The next meeting of the New Hampshire Public Works Mutual Aid Program Board of Directors is scheduled for October 6, 2004. A copy of the minutes from the Board’s June 3, 2004 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 Richard Lee or Kathy DesRoches.

**Meeting Agenda**

1. Meeting Minutes
2. Review of Any Activation
3. Communication Devices
4. Membership Status Report/Recruitment
5. Committee Membership
6. Training
7. Other Business
   - Building Inspectors
8. Next Meeting
NEW HAMPSHIRE PUBLIC WORKS MUTUAL AID PROGRAM BOARD OF DIRECTORS’ MEETING, JUNE 3, 2004, LGC, CONCORD, NH

PRESENT:
Chair: Richard Lee, Director of Public Works, New London
Vice Chair: Alan Côte, Superintendent, Derry
Secretary & Treasurer: Bill Herman, Town Manager, New Durham

Brian Barden, Road Agent, Dublin
Chum Cleverly, Director of Public Works,
Kathy DesRoches, Assistant Director (UNH T² Center)
Doug Sargent, Director of Public Works, Laconia

This meeting of the NH Public Works Mutual Aid Program was called to order by Richard Lee at 9:15.

I. Approval of Minutes
• Motion, “to accept minutes” Côte, Barden, approved

II. Activation
• None.

III. Building Inspectors
• Lee, Côte, & DesRoches attended their annual meeting and presented mutual aid.
• They are interested in participating.
• DesRoches will work with Smart.
• By-Laws need to be adopted to include a building inspector as a board member.

IV. Membership Status Report
• Laconia has joined
• Bradford wants to join. DesRoches will contact them.
• Board of Bedford voted to join. DesRoches will call.

V. Committee Membership
• Steve Gray of NHDOT is retiring at the end of the month
• Lee will contact Carol Murray to request a replacement.

VI. Training
• DesRoches contaced Wante about training in the fall of 2004.
  • Cleverly will work to develop scenarios that incorporate mutual aid.
• Côte trained Debris Management last month.
• Weapons of Mass Destruction was cancelled.
• Laconia is planning a mass casualty exercise.
• Cheat Sheet. Lee reviewed will be distributed with minutes.
• LGC Meeting in the fall. Will do an orientation session.

VII. Communication Devices

• No action at this time.

VIII. Other Business

Newsletter—Cleverly
• Cleverly will write notices about building officials,
• By-law change
• List of towns enrolled
• Cheat-sheet
• Upcoming training
• Cleverly will send info to DesRoches who will coordinate with LGC to have printed and distributed to all towns (members and non-members).
• Next Meeting October 6, 2004 @ 9 am.

Motion “to adjourn” at 10:20 am, Côte, Herman, Approved

Respectfully Submitted,

Kathy L. DesRoches
Assistant Director
Technology Transfer Center