

## N.H. PUBLIC WORKS ACADEMY

**Meeting Minutes of:** August 21, 2003 – 1:00 PM

**Location:** Manchester Water Works, 281 Lincoln Street

**Attendees:** Carl Quiram, George Neill, David Foster, Ken Ward, Russ Nylander, Dana Wright, Bill Herman, Jonathon Kipp, Bruce Berry, and Kathy DesRoches.

### **GENERAL:**

**Carl needs to step down as chairman. Who will take over?**

**What will graduates of Level II receive? Level I received hats. Several suggestions were considered: polo shirt with logo, have "Level II" stitched onto new hats, T-shirt with logo, certificate with frame. We settled on T-shirts and certificates.**

**Laurie will provide Level II notebooks. Instructors will provide course material. All sheets must have holes punched for 3-ring binders.**

**The plan reading class needs engineering scales. Kathy will check to see if Technology Transfer will lend them. Carl will look into donations.**

**Hazardous Waste Operators Training: should it be in our curriculum? Does Don Maurer already cover this? Russ will check on this.**

**The following people will greet the caterers at our upcoming classes:**

#### **LEVEL II:**

Day One @ JO Morton Bldg on 8/26/03:	Bill Herman
Day Two @ Franklin WWTP on 9/4/03:	George Neill
Day Three @ JO Morton Bldg on 9/15/03:	David Foster
Optional Driver Training at NHMA on 9/23/03:	Ken Ward
Day Four @ Bow on 10/1/03:	Bruce Berry
Day Five @ JOM on 10/7/03:	Carl Quiram

#### **LEVEL I:**

Day One @ Keene PW on 9/30/03:	Bill Herman or Carl Quiram
Day Two @ Keene PW on 10/7/03:	Ken Ward
Day Three @ Keene PW on 10/15/03:	Jonathon Kipp
Day Four @ Keene PW on 10/21/03:	George Neill
Day Five @ Keene PW on 11/4/03:	Carl Quiram

## Next Year's Training Schedules:

### Level One:

Day						
1	Tuesday	4/6/04	Or	Thursday	4/8/04	Concord
2	Tuesday	4/13/04	Or	Thursday	4/15/04	Concord
3	Tuesday	4/20/04	Or	Thursday	4/22/04	Concord
<b>4</b>	<b>Tuesday</b>	<b>4/27/04</b>	<b>Or</b>	<b>Thursday</b>	<b>4/29/04</b>	<b>Concord</b>
Snow Day	Tuesday	5/4/04	Or	Thursday	5/6/04	Concord
Day 5	Tuesday	5/11/04	Or	Thursday	5/13/04	Concord (Try for Primex)

### Level Two:

Day						
1	Tuesday	4/6/04	Or	Thursday	4/8/04	Seacoast
2	Tuesday	4/13/04	Or	Thursday	4/15/04	Seacoast
3	Tuesday	4/20/04	Or	Thursday	4/22/04	Seacoast
<b>4</b>	<b>Tuesday</b>	<b>4/27/04</b>	<b>Or</b>	<b>Thursday</b>	<b>4/29/04</b>	<b>Seacoast</b>
Snow Day	Tuesday	5/4/04	Or	Thursday	5/6/04	Seacoast
Day 5	Tuesday	5/11/04	Or	Thursday	5/13/04	Concord (Try for Primex)

**Note to Laurie: Day 4 of Level One cannot be on the same day as Day 4 of Level Two: instructor George Neill is teaching both!**

It was noted that the new addition at Primex would be completed by next spring. We'd like to teach Day 5 of both Levels on the same day in the same building – separate rooms. When classes finish, we'd like to graduate both classes together in one large room.

### Beyond Level II:

All agreed we'd like a section on surveying.

Ken distributed a draft of the work that he & Don Maurer put together. Homework for all: Take Ken's handout and add to it.

The next Council meeting will be October 2 at 9:00 Concord – location TBA. The next Academy meeting will be at October 2 at 12:30 at the same facility – location TBA.

The meeting was adjourned at 3 PM.

Respectfully submitted,

David P. Foster