

NH PUBLIC WORKS MUTUAL AID BOARD OF DIRECTORS' MEETING

September 16, 2010

PRESENT:

Board Members & Officers: Kurt Grasset - Hancock, Alan Coté - Derry, Kurt Blomquist – Keene & Jim Terrell - Walpole.

Ex-Officio Board Members & Guests: Kathryn Myers – UNH T², Johnna McKenna—DES, & Bill Ruoff – Town of Milford (community member guest).

Meeting called to order at 9:12 AM by President Terrell.

Previous Meeting Minutes

- Minutes of June 15, 2010 meeting. Coté moved to approve the minutes as printed. Seconded by Grasset. Unanimous vote.

Treasurer's Report

- Coté reported the NH Public Works Mutual Program has \$19,289.36 in a checking account.
- The updated membership binders and CDs are ready to be printed & mailed with the fall member mailing and these costs will be billed to mutual aid shortly. Also, updated pages to the binders & CDs will be mailed annually.

Review of Activation

- There has been no program activation since last meeting that anyone was aware of.
- Coté reported the State DOT called the emergency number during preparations for Hurricane Earl to "be sure that they had established communications with the NHPWMA Program." Coté answered the call and ensured them they could reach us in an emergency if they needed assistance. They also wanted to inform the BOD of a conference call they were having the following day concerning emergency managers. Myers to check the order of the ringcentral account and forward to the BOD.

Community Membership

- Myers reported no new members as of last meeting.
- Myers created a welcome letter for new members and coordinated with the LGC to mail the letter with a resource binder to any new members joining after the fall mass mailing.
- Blomquist motioned to have Terrell sign the grant agreement between NHPWMA and DES to establish the "Refer-A-Friend" Program McKenna had advocated for the 2011 membership year. Coté seconded. Unanimous vote. Terrell signed the document. We hope it will encourage the enrollment of new community public water systems or a municipality that has a public water system in the NHPWMA. Myers to sign the grant agreement as "Acting Secretary" and have it notarized and mailed back to McKenna.

- McKenna asked the BOD about the Winnepesaukee River Basin Program joining NHPWMA. The BOD asked some clarifying questions, such as what (if any) assets do they own, what procedure do they follow in an emergency if there is a repair needed, who would FEMA work with during an emergency, are all of their towns already members of NHPWMA. McKenna to follow-up.
- Ruoff reported he calls neighboring communities when a disaster is striking to see if anyone needs assistance.
- Myers to bring a list of communities members to next meeting.
- Blomquist reported that FEMA will not reimburse a town if they are not a member BEFORE the event. Myers to add a blip in Road Business about this.

Fall Member Mailing

- CDs and binders and ready to be mailed this fall with member bill.
- Myers, Herman and McKenna to develop the one question ballot that would seek to amend the NHPWMA agreement as follows: to allow a majority vote of ballots returned back by a specific time period following the close of the annual meeting. It was agreed all other operational adjustments or proposals could come at a later time.

Training

- There seemed to be a consensus to spend down some of the association's money on specific training opportunities, such as more sessions of ICS 100 & 200, debris management (specifically developing a debris management plan – Blomquist has a draft), and damage assessment (specifically how document and could be for building inspectors as well). Myers, Blomquist and Verville will follow-up.
- Local Government Center Conference – November 17 – 19 in Manchester. NHPWMA will not host a session this year but will have a booth and a postcard (asking folks to stop by the booth) available at the registration desk. Also, NHPWMA VHS tapes will be available at the booth for people to take (LGC found 2 boxes of these in storage). Myers to request Treasurer to request electricity for use at the LGC Conference.
- EPA Tabletop Workshop – McKenna reported that this meeting has been postponed and will be rescheduled for Spring, most likely April.

Other Business

- Public Works Summit: Blomquist reported that the NHPWA (Kurt Blomquist, Carl Quiram, Dave Lent, and Jim Terrell) is creating a proposal to be sent to the other PW groups (NHPWMA, NHPWSTC, NHRAA etc.) concerning how a consolidation could occur. They hope to have it ready by late fall to call a meeting between all group leaders. Blomquist will report back to the BOD.
- Operational Plan Update: McKenna indicated Danielson had completed an outline and draft plan, which she has reviewed and sent back to Danielson for comment before forwarding to BOD.
- McKenna provided Myers with an updated NHPWMA brochure. Myers to update the website.

- Next Meeting: It was agreed to hold the next meeting of the NHPWMA Board of Directors on the same day as the NHPWA board meeting. The December NHPWA meeting is the 10th. NHPWA would meet from 9am to 10:45am and NHPWMA would meet from 11:00am 12:30pm. Myers to reserve the room with the LGC.

Adjourn

Coté moved to adjourn the meeting. Seconded by Grasset. Unanimous vote. The BOD adjourned at 11:16 AM.

Respectfully submitted,
Kathryn Myers, Education Rep.
9/20/2010