



**Board of Directors Meeting
December 6, 2016 – 1:30 pm –
NH Department of Environmental Services**

PRESENT:

Board Members & Officers:

1. Alan Côté, *Vice Chairman*, NHPWA Representative
2. Kurt Blomquist, *Secretary/Treasurer*, NHPWA Representative
3. Bill Herman, NH MMA Representative
4. Michael Dorman, NH BOA Representative
5. Bill Boulanger, NH WWA Representative
6. Ken Conaty, NH WPCA Representative

Ex-Officio Board Members – Non-Voting:

7. Johnna McKenna, NH DES Representative
8. Alexander Marinaccio, HSEM Representative
9. Amy Begnoche, NH LTAP Representative

• **Call to Order**

- Meeting called to order at 1:35 pm by Vice Chairman Cote.

• **Quorum**

- Six (6) Board members were present, therefore a quorum was established.

• **Secretary's Report**

- *Motion* by Herman, seconded by Cote, to accept the June 3, 2016 minutes. All were in favor and the motion passed.
- While a meeting was held on September 19, 2016, a quorum was not present and therefore no Minutes were taken.

• **Treasurer's Report**

- The Treasurer's Report for September 30, 2016 and October 31, 2016 were accepted subject to audit.

• **Activations**

- No requests for Activation were received.

- **Emergency Call List**
 - It was agreed that we would update the call list to have the phone ring for Cote, Blomquist and Herman.
 - Begnoche will update the website and work with Ring Central to change the numbers.

- **Raffle from Emergency Management Conference**
 - *Motion* by Blomquist, seconded by Herman, to approve the free membership for the six municipalities that entered the raffle. This membership will extend through the end of 2017.
 - Begnoche to send letters to all six municipalities and work with Cornerstone to update the spreadsheet.

- **Membership Renewals – Letters and Invoices**
 - Discussion regarding edits to letters to send to current member municipalities and those that are not current members.
 - It was decided that we do not need to have new Agreements signed by any municipality if they have an Agreement on file, even if it was signed years ago. If they don't have an Agreement, then one should be sent to be signed.
 - Begnoche will work with Cornestone to sent out the invoices, letters and Agreements (only if needed) to all municipalities, whether a member or not.

- **New Board Members**
 - Ken Conaty, Dennis McCarthy and Mike Dorman were welcomed onto the Board.

- **Subcommittees**
 - Blomquist proposed a SubCommittee for “Training and Education.” McKenna stated that she would join him in running the SubCommittee.
 - Initial discussion concerned TIQ-PW Training (taking place in Texas) and that we could sponsor something similar.
 - Another training discussed as something useful is FEMA forms and how to complete them so that they are approved.
 - Topics agreed upon were Emergency Management, Asset Management and FEMA paperwork.
 - It was decided to do something training related 2-3 times a year, with something “bigger” every other year or so.
 - It was also discussed that all Board Members should speak at other events – water, PWA – regarding the Program.

- **Filling Seats on Board**
 - NHRAA – Cote to work with RAA to see if they wish to appoint someone other than Brian Barden, who has not attended a meeting in years.
 - NHMA - They have not been able to appoint anyone.

- **Other Business**
 - Cote will speak with Grasset regarding what he's going to do going forward.

- **Future Meeting Dates**
 - Next meeting set for February 14 at 1:00 at NHDES.

- **Adjournment**
 - ***Motion*** by Boulanger, seconded by Dorman, to adjourn at 2:42 pm.

Respectfully submitted,

Amy Begnoche
Representative from NH LTAP