



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

PRESENT:

Board Members & Officers:

- | | |
|---------------------------------------|---|
| 1. John Trottier, President | 6. Jennifer Perry, Immediate Past President |
| 2. Bruce Temple, Treasurer | 7. Bill Boulanger, NHWWA Rep. |
| 3. Scott Kinmond, Public Sector Rep. | 8. Bill Herman, MMANH Rep. |
| 4. Beth Hamilton, T ² Rep. | 9. Dennis McCarthy, Member At-Large |
| 5. Carl Quiram, 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