

# NH Public Works Mutual Aid Program

c/o NH Municipal Association  
25 Triangle Park Drive  
PO Box 617  
Concord, NH 03302-0617  
TEL: 603/224-7447 FAX: 603/226-2322

TO: NH Public Works Mutual Aid Program Board of Directors

DATE: May 20, 2002

RE: April 23, 2002 Minutes

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The next meeting of the New Hampshire Public Works Mutual Aid Program Board of Directors will be held at the NH Municipal Association Office Building at **9:00 am on Tuesday, June 25, 2002**. If you are unable to attend this meeting, please contact Kathy DesRoches at UNH T<sup>2</sup> Center, 800-423-0060. A copy of the minutes from the Board's April 23, 2002 minutes are attached.

A tentative agenda has been established as follows. If you have additional items to be placed on the agenda, please contact Chair Pete Lavoie.

## Meeting Agenda

1. Meeting Minutes
2. Review of Any Activation
3. Communication Devices
4. Membership Status Report/Recruitment
5. Training
6. Logo/Video
7. Other Business
8. Next Meeting

PRESENT:

**Chair:** Peter Lavoie, Director of Community Services (Dover)

**Vice Chair:** Richard Lee, Road Agent (New London)

**Secretary:** Kathy DesRoches, Assistant Director (UNH T2 Center)

Chum Cleverly, Director of Public Works, Bow

Gregg Champlain, Office of Emergency Management

**Guests:**

Alan Côté, Derry

- This meeting of the NH Public Works Mutual Aid Program was called to order by Peter Lavoie at 9:28 am.

I. Approval of Minutes

Motion "To approve minutes of January meeting," Lavoie, Cleverly, approved

II. Review of Any Activation

- To date, the Board has not been informed of any official activation of the Program.

III. Communication Devices

No news at this time.

IV. Membership Status Report/Recruitment

- Brookline contacted Champlain, he will follow-up.
- Lee followed up with towns as described in his email.
- DesRoches will send letters to towns that have requested materials.
- Champlain will contact EM in those same towns.
- Letters to members and others from Lavoie  
We are meeting, ready to active, and remember to hold drills and exercise.
- DesRoches will work with Hubbard to set up orientation sessions.

V. Training

- DesRoches will contact Bruce Tatro from Keene to see if he's interested in instructing ICS
- Champlain will check with Lee Kimball re: the same
- Côté will contact someone in Derry.

VI. Logo

- Chris Parker, Dover, is still working on the logo.

## VII. Video

- Cleverly will contact someone.

## VIII. New business

- DesRoches asked to join APWA Mutual Aid committee which involves travel to Kansas City in September. Mutual Committee has offered to pay for her expenses out of grant.
- Lavoie will contact current members of Committee to see if they are still interested in being members.

## IX. Old business

## X. Next Meeting

June 25, 2002 @ NHMA  
Meeting adjourned at 10:53 am

Respectfully Submitted,

Kathy L. DesRoches  
Assistant Director  
Technology Transfer Center