Lyme looking for Excavator. He spoke with Lyme and told them to call others directly.
  - End of July
    - Boulanger reported that Rollinsford Fire and PW assisted in Dover.
- **Contact List**
  - Alan has a meeting scheduled with EOC to make sure that they have a complete list of members with their 24/7 contact information. The Board discussed this, and agreed that this is something that should be available for the Board, the EOC, State Agencies, and other NHPWMA Members.
    - Begnoche will send mass mailing to all members to get contact information.
    - Boulanger said he will call all those that don't get back to Begnoche within a week or so. Alan would like us to have the contact list available to all members and wants it out on the website
  - Cote stated that he would like to have this information on the website so it is easy to keep updated and all can access it. The Board discussed that we do not have a secure site for members-only access, but Begnoche stated that she would look into this.
  - Marinaccio thinks we should talk directly with EOC to make sure that they are aware of our process, and perhaps even go to a meeting and give a presentation. Cote agreed, and they will make sure that this happens.
  - McKenna reported that the Board has met with HSEM and EOC before, but the people have left. So we should get updated contacts for the Board and agencies.
  - All agree that EOC should always have an updated list.
- **Raffle from Emergency Management Conference**
  - *Motion* by Boulanger, seconded by McKenna, to approve the free membership for the four municipalities that entered the raffle. This membership will extend through the end of 2018.
  - Begnoche to send letters to all four municipalities and work with NHMA to update the spreadsheet.
- **Membership List**
  - The new Membership List was discussed and it was decided to make it one list instead of being split into municipalities and water plants.
  - For the renewal at the beginning of 2018, the Board will send out an application for all Members to complete and send back with their check. Begnoche will put together an application for the next meeting for review.
- **NHMA Conference – 2017**
  - Cote, Marinaccio and Blomquist were interested in speaking, and decided to make it more of a round table. Cote will get in touch with Scott Kinmond at NHPWA to make sure that everything is all set.
- **Incident Management Team** – Discussion was tabled until Blomquist could be here at the next meeting.
- **Subcommittees**

- The Board discussed education and all day conferences. It was decided to table this discussion until the next meeting.
- **New Business**
  - Cote stated that he was approved for someone on the NHPWMA to have a seat on the Planning Committee for the Emergency Management Conference. McKenna said that she was interested.
  - McKenna announced that the National WARN Conference would be held in Texas and Dave Danielson and Blomquist were interested in attending. She said she would follow up with them.
  - McKenna stated that she had spoken to Charlie Damour of WSO+ Water and Wastewater Operations about helping out when there is a need. McKenna will look into whether they can join as a member, or just be on a list to help if a contractor is needed.

**Future Meeting Dates**

- December 5, 2017 at 1:00 at NHMA – Begnoche to coordinate with NHMA to see if space is available.
- **Adjournment**
  - *Motion* by Boulanger, seconded by McKenna, to adjourn at 2:28.

Respectfully submitted,

Amy Begnoche  
Representative from NH LTAP