I. Call to order / Establishment of a Quorum 9:06 am  
   a. Quorum of: President Lisa Fauteux – City of Nashua, Dan Hudson - City of Salem as Treasurer/Secretary, C.R. Willeke, P.E. Municipal Highway Engineer from NHDOT as Representative from the NH DOT, Rep. Christina Hall - City of Lebanon as Member At Large, Marilee LaFond as Representative from UNH T2, John Vancor- Hayner/Swanson on behalf of ACEC, F. Adam Yanulis-Tighe & Bond as Member-at-Large.

II. Approval of May minutes- DH motion to approve, AY second, all in favor

III. Review and Approval of Treasurer’s Report to occur at August meeting

IV. Announcements and Updates  
   a.) By-laws review – KB and LF will schedule time to review them, welcome other members to participate  
   b.) Annual Meeting Review  
      a. New officers and members  
         i. LF will confirm term dates  
         ii. Encouragement for board members, especially officers and members at large, to attend meetings regularly  
         iii. LF will send a Doodle poll to understand Board’s schedule of availability to consider meeting dates  
      b. Transition- LF will set up meeting with DH, TC, SK to review transition  
   c.) Plow Rally review  
      a. LF to send survey to members to gather feedback  
   d.) Public Works Memorial  
      a. Memorial Funds transfer- PayPal and Golf tournament  
      b. CRW to connect with NHDOT reps to consider how NHPWA can support ongoing maintenance  
      c. Consider opportunity to do an annual work crew day followed by member mixer BBQ  
   e.) E-mail- ML to send lists to LF for review  
   f.) Member invoices  
      a. ML to draft language to include in invoices to encourage additional org email contacts for our membership list  
      b. ML to consider something member can distribute reminding employees of member benefit  
      c. Corporate and group membership fees include unlimited employees (extends to full organization)  
   g.) Committee Chairs
a. Recommend adding others to support current Committee Chairs- Board members or NHPWA members

b. CH to support Training and Education, AY will approach a team member to also support that Committee

c. Consider participation on other Committees

V. Committee Reports

1) Legislative

2) Membership- ML
   a. SK will be sharing NHPWA at T2’s trip North on 7/18- NHPWA Brunch followed by Intro to PW.

3) Training and Education
   d. Technical Session 10/3 at Derryfield
      i. Dave Witham- Primex- -will present simulation for new managers, lessons learned
      ii. Vision Zero, STEP (Safe Transportation for Every Pedestrian)
      iii. Designing and managing safe workzones
         1. Accountability and ownership of safety and setting up safe sign packages and pedestrian detours in workzones
            a. Round table with traffic control reps from contractor, municipal official, NHDOT safety rep, insurance partner, DPW project manager/engineer/director
      iv. Building a Social Media Presence- short panel presentation and group discussion
         a. Lauren Byers
         b. Consider how to generate a small municipality to support it
         c. CRW can talk with NHDOT rep from public relations
      v. ML to schedule check-in call with JV and CH third week July, with goal to release topics and save the date by end of July and full speaker info the following month
      vi. Start registration end of July (LF to reach out to Judith to confirm assistance with setting up Wufoo)

   e. Consider implementing a field trip day to tour ongoing projects/sites

   f. Discussion regarding training for new road agents, new DPW directors, others entering PW- what resources exist, how do we connect with them
      i. Encourage participation with NHPWA for networking
      ii. Respond to PWnet inviting them to

4) Public Relations
   a. Facebook and Twitter accounts will be created

   b. Newsletter
c. Consider opportunity to bring awareness to member organizations that all employees can participate with municipal or corporate membership- unlimited- market it as a benefit for your employees

5) Audit

VI. Upcoming Meetings and Events
1) NHPWA Board meetings
   a. Located at NHMA at 9:00 a.m.
   b. August 23, September 27, October 24, November 22, no meeting in July or December

VII. Motion to adjourn made by AY at 10:46 AM, seconded by JV. Adjourned 10:46 AM.