

## New Hampshire Public Works Standards and Training Council

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**Minutes Of:** November 27, 2007

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| <b>In Attendance:</b> | David Foster, Chmn.      |                               |
|                       | Kathy DesRoches, V-Chmn. | UNH T2 Center                 |
|                       | Kevin Sheppard, Sec'y.   | Manchester Highway Department |
|                       | Carl Quiram              | Town of Goffstown             |
|                       | Dave Danielson           | SEA Consultants Inc.          |
|                       | George Neil              | NH – D.E.S.                   |
|                       | Bill Cote                | NH Local Government Center    |
|                       | Jonathan Kipp            | Primex                        |
|                       | Steven Lyons             | AFSCME Council 93             |
|                       | Diane Roy                | NH – D.O.L.                   |
|                       | Bruce W. Berry           | Town of Amherst               |

Mr. Kipp distributed a handout, which described the steps utilized to file as a non-profit group. The Council agreed that we should file as a non-profit, but should wait until Mr. Quiram verifies if some of the paperwork has previously been filed.

Mr. Kipp reported on the Academy Committee meeting held previous to this meeting. Amongst other items the Academy Committee discussed the scheduled dates for future Level I and Level II classes. Level I classes will be offered in April and Level II will be offered in May. Mr. Cote is also to check the current inventory of hats and shirts.

Ms. DesRoches reported on the Best Practices Committee. The Committee did a “test” review of two communities (Bow and Goffstown), but has not met, since the review for a debriefing. A report will be presented at a future meeting.

Ms. DesRoches informed the Committee that informational material on the N.H. Public Works Standards and Training Council (N.H.W.S. & T.C.) was displayed at the recently held L.G.C. Annual Conference. Chairman Foster is to develop a standard operating procedure for future conferences.

On a motion by Mr. Kipp, seconded by Ms. DesRoches the Council voted to fill the vacant road agent member positions with Mr. Tom Smith of Randolph and Mr. Tom Woodley of Claremont and fill the vacant At-Large member with Mr. Bruce Berry of Amherst.

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Noting that Chairman Foster is now working for Underwood Engineering, the Council on a motion by Mr. Lyons, seconded by Mr. Neil voted that due to the fact that Mr. Foster was a public official when elected as an At-Large member, he will remain a member of the Council until his term expires.

Mr. Sheppard is to work with Ms. DesRoches to distribute the current Council by-laws and membership list to all Council members. These are to be discussed and reviewed at our next meeting.

Chairman Foster will work with the L.G.C. staff to mail out membership invoices and support letter for the Council.

On a motion by Mr. Quiram, seconded by Mr. Kipp, the Council adjourned the meeting.

### **Future Discussion Items**

- Solicitation letters to communities and sponsors
- How to recognize accredited communities
- Mr. Cote's discussion regarding NIMS training
- Review of bylaws, committee terms & agencies (Annual Meeting Minutes)
- Funding for coordinator position
- Approval of August and November minutes along with Annual Meeting Minutes
- Tax status Update
- Standard Operating Procedure for L.G.C. Conference
- Develop calendar, (possibly for website), for Council Information