

**Board of Directors Meeting  
February 27, 2018 – 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. Kurt Blomquist, *Treasurer/Secretary*, NHPWA Representative
4. Bill Boulanger, NH WWA Representative

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

6. Caleb Dobbins, NHDOT Representative
7. Alexander Marinaccio, HSEM Representative

• **Call to Order**

- Meeting called to order at 1:30 pm by Chair Côté.

• **Quorum**

- Four (4) Board members were present, therefore a quorum was established.

• **Secretary's Report**

- Minutes from the December 5, 2017 meeting were not completed. McKenna will prepare the minutes for that meeting and this meeting to be voted on at the next Board meeting.

• **Treasurer's Report:**

- A Treasurer's Report ending January 31, 2018, showing a balance of \$28,305.32 was presented. The Report was accepted.

• **Activations**

- During the January cold snap (first week in January) Keene sent 2 people and equipment to Winchester to assist with a water main break. Keene also sent listening equipment to Chesterfield Fire Service to assist with freeze-ups.
- New Hampton Water Precinct has a water main break on February 25, 2018 that left the town without water for a day. The Town of New Hampton is a member. They did not contact NHPWMA. NHDES will follow up to remind the Water Precinct about the program.

• **Membership List**

- Côté will check with NHMA to see if the 2018 renewal letters have been sent out yet.

- **Contact List**
  - The 2018 membership renewal letters should include a request for 24-hour contact information. Côté will prepare a letter to be included.
  - The Board would like to have the 24-hour contact list on the website but it would need a password for a secure site for members-only access. Begnoche (UNH T2) was not able to look into that before she left her position.
  - Marinaccio will send out a meeting invite to Côté, Blomquist, and Boulanger for one the Thursday HSEM Field Services meetings to discuss how they can help with the contact list.
  - All agree that the HSEM-EOC should always have an updated list.
  
- **Training for Members**
  - **HSEM Emergency Preparedness Conference-June 2018**
    - Côté and Blomquist submitted Request for Papers. McKenna is the NHPWMA representative on the Conference Planning Committee. There is a planning meeting in March to select presentations.
  - **Mutual Aid Workshop-October 4, 2018**
    - Rooms have been reserved at the new NH National Guard facility in Concord. 3 rooms are available that can be combined into one larger room as needed.
    - Côté will send out a Save the Date and request for topics through pw.net
    - Planning for the workshop will be the focus of the next Board meeting.
  
- **New Business**
  - Caleb Dobbins was nominated by Blomquist to be the LTAP Representative, seconded by Bill Boulanger. Approved unanimously.
  - McKenna stated that NHDES would like to speak at the Spring NHPWA meeting on the Drinking Water and Groundwater Trust Fund if they are interested. McKenna will contact Scott Kinmond, NHPWA President to get on the agenda.

**Future Meeting Dates**

- May 15, 2018 at 1:00 at NHMA – Côté to request meeting room from NHMA

- **Adjournment**

- **Motion** by Boulanger, seconded by Blomquist, to adjourn at 2:30.

Respectfully submitted,

Johnna McKenna  
NHDES Representative