

NH PUBLIC WORKS MUTUAL AID BOARD OF DIRECTORS' MEETING

June 10, 2011

PRESENT:

Board Members & Officers: Jim Terrell – Walpole, Kurt Grasset - Hancock, Alan Coté - Derry, Richard Lee – New London & Bill Herman - Auburn.

Ex-Officio Board Members & Guests: Kathryn Myers – UNH T2, Johnna McKenna—DES, Bill Cote - NHLGC & David Danielson.

Meeting called to order at 11:15 AM.

Previous Meeting Minutes

- Minutes of September 6, 2010 meeting. Coté moved to approve the minutes as printed. Seconded by Lee. Unanimous vote.

Treasurer's Report

- Coté reported the NH Public Works Mutual Program has received \$1,700 in dues payments as of June 8th, compared to \$1,200 at this same time last year.
- Coté reported he did not have a report on the overall bank accounts of the NHPWMA Program.

Review of Activation

- There has been no program activation since last meeting that anyone was aware of.
- Danielson reported he had attempted to reach out to the Town of Dalton during a recent weather situation, but had no response.
- Coté reported he had some contact with the Towns of Bethlehem and Littleton.

Community Membership

- Meyers reported that since the last meeting in September 2010, there were 19 new member communities and/or water systems for the NH Public Works Mutual Aid Program.
- McKenna reported the “Refer a Fried” program had approximately \$3,500 remaining in the grant that needed to be spent by May 2012. It was agreed the funds could be used to provide new memberships for water systems for the approximate 18-month period to the end of 2012.
- McKenna inquired if a determination was ever made whether the Winnepesaukee River Basin Program would be eligible for membership within the program. There was general consensus the program would be eligible for membership as a government entity, but that did not make the individual member communities of the Winnepesaukee River Basin Program also members of the NH Public Works Mutual Aid Program.

Fall Member Mailing

- Meyer reported the Local Government Center is set to send the New Hampshire Public Works Mutual Aid Program annual Fall membership mailing out. She also indicated that the LGC automatically mails a binder and a current program CD to each new member as they join the program.
- McKenna inquired if an effort would be made to develop a proposal for changes to the program by-laws now that the membership had voted to adopt an easier amendment process. It was agreed that a committee of Meyer, Herman and McKenna would work on proposed amendments for potential operational adjustments or proposals for the Board's consideration.

Training

- NHPWMA Bi-Annual Conference – June 21st in Manchester. Meyers reported there were 23 or 24 attendees registered, and the program appears to be set and locked in.
- ICS 100 & 200 – Meyers reported these programs have been advertised and there is a limit of 30 attendees per class. There are 25 attendees already signed up for these classes.
- FEMA Forms – There was some discussion about offering a class in the future on how to fill out FEMA Public Assistance forms.
- EPA Tabletop Workshop – Lebanon. McKenna reported the EPA Tabletop Workshop training planned for Lebanon had been cancelled. There is still interest in holding such a training exercise, and efforts will be made to schedule it for the Spring of 2012.

Events

- HSEM Conference – June 16th in Manchester. Meyers reported that McKenna, Terrell and Myers will be participating in this program.

Partnerships

- EOC Update: No update was available.
- Public Works Summit Update: Danielson reported representatives of the Summit group had a meeting with the Public Works Committee of the NH House of Representatives, who indicated they had no direct idea of what the public works community's' issues are. They indicated they need to be told and kept informed, and suggested that a caucus of House, Senate and public works representatives (water, waste water and highways) be established for that purpose. It was also suggested that a monthly update on issues of concern be developed. Grasset indicated the Summit members have begun discussing the need for a coordinator to help facilitate between the various public works organizations and the Legislature. He was specific that no one was interested in retaining a lobbyist, but wanted to help facilitate information between all parties and to provide as much advance notice as possible concerning legislative hearings and hearings concerning the Joint

Committee on Administrative Rules. There was general consensus this was a good approach.

Other Business

- Operational Plan Update: McKenna reported the Operational Plan Danielson had completed had been accepted by the Commissioner of Environmental Services on December 31, 2010. It was requested that a copy of the plan be circulated electronically to the Board of Directors and that it be a topic for the Board's next meeting on September 9th.
- Ringcentral Account Update: Meyers provided an informational update on the Ringcentral Account, who was included in the call list, etc.
- Next Meeting: The next meeting of the NHPWMA Board has been scheduled for September 9, 2011 at 11:00 AM at the Local Government Center in Concord.

Adjourn

Coté moved to adjourn the meeting. Seconded by Grasset. Unanimous vote. The BOD adjourned at 12:19 PM.

Respectfully submitted,
Bill Herman, Secretary
6/22/2011