Board of Directors Meeting
April 12, 2013 – 9:00am – NHDOT in Concord

PRESENT:

Board Members & Officers:
1. John Trottier, President
2. Bruce Temple, Treasurer
5. Carl Quiram, Member At-Large
6. Jennifer Perry, Immediate Past President
9. Dennis McCarthy, Member At-Large
10. Jim Terrell, NHPWMA

• Call to Order
  • Meeting called to order at 9:10 am by President Trottier.

• Quorum
  • 10 out Board members present, quorum was established.

• Minutes
  • Perry motioned for March minutes (7:30am meeting) to be approved, all who were present at that meeting were in favor. Those who were not present abstained from voting.
  • Motion to delay action on meeting minutes until May meeting by Trottier, seconded by Kinmond. All were in favor.

• Financial Report
  • Temple mentioned that there is one outstanding check.
  • Catherine Schoenenberger is setting up a new EIN number to open a new checkbook and new account.
  • Temple to deposit all checks received for the Technical Meeting in March.
  • It was established that the new account will remain with Citizen’s Bank.

• Association Management
  • Cornerstone Association Management, out of Concord, NH, would offer assistance similar to what the LGC had previously been offering.
  • They charge $55/hour for professional time and $40/hour for administrative time.
  • They can take care of the database, notices, dues, deposits, finances, etc.
• The NHPWA will be allowed to use the conference room for meetings.
• Motion by Temple for NHPWA to employ Cornerstone for bookkeeping, financial, and other support to the association. Seconded by Bill Herman, all were in favor.

• **Appointed Positions**
  • Establish a consultant/private appointed position on the Board. ACEC showed interest in joining, would share legislative updates.
  • Amend bilaws, include in next agenda to establish ACEC as an appointed position, also change the LGC appointed position.
  • Invite ACEC to join meeting to ask about issue of leaving the position open or simply making it an ACEC representative. Trottier to send letter to ACEC President.
  • Trottier and Quiram to compose letters to send out to all still-open appointed positions on the Board. In the letters, offer the ability to have designees if one person cannot commit enough time to attend meetings.

• **Committees**
  • Legislative Caucus Committee: Quiram offer to chair it, Temple to assist.
  • Academy Committee: Boulanger and Hamilton
  • Nominating Committee: Perry
  • Best Practices Committee (“accredit” agencies through standards): Kinmond, Perry, assisted by Quiram
  • Membership Committee: McCarthy and Perry
  • Emergency Management Committee: Blomquist?
  • Mutual Aid: Terrell
  • Audit Committee: Trottier, Temple, Schoenenberger?

• **Member Dues**
  • Boulanger move to send out dues as same price as last year, $25 per person or $100 for a 5-person organization. McCarthy seconded motion, all were in favor.
  • Trottier and Perry to work together list to reach out to non-members.
  • Agreed to send membership dues to present members and send out to all municipalities, try to get an extended list from ACEC if possible, for more private consultants.

• **Annual Meeting**
- Set date for September or October.
- Revisit the annual meeting at next Board meeting to establish a date and location.

**Other Business**
- Retirement notification: Tony Bergeron will retire in May.
- Trottier to send out letter of recognition on behalf of NHPWA.
- Steve Parkinson to retire from Portsmouth, send out letter near the end of May.

**Future Meeting Dates**
- June 14, 2013 at the NHDOT John O. Morton Building Room 112/113
- July 12, 2013 at the NHDOT John O. Morton Building Room 112/113
- August 9, 2013 at the NHDOT John O. Morton Building Room 112/113

**Adjourn:** The BOD adjourned at 11:21 am as motioned by Trottier, seconded by Kinmond, all were in favor.

Respectfully submitted,

Beth Hamilton
NHPWA Education Representative
May 3, 2013