



Board of Directors Meeting September 10, 2015 – 1:30 pm – NHDES, Concord

PRESENT:

Board Members & Officers:

1. Kurt Grasset, *Chairman*, NHRAA Representative
2. Alan Côté, *Vice Chairman*, NHPWA Representative
3. Kürt Blomquist, *Treasurer/Secretary*, NHPWA Representative
4. Bill Herman, NHMMA Representative

Ex-Officio Board Members – Non-Voting:

5. Amy Begnoche, NHLTAP Representative

Volunteers of the Board and Guests- Non-Voting:

6. Johnna McKenna, NHDES

- **Call to Order**

- Meeting called to order at 1:35 pm by Chairman Grasset.

- **Quorum**

- Four (4) Board members were present, therefore a quorum was established.

- **Secretary's Report**

- *Motion* by Herman, seconded by Blomquist, to accept the June 30, 2015 minutes. All were in favor.

- **Treasurer's Report**

- The Treasurer's Report had not been produced from Cornerstone. Blomquist will be discussing this with them and provide a copy to the Board via email once it is received.

- **Activations**

- In June a request was made and a Vaccoin truck and two operators were sent from Keene to Marlboro.
- A request was made from Whitefield for a portable potable pump. This was referred to the NH DES, but was ultimately handled internally with a fire truck.

- **NHPWMA Mutual Aid and Assistance Agreement**
 - Begnoche reported that forty-nine (49) ballots had been received by the deadline of September 5, 2015.
 - Based on the Ballots received, by a vote of forty-eight (48) to one (1), all amendments to the Mutual Aid and Assistance Agreement, as proposed by the Board of Directors, have been approved by the Membership.

- **Current Member List**
 - The Board discussed reaching out to both Members and Non-Members and concluded that all parties should receive a copy of the Agreement, as amended.
 - It was decided that Begnoche will draft the letters, and have Cornerstone do the printing and mailing:
 - All current Members will receive a letter enclosing a copy of the Amended Agreement, a current Member List, and blank inventories, with the request that these be completed and returned to T².
 - All Non-Members who were formerly Members and all municipalities who have never been members will receive a letter enclosing a copy of the Amended Agreement, a current Member List, blank inventories, and a self-addressed stamped envelope to return the Agreement to Cornerstone if they choose to become members.
 - It was also stated that all Members and Non-Members should be encouraged to join PW.net.

- **Raffle from Emergency Management Conference**
 - As discussed at the June 30 Board Meeting, all eleven (11) communities will receive a letter regarding their free membership through 2016. Begnoche had drafted letters, which were signed by Grasset. Begnoche will print copies of the Agreement and send the letters out with self-addressed stamped envelopes.

- **Meeting with HSEM**
 - McKenna had met with HSEM on behalf of the Board, and was pleased to report that Julia Chase has been appointed as the new HSEM designee to the Board. She will be added to the website and Board googlegroups list.
 - McKenna and Chase will work to have Mutual Aid work with HSEM, perhaps doing a workshop, seminars, etc.

- **Filling Seats on the Board**
 - It was announced that Jim Terrell is leaving the public works sector and that he would be resigning from the Board. His long tenure and work accomplished were praised and the Board reluctantly accepted the resignation.
 - With the changes in the Agreement, there are seats that have become obsolete, others that have been modified, and others that are new. The following list is after discussion regarding all seats on the Board of Directors:
 - **Two NHRAA Representatives:** The NHRAA previously had four (4) seats, but one is becoming vacant with Terrell's resignation. Grasset stated that he would reach out the NHRAA and inquire as to who they wished to remain in the two seats they have; as he is a current NHRAA representative, most likely he will remain as a Director.

- **Three NHPWA Representatives:** This adds one seat as a Representative, with the other two currently held by Alan Côté and Kürt Blomquist. Blomquist will reach out to the NHPWA to inform them of the change and that he and Côté would like to remain as Directors. The suggestion of Joh Trottier was made as a possible third Representative, and Blomquist will forward this to the NHPWA.
 - **One Representative from the Municipal Management Association:** Herman is the current Director, and will contact the MMA to inquire if they would like him to remain as a Director.
 - **One Representative from the Building Officials Association:** This is a new position. Côté will contact the Association regarding a representative, with the suggestion from the Board of Bill McKinney to take the seat.
 - **One Representative from the Water Works Association:** This is a new position. McKenna will contact the Association regarding a representative, with the suggestion from the Board of Bill Belanger to take the seat.
 - **One Representative from the Water Pollution Control Association:** This is a new position. A letter will be written to the Association regarding appointing a Director.
 - **The Commissioner of the NH DOT or a designee, ex officio:** Dobbins is the current Director, as appointed by the NHDOT. A letter will be written to the Commissioner re-affirming Dobbins as the Director.
 - **The Commissioner of the NH DES or a designee, ex officio:** This is a new position, with the intention that McKenna would take an ex officio seat on the Board instead of just being a Friend of the Board. A letter will be written to the Commissioner affirming McKenna as the Director.
 - **The Commissioner of the Department of Homeland Security or a designee, ex officio:** This is a new position, and it has been filled with the appointment of Julia Chase noted in these Minutes.
 - **The Director of the UNH Technology Transfer Center or a designee, ex officio:** Begnoche is the current Director, and will remain as a Director.
- **EPA Workshop with Tabletop Exercise**
 - McKenna will send out reminders via PW.net regarding the Workshop.
 - **Future Meeting Dates**
 - Next meeting set for November 5 at 1:30 at NHDES.
 - **Adjournment**
 - Meeting was adjourned at 2:47 by Chairman Grasset.

Respectfully submitted,

Amy Begnoche
 Representative from NH LTAP