



Board of Directors Meeting
December 9, 2011 9:00am-11:00am – LGC in Concord

PRESENT:

Board Members & Officers:

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| 1. Jennifer Perry, President | 7. Brian Vincent, Contractor Rep. |
| 2. Beth Hamilton, Education Rep. | 8. Kurt Blomquist, NE APWA Rep. |
| 3. Scott Kinmond, Director at Large | 9. Alex Cote, Director at Large and NHPWSTC |
| 4. Roch Larochelle, Consultant Rep. | |
| 5. Bruce Temple, Secretary/Treasurer | |
| 6. John Trottier, Vice President | |

Guests:

1. John Jackman, Hoyle Tanner
2. Butch Burbank, LGC representative

• **Call to Order**

- Meeting called to order at 9:10am by President Perry.

• **Quorum**

- 9 out of 13 voting members were present, quorum was established.

• **Guest Introductions**

- Butch Burbank introduced as the new LGC representative.
- Burbank brought up the potential for creating and coordinating a 2-3 day supervisor training put on by the LGC that is directed towards Public Works employees.
- Alex Cote offered up a new training room to use for the series.
- Hamilton and T² to work with Burbank and the LGC to coordinate such a training.

• **Secretary Report**

- Temple motioned to accept October 14, 2011 minutes as presented. Cote seconded the motion. All were in favor.
- Kinmond motioned to accept November 16, 2011 minutes with the correction from “Concord” to “Manchester”. Larochelle seconded the motion. All were in favor.
- Hamilton to type the minutes from December 9, 2011 meeting and post on website then alert the Board and membership.
- Discussion during Secretary Report revolving around the possibility of bringing another guest speaker to further discuss funding and bills to be introduced that will cut funding. Specifically someone from DES

- **Treasurer's Report**
 - The balance as of November 30, 2011 is \$10,885.26.
 - Membership dues are at \$4,175. Hamilton to get a copy of current members and who has paid dues from Erica Johnson at the LGC, so we can reach out to non-members.
 - Outreach to be done by Jackman to gain new members

- **Committees**
 - **Technical Meeting**
 - Larochelle to offer up a list of possible topics that could be used as a municipal tract for the Technology Transfer Conference that is planned by the NHDOT. Larochelle to bring a list of topics to the planning meeting on Tuesday, December 13, 2011
 - The list of possible topics included; public relations and how to communicate in a positive way, municipal bridges, dealing with FEMA, municipally managed certification program (learn what is required and how to deal with 300 page handbook), resident inspection/clerking requirements (what it entails with nearly full time observation), panel discussion on how funding will effect municipalities (big projects, waste water, 10 year plan, etc.), ROW issues with temporary easements and policies, road laws, and ROW with a focus on trees.
 - Agreed between the Board that NHPWA would offer topics to the NHDOT for the Technology Transfer Conference and host its own Technical Meeting in February
 - Topics in February to include the following: Road Laws (town ROW and trees) by Paul Sanderson, Debris Management (Blomquist to reach out for a speaker), TV Access (how to reach out to the public to educate, Temple to find speakers and speak himself), Solid Waste Topic (DES- rewriting with no training, need to define a topic, Temple and Blomquist to check for speakers).
 - Hamilton to check for availability at the LGC for February 9, 2012 or February 23, 2012. To include a continental breakfast and lunch buffet around \$25 per person.

 - **Annual Meeting**
 - Dates of May 3rd and 10th of 2012 are available at the Derryfield Country Club in Manchester.
 - President Perry to discuss the date with the possible Key Speaker, Kevin Shepard, the New England chapter APWA President. Date to be determined at next Board meeting.

 - **Legislative Breakfast**
 - The Board has agreed to participate/support the breakfast on February 15, 2012.
 - Members and Board Members are urged to call their local representatives to attend the breakfast.
 - Date of the Legislative Breakfast is to be added to the Newsletter by Hamilton and added to NHPWA website if possible.

 - **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.
 - 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.
 - **NHSPE Donation**
 - Blomquist motioned to vote on a \$100 donation to the NHSPE, Cote seconded the motion.
 - Voted to in favor of making \$100 donation
- **Other Business**
 - Need to create, edit, and publish potential bi-law changes before the annual meeting. Including email voting, small quorum for non-financial items, the possibility of changing membership to include a DES representative.

Future Meeting Dates

- January 13, 2012, 9am, LGC Concord
 - February at the end of the Technical Meeting
- **Adjourn:** The BOD adjourned at 10:55am.

Respectfully submitted,

Beth Hamilton
 NHPWA Education Representative
 December 22, 2011