



**Board of Directors Meeting**  
**November 16, 2011 12:00pm-1:15pm – El Rincon in Manchester**

---

**PRESENT:**

**Board Members & Officers:**

1. Jennifer Perry, President
2. Beth Hamilton, Education Rep.
3. Scott Kinmond, Director at Large
4. Roch Larochelle, Consultant Rep.
5. Bruce Temple, Secretary/Treasurer

**Guests:**

1. Peter Goodwin, Woodard & Curran
2. John Jackman, Hoyle Tanner

• **Call to Order**

- Meeting called to order at 12:10pm by President Perry.

• **Quorum**

- 5 out of 13 voting members were present, quorum was not established.

• **Secretary Report**

- Quorum was not established, so minutes could not be voted to be approved.
- Hamilton to type the minutes from meeting and post on website then alert the Board and membership.

• **Treasurer's Report**

- The balance as of October 31, 2011 is \$10,830.39.
- Regina at LGC updated the dates on the tabs (formerly shown as 2010) to reflect the current date and year.
- Membership dues are at \$4,000. Hamilton to get a copy of current members and who has paid dues from the LGC, so we can reach out to non-members.
- Plow Rally income and expenditures are complete to date.
- Temple will present another monthly statement at December Board Meeting.

• **Committees**

○ **Technical Meeting**

- Usually scheduled for February, President Perry suggested that the NHPWA get involved with the Technical Transfer Conference sponsored by the NHDOT and other groups usually held in April to create a local municipality tract focused on Public Works at the event. If NHPWA is to have its own

separate Technical Meeting in February, planning must start immediately. President Perry to send out question to board to make a quick decision. Larochelle to send out previous agenda to aid in decision.

- **Newsletter**
  - Next newsletter to go out in mid-December. Quiram to write an article on his trip to Haiti and providing relief effort. Larochelle to write an article/advertisement promoting the NHPWA scholarship. Blomquist to write an article on sending relief aid to VT to assist with bridge reviews. Jackman to write an article on Asset Management. Save-the-date to be included for Engineers Banquet in February. Perry to remind those writing articles. All articles to be submitted to Hamilton by December 2, 2011 in hopes of sending out Newsletter for December 9, 2011.
- **Scholarship**
  - No one has any knowledge on any applications submitted so far. Larochelle to work on putting a list of possible trainings/conferences that an applicant could use scholarship for to help advertise. New advertisement hopefully to be posted on multiple websites and sent through list serves via email.
- **Public Works Memorial**
  - Goodwin reported on the completion of the design and most recent cost estimate of \$250,000. The City of Concord's Planning Board approved the project.
  - Upon the final estimate, letters will be ready to send out to potential donations.
  - NHPWA to use Golf Tournament at the Annual Meeting as a fundraiser for the Memorial. Perry to reach out to Derryfield Country Club to set a date.
  - Discussed how to get more names to be added to the Memorial, reach out to towns via mail or word of mouth.
- **Correspondence**
  - Eleven NHPWA Board members agreed via e-mail to donate \$100 toward the NHSPE excellence in math & science teaching award; will make official at next meeting with quorum. Jackman to help in the selection process of picking a middle or high school teacher.
  - New LGC representative for NHPWA is Butch Burbank, a health and safety advisor. NHPWA needs to be aware of the changes at the LGC, and to keep that in mind for the future.
- **Other Business**
  - Goodwin talked about Legislative Breakfast and the possible involvement of NHPWA. There has been a struggle in the past to get representatives to attend; date is February 15, 2012 while in session, to be held at the Holiday Inn in Concord. It will be \$12 for anyone from NHPWA to attend if they join the invitation and the possibility of a donation of a raffle prize around \$50. President Perry to send out notice to Board to get approval. Hamilton to send Goodwin the NHPWA logo for possible involvement and printing needs.

#### **Future Meeting Dates**

- December 9, 2011, 9am, LGC Concord

- January 13, 2012, 9am, LGC Concord
- February 10, 2012, 9am, LGC Concord
  
- **Adjourn:** The BOD adjourned at 1:15pm.

Respectfully submitted,

Beth Hamilton  
NHPWA Education Representative  
November 18, 2011