Board of Directors Meeting
December 13, 2013 – 9:00am – NHDOT in Concord

PRESENT:

Board Members & Officers:
1. John Trottier, President
5. Catherine Schoenenberger, President Elect
9. Bruce Temple, Treasurer/Secretary
10. Dennis McCarthy, Member at Large

- Call to Order
  - Meeting called to order at 9:09 am by President Trottier.

- Quorum
  - 10 Board members present, quorum was established.

- Minutes
  - Oct. Minutes motioned for approval by Kinmond, seconded by Schoenenberger, all were in favor.
  - Nov. Minutes motioned for approval with corrections by Boulanger, seconded by Kinmond, all were in favor.

- Financial Report
  - Current amount $46,580.09
  - Income from new memberships
  - Outgoing funds for NHMA Conference, Cornerstone fees, and November Board meeting dinner.

- Committees
  - Education - NHPWA Technical Meeting Planning
    - Date: end of March on a Friday, either the 21st or the 28th
    - Location: Concord, either the NHDOT or the LGC
    - Ideas for topics
      - Innovations/Build a Better Mousetrap
      - Creating FAQ's for working with Consultants – John Vancor
• Asset Management – Nancy Mayville and Bill Boulanger

• Other Business

• Legislative Breakfast “Water Matters”
  ▪ Discussion of donating money to help sponsor the event
  ▪ Board members plan to attend the breakfast

• Asset Management at the NHDOT – Nancy Mayville
  ▪ NHDOT needs to have an asset management plan by 2015
  ▪ Working towards plan with balanced scorecard since 2010
  ▪ T² creating statewide Asset Data Exchange System on state’s parcel map
  ▪ Want to know if municipalities would be interested in joining to create a statewide transportation asset management system

• Asset Management in Dover – Bill Boulanger
  ▪ Bill Boulanger shared the software that Dover uses for asset management
  ▪ Dover uses Vueworks, which can integrate with their work order software
  ▪ Bill to showcase the software at the Technical Meeting in March
  ▪ Bill suggested that something to help communities move into using GIS-based software is to be able to have access to the hardware needed to measure points

• Working with Consultants – Discussion led by John Vancor
  ▪ John would like to bring some truths to light as to why when municipalities ask them to do something, they can’t because of insurance
  ▪ John would like to create a Frequently Asked Question document to clear some common misconceptions
  ▪ The FAQ could be posted on their websites, referenced, and hosted on the NHPWA website
  ▪ Have a session at the March Technical Meeting to create a good list of questions and comments that can be easily cleared up
  ▪ Discussion about explaining Qualification Based Selection process, might be a whole other topic to cover
  ▪ Eventually would like to build “How To Guide” or checklist to use QBS
  ▪ Session for FAQ on working with consultants to be added to agenda for Technical Meeting in March 2014

• Adjourn: The BOD adjourned at 10:54am as motioned by Boulanger, seconded by Temple, all were in favor.

Respectfully submitted,

Beth Hamilton
NHPWA LTAP Representative
December 18, 2013