

NH Public Works Mutual Aid Program

**c/o NH Municipal Association
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TO: NH Public Works Mutual Aid Program Board of Directors

DATE: October 18, 2004

RE: October 6, 2004 Minutes

The next meeting of the New Hampshire Public Works Mutual Aid Program Board of Directors is scheduled for January 5, 2005. A copy of the minutes from the Board's October 6, 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
 - Ics training
 - Goffstown Drill
7. Other Business
 - Building Inspectors
8. Next Meeting

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

Ed Betz, Director of Public Works, Peterborough

Gregg Champlin, Department of Safety

Chum Cleverly, Director of Public Works, Bow

Ken Daniels, Director of Public Works, Enfield

Kathy DesRoches, Assistant Director (UNH T² Center)

Mike Santa, Building Inspector, Nashua

Charlie Smart, Building Inspector, Newington

This meeting of the NH Public Works Mutual Aid Program was called to order by Richard Lee at 9:07.

I. Approval of Minutes

- Motion, "to accept minutes" Herman, Barden, approved

II. Activation

- None.

III. Communication Devices

- People need to know that they can call NHOEM to request communication assistance during any emergency including a local emergency
- Champlin suggested that board members and/or volunteers wear pagers so that people requiring assistance would have a single number to call.
- DesRoches will contact LGC for quote
- Lee will contact the business that provides pagers to New London.

IV. Membership Status Report

- Sanbornton has recently joined
- LGC meeting:
 - Champlin & Cleverly will work with building inspectors on 11/3.
 - Côte will work with them on 11/4

V. Training

- ICS Training—DesRoches is still trying to arrange. May have to wait until spring.

VI. Building Inspectors

- BI will publicize and do inventory
- Goal to have inventory form completed for LGC Conference
- After inventory is complete, will submit by-law change to include BI board member
- DesRoches will send a list of towns in program to Santa
- Goal: to have form standardization for inspection
- Lee will contact AG's office re: change in membership of board.

VII. Committee Membership

- Lee will contact Steve Gray of NHDOT to see if he is willing to continue as NHDOT Representative
- Lee will contact Jackson re: NHRAA Representative now that Sargent has left Laconia PWD.

VIII. Other Business

- Cheat Sheet was distributed this summer.

Motion "to adjourn" at 10:15 am, Côte, Cleverly, Approved

Respectfully Submitted,

Kathy L. DesRoches
Assistant Director
Technology Transfer Center