

# NH Public Works Mutual Aid Program

**Date:** September 24, 2019  
**Time:** 1:00 pm  
**Location:** NHMA, Concord, NH



## Board Meeting Minutes

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1. Call to Order / Establishment of a Quorum at 1:08 PM  
Alan Côté (Chair and representative of NH Public Works Association), Kürt Blomquist (Treasurer/Secretary and representative of NH Public Works Association), Ken Conaty (representative of the NH Water Pollution Control Association), Johnna McKenna (Vice Chair and representing NHDES), Alexander Marinaccio (representing NH Office of Emergency Management), Marilee LaFond (representative of UNH)
2. Secretary's Report
  - a. Send March meeting minutes along with September to vote at next meeting
3. Treasurer's Report- non-profit process complete and status renewed, need to file yearly
  - a. \$29,000 available
  - b. Conaty motion to accept, McKenna seconded, all in favor
4. Activations
  - a. UNH T2 to review Meeting Minutes and pull history of activations (numbers of activations and record of what mutual aid was provided), to publish on website
    - i. UNH T2 will also review meeting minutes for election of officer information (discussed in May 2018- note suggests continue until 2/2020)
  - b. Town of Canaan- Lebanon assisted in road damage, also sought mutual aid in response to water system event
  - c. Town of Orange- flood related damages in July 2019
  - d. AM said towns are submitting recent damages effectively
5. New Members
  - a. Stoddard has joined
  - b. Invited Gilmanton
6. 24/7 Contact List Status
  - a. LaFond will send copy to the 24-7 contacts on file presently and ask them please update us of any changes, and that we'll notify them directly of new contacts.
    - i. Future step: send PWnet email notifying PW that we sent out 24-7 list, if you didn't get it from your town please contact us
    - ii. LaFond to create a 24-7 email list for emergency use only (through Google Groups)
7. Training
  - a. Consider another NHPWMA workshop in early October 2020
    - i. Consider a survey to gather topic interest – LaFond can lead

- ii. Topics discussed include:
    - 1. Emergency documentation
    - 2. Water systems- risk assessments and emergency plans
    - 3. Risk assessments of bridges, dams, culverts
    - 4. Relationships with fire, police, department, private entities
    - 5. How do you manage/proactively address management of private systems within your town that town does not have authority over (condo property experiencing private road wash out, water issue, etc)
    - 6. Funding
    - 7. Planning topics- using hazard mitigation money
  - iii. Consider vendors
  - iv. Advertise it at Emergency Preparedness Conference
8. New Business
- a. WARN meeting- no one from BOD able to attend
    - i. McKenna to inquire if NH can call in
  - b. Review board and membership length of terms
    - i. LaFond to review meeting minutes and bylaws, in advance of election at annual meeting
      - 1. BOD will meet once a year in June and vote on Chair, Vice Chair, Treasurer and Secretary
      - 2. Chair and Vice Chair shall serve for 2 years
      - 3. Treasurer and Secretary shall serve for 2 years
      - 4. Representatives will serve 3 years
      - 5. Invite 24/7 and PWnet for next meeting date (to attend board meeting)
      - 6. Approach organizations prior to Jan meeting to understand interest in serving on BOD
9. Next meeting January 7<sup>th</sup>, 2020 at 1:00 PM
10. Adjournment- McKenna motion to adjourn at 2:13, Conaty second, all in favor

Respectfully submitted,

Marilee LaFond

UNH T2 Representative