



# NH PUBLIC WORKS ASSOCIATION

## Board of Directors Meeting September 9, 2011 - 9:00am - LGC in Concord

---

### PRESENT:

#### Board Members & Officers:

1. Jennifer Perry - President
2. John Trottier - Vice President
3. Kathryn Myers - Education Rep.
4. Kurt Blomquist, NE APWA Rep.
5. Brian Vincent, Contractor Rep.
6. Catherine Schoenenberger, Supplier Rep.
7. Roch Larochelle, Consultant Rep.

#### Guests:

1. Carl Quiram, APWA Committee Rep.
2. Dave Danielson, Foresee Advocacy

#### • Call to Order

- Meeting called to order at 9:11am by President Perry.

#### • Quorum

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

#### • Secretary Report

- Blomquist motioned to accept the August 12 meeting minutes. Trottier seconded the motion. All were in favor.
- Myers to type the minutes and post on website then alert the Board and membership.

#### • Membership Report

- Perry to forward the membership report to Blomquist. Perry would like to target past members who aren't current members or those who have never been members. Perry and Blomquist to present a plan for increasing members to the Board next mtg.
- Myers to work on a NHPWA Membership Directory for current members to access. Thoughts were to organize alphabetically or by geographic area or to include the community's population.

#### • Treasurer's Report

- The balance as of August 31, 2011 is \$11,715.26. The two biggest recent expenditures were for the promotional items (scratch pads and travelers mugs).
- Temple to ask Regina at LGC to update the dates on the tabs (shown as 2010).

- **Member Survey**
  - Myers to make edits as asked by the board and bring a second rough draft to next board mtg.
    - Goal is to get feedback from current and past members.
    - To have less comment boxes and more “forced selections” in order to get quantitative summaries.
    - To add a suggestion box at end.
    - To make anonymous or have space for participants to leave name and contact info. if they want further information.
    - To ask a question if they would like to become a board member or volunteer in another way.
  
- **Committees**
  - **Newsletter**
    - Next newsletter to go out in December. Myers to ask members for any suggestions on article topics. Quiram to write an article on his trip to Haiti and providing relief effort. Myers to write an article promoting the NHPWA scholarship. Blomquist to write an article on sending relief aid to VT to assist with bridge reviews. Myers to solicit related articles on pw.net.
  
  - **Scholarship**
    - No one has any knowledge on any applications submitted so far. Myers to announce the new scholarships again on pw.net. Myers to research getting the scholarship announced on the Municipal Managers listserv. Myers to pass out info. regarding the scholarship at the NH Snow Plow Rally.
  
  - **NH Snow Plow Rally**
    - The LGC is sponsoring all the food for the rally (up to \$3,000). Chairs and tables will be dropped off on Tuesday and picked up on Friday. They are still in need of volunteers for Tuesday set-up.
    - Blomquist motioned to sponsor up to \$2000 toward the plow rally. Temple seconded the motion. All were in favor.
  
  - **NH Construction Career Days**
    - There are 40 vendors. Participation has increased from 340 students on one day event in 2009, 366 each day in 2010 to about 500 each day registered for 2011.
    - Manchester Community College is the full-sponsor of the back packs this year (with the intent to sell the packs that are left-over after the event).
  
  - **Public Works Memorial**
    - Waiting on the cost estimate and the City of Concord’s technical review. The design is completely finished.
    - NH Standards and Training Council donated \$5,000 toward the Memorial.
  
  - **Training Committee**
    - **Promotional Items**
      - Blomquist motioned to ratify the email votes to approve the ordering of the note pads/pens (for educational sessions) and tumblers (speaker gifts). Trottier seconded the votes. All were in favor.

- **LGC Annual Conference**
      - T2 to coordinate the sessions and booths between all groups. Myers to collect photos of public works infrastructure damage and to create a PowerPoint presentation to put on display at the booth. Myers to create a list of who is on what committee and post on the website.
      - Perry to connect with Peter Capano about the lunch business meeting.
      - Future technical sessions: Perry to check with Weston & Sampson about a possible water management session. Blomquist to check with the Maguire Group about a possible session on working with FEMA.
  - **By-Law Committee**
    - Committee members are Perry, Lent, Trottier and Myers. Blomquist suggested we poll the members to see if they have any input on changes to the By-Laws. The board would like to get a board seat established for NHDES. The committee will work on a draft of changes to the by-laws and send to board for review.
  - **NHc3Pi Coalition (Public Works Summit)**
    - They have had a second meeting with Senator Forester. One intent is to allow select individuals to get “certified” in permitting to facilitate faster response time when projects are needed to be completed. Quiram reported that the group discussed the need to hire a Coordinator who could perform such tasks as researching bills, following proposed legislature, coordinating people to testify on bills etc. NHPWA seemed open to the concept. The idea to merge all 6 public works groups was brought up again. NHPWA seemed extremely interested in the idea. All seemed to believe a rough draft of the proposed by-laws and an organizational chart were needed in order to make the progress needed to get this idea solidified.
    - Perry reminded the group that we are looking to change the by-laws to allow someone from NHDES to join the board.
- **Other Business**
  - Danielson stated the need for the group to reach out to media to help in educating the public about public works. He stated there was a need for training and political awareness, specifically in the area of management and supervision for public works officials. He stated he believes there needs to be a stronger presence at legislature in regards to public works. He suggested having one board member assigned to one day per week to be present in Concord to be at their disposal in case any questions needed to be asked or guidance was needed.
  - The New England Chapter of APWA is creating canned press releases for media and creating a video for public works awareness.
  - Trottier motioned to sponsor \$100.00 for the Public Works Memorial in VT for the two (father and son) public works responders who were killed in the line of duty responding to Hurricane Irene. Blomquist seconded.
  - New goals established for NHPWA: tabled until October meeting.

#### **Future Meeting Dates**

- October 14, 2011, 9am, LGC Concord
- November 16, 2011 at 12pm, LGC Annual Conf.
- December 9, 2011, 9am, LGC Concord

- **Adjourn:** The BOD adjourned at 11:05am.

Respectfully submitted,

Kathryn Myers  
NHPWA Education Representative  
September 12, 2011