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, September 17, 2002. If you are unable to attend this meeting, please contact Kathy DesRoches at UNH T2 Center, 800-423-0060. A copy of the minutes from the Board’s June 25, 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)
Secretary: Kathy DesRoches, Assistant Director (UNH T2 Center)

Chum Cleverly, Director of Public Works, Bow
Bill Herman, Town Manager, New Durham

Guests:
Dave Pearl, Spotlite Video
Judith Glendinner, NHMA

- This meeting of the NH Public Works Mutual Aid Program was called to order by Peter Lavoie at 9:15 am.

I. Video—Dave Pearl
- Handouts
- Charge by hour of production/filming time
- Should expect to pay 1500-3,000 for a 10-12 minute video
- Travel costs increase price of video
- Company has been in business for 15 year.

II. Funding
- DesRoches will send copy of November 7, 2001 minutes & NHOEM grant proposal to Judith
- Questions about Unitil Grant which doesn’t appear to be in a separate account
- Motion “Move 2,000 into separate account and another 500 after next billing in order to preserve the original 2,500 from Unitil—intended for communications devices ” Cleverly, Herman, approved
- Quarterly financial reports will be sent to Lavoie in the future.

III. Approval of Minutes
Motion “To approve minutes of April meeting,” Cleverly, Lavoie, 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
- Nashua and Keene have expressed an interest in joining.
V. Training
  • 11/6 orientation in Lincoln
  • 11/13 orientation in Dover
  • 11/20 orientation at NHMA

VI. Logo
  • DesRoches will contact Chris Parker (516-6070)

VII. Video
  • Champlain & DesRoches will cooperate on video

VIII. New business
  • DesRoches will discuss committee membership with NHPWMEA
  • Cleverly will discuss committee membership with NHRAA
  • Lavoie will discuss committee membership with NHDOT

IX. Old business

X. Next Meeting

September 17, 2002 @ NHMA
Meeting adjourned at 11:18 am

Respectfully Submitted,

Kathy L. DesRoches
Assistant Director
Technology Transfer Center