1. Call to Order – Alan Cote

2. Establishment of a Quorum
   a. Members Present
      i. Alan Côté
      ii. Johnna McKenna
      iii. Kurt Blomquist
      iv. Bill Boulanger
      v. Mike Dorman
      vi. Caleb Dobbins
      vii. Marilee LaFond

3. Secretary’s Report
   a. September 2018 Minutes – approval of minutes tabled until next meeting.

4. Treasurer’s Report
   a. A Treasurer’s Report ending October 31, 2018, showing a balance of $28,470.07 was presented. Motion by Dorman to approve, seconded by McKenna. Report was accepted.

5. Activations
   a. No NHPWMA activations noted. DOT helped Danbury after the fire to their public works shed but not through NHPWMA.

6. Review By-Laws
   a. Cote will provide by-laws (aka Mutual Aid Agreement) to the Board for review. Table approval until next meeting.

7. Workshop Wrap-Up
   a. Workshop was a success. Marilee sent out the evaluations. Positive feedback was received. Next workshop will be in October 2020. Have T2 do a technical session in 2019. If an attendee is a NHPWMA member then NHPWMA will cover their registration for the workshop.

8. Website Updates
   a. Previously suggested updates were made.
      i. Pull out the Affiliations tab into its own tab so it’s easier to find the NHPWMA page.
      ii. Add DOT and FHWA links to the T2 webpage.
   b. Discussions on whether to have separate member lists based on entity type (building inspector, water, roads, etc.). The group agreed that there should only be one list of all members.
   c. Discussions on whether to maintain the Inventory List or eliminate it. Keeping the list up to date is challenging.

9. NHMA 2019 Contract
   a. 2019 contract with NHMA was reviewed. Boulanger made a motion to sign the contract for another year. Seconded by Blomquist. Contract renewal approved.

10. Meeting with HSEM
    a. Marinaccio checking on date for the meeting with the Field Services group. Looking at 1/24/19.

11. 24/7 Contact List
a. Marilee has the latest list.
b. Would like to have a members only google group. Marilee will check into that.
c. Marilee will check into whether they can host a members only section of the website.

12. 2019 Membership List
   a. Côté will check with NHMA about the 2019 renewal letters. The letter should include a request for 24-hour contact information and a request for e-mails.
   b. The renewal letter should highlight the workshop, save the date for the October 2020 workshop, stay tuned for training in 2019, and stress the importance of providing the 24/7 contact information.

13. T2 Update/Discussion
   b. Add a corner to the newsletter for NHPWMA tips. Send any ideas to Marilee for inclusion.
   c. Create a calendar of monthly emergency tips. Too late in the year for this now. Would need to plan for a 2020 calendar.
   d. Host a tabletop exercise. HSEM could assist with this.
   e. Marilee will send publications timeline to the Board and will look for places to align messages.
   f. Add scrolling hot topics on homepage.
   g. Posts on T2 Facebook page.
   h. Discussions at Tailgate Talks

14. New Business
   a. Bill Boulanger stepped up to be the NHPWMA representative for the 2019 Emergency Preparedness Conference Planning Committee.

15. Future Meeting Date
   a. March 27, 2019 at 1:00 at NHMA – Côté to request meeting room from NHMA

16. Adjournment
   a. Motion to adjourn at 2:30.

Respectfully submitted,

Johnna McKenna, Vice Chair
NHDES Representative