



NH PUBLIC WORKS ASSOCIATION

Board of Directors Meeting

June 28, 2019 - 9:00 a.m.

Meeting Minutes

- 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.