NHWPCA January 12, 2018 BOD Meeting
Minutes

Attendees: Kurt Robichaud, David Mercier, Ken Conaty, Sean Greig, Tim Vadney, Mike Carle, Noelle Osborne, Ryan Peebles, Robert Robinson

Guests: MaryJane Myer, Shelagh Connelly

The Meeting was held at the Concord Hall Street WWTF and started at 10:03 a.m.

Comments on the October 13, 2017 Minutes: Kurt made a motion to approve minutes, seconded by Dave. Vote was unanimous to accept.

Winter Meeting
Largest attendance ever! Good feedback! Sean asked for comments, if any.

New Board Members
Robert Robinson – 3rd Director; Ryan Peebles – 2nd Director-at-Large

Board Assignments
See attached.

Administrative Assistant and Webmaster Position
Todd has agreed to stay on as Webmaster in 2018 but requested a raise. Board did not get any other interested parties. Outside vendors are not affordable. Board agreed a raise is appropriate.

Elizabeth has also agreed to stay on in 2018 as Administrative Assistant. The Board feels a raise for this position is appropriate as well. Elizabeth only to attend Board meetings as requested.

NEBRA Sponsorship
Annual sponsorship has been $1,000 for years. Board agrees an increase is appropriate moving forward.

2018 Budget
See attached. Ken made a motion to approve the 2018 Budget; seconded by Kurt. Vote was unanimous.
COMMITTEE REPORTS:

NEWEA State Director’s Report (Sean Greig):
Need nominations for OOTY and Peloquin Awards. Nominees must be a NEWEA member. Rob to pursue. Board to vote on nominations in May. Also, need new State Director for 2019/2020/2021. Tim to pursue replacement for Sean. NEWEA is trying to coordinate Clean Water Week open house coordination throughout New England.

Activities (Noelle Osborne):
See attached report.

Communications (David Mercier):
No report. New Board members to send head shots and bios to Dave for website.

Education (Ken Conaty):
See attached report.

Legislative & Regulatory Affairs (Dustin Price):
See attached report. Shelagh stated many bills affecting water and wastewater are coming up this year. NHWPCA has not had a good formal procedure to address these issues. Need to create method to respond quickly with Association’s opinion. NHMA could do the administration. Need to find a good lobbyist. Consider joining forces with Water. Board asked Shelagh to pursue teaming with others for a lobbyist to the tune of $5,000/year.

Noelle made a motion to create a 3-Board member subcommittee to respond to time-sensitive legislative issues. Subcommittee will review issues brought before them and draft a letter of response to be distributed to full Board. Board members to respond within 24 hours. After 24 hours, subcommittee shall issue the letter based on majority of the Board responses received. Further to empower subcommittee members or their designees to testify on behalf of the Association based on Board majority positions. Motion seconded by Mike. Vote was unanimous.

Dave made a motion for the 2018 Board subcommittee for legislative affairs to consist of Tim Vadney, Ken Conaty, and Rob Robinson. Motion was seconded by Noelle. Vote was unanimous.

Water Week Fly-In to D.C. – April 17-18, 2018:
March 14 is Fly-In training. Shelagh is willing to go again in 2018. Who else? Board to budget for sending someone this year.

Membership (Mike Carle):
No report.

Newsletter (Kurt Robichaud):
See attached report. Two new Board members to fill out questionnaire.
Permit (Dustin Price):
No report.

Safety (Amy Pollock):
See attached report.

Scholarship (Mike Carle):
No report.

Ops Challenge (Tim Vadney):
No report.

OLD/OTHER BUSINESS:

- Water and Wastewater Management Training School. DES is thinking of dropping the program and handing it off to an alternate group such as NEIWPC. Ray is looking for the BOD’s thoughts.
- Corporate Membership and Sponsorship. Mike and Dave to get together to discuss. BOD in favor of group membership but group sponsorship is a concern.
- Need to discuss using rest of SEP Fund.
- Noelle to get new signers for Association’s bank account. New signers to be Kurt and Ken.
- NEWEA Annual Meeting is January 21 to 24, 2018.
- Water and Wastewater Managers School applications due November 2018.
- Backup BOD meeting location to be determined.

Motion to adjourn made by Ken and seconded by Noelle. Meeting adjourned at 12:12 p.m.

Next meeting to be held on February 9, 2018 at 10:00 a.m. at the Hall Street WWTF in Concord, NH.
<table>
<thead>
<tr>
<th>DATE OF MEETING</th>
<th>BRIEF DESCRIPTION OF MOTION</th>
<th>BOD VOTE</th>
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<tr>
<td>Friday, January 12, 2018</td>
<td>2018 BUDGET: Ken made a motion to approve the 2018 Budget; seconded by Kurt.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>Friday, January 12, 2018</td>
<td>LEGISLATIVE &amp; REGULATORY AFFAIRS: Noelle made a motion to create a 3-Board member subcommittee to respond to time-sensitive legislative issues. Subcommittee will review issues brought before them and draft a letter of response to be distributed to full Board. Board members to respond within 24 hours. After 24 hours, subcommittee shall issue the letter based on majority of the Board responses received. Further to empower subcommittee members or their designees to testify on behalf of the Association based on Board majority positions. Motion seconded by Mike.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>Friday, January 12, 2018</td>
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<td>Vote was unanimous.</td>
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New Hampshire Water Pollution Control Association
PO Box 1382
Londonderry, New Hampshire 03053

NHWPCA Board of Director’s Meeting
Date: Friday, January 12, 2018
Location: Concord Hall Street WWTF
Time: 10:00AM

AGENDA

➤ Current Business:

- Approval of November Board Meeting minutes
- Winter Meeting
- New Board Members
- Board Assignments and Event Calendar
- Administrative Assistant and Webmaster Position
- NEBRA Sponsorship
- 2018 Budget

➤ Committee & State Director Reports:

- NEWEA State Director
- Activities
- Communications
- Education
- Legislative & Regulatory Affairs
- Membership
- Newsletter
- Permit
- Safety
- Scholarship
- Ops Challenge
JANUARY BOARD OF DIRECTOR MEETING GOALS

- Discuss Winter Meeting and any changes needed
- Confirm assignments for leads on the various meetings/events for the year
- Assign liaisons to each of the committees
- Treasurer to present year end financial update
- Confirm NEWEA rep’s traveling expenses to the Annual Conference and the Spring Meeting
- Confirm President’s traveling expenses to the Annual Conference and the Washington Fly-In
- Create new budget for the current year
- Determine who is bringing Association booth to NEWEA
- Discuss Legislative Breakfast and whom the speakers will be
- Determine which Board members will be attending the Legislative Breakfast
- Discuss the Trade Fair and what technical sessions are to be offered
- POTY Award team to be established and application to be updated and made available
- Obtain photos and bios for new Board members for website and Collector
- Distribute Association constitution and key documentation to new Board members
- Distribute calendar of events to all Board members
- Assign someone to get plaques for NEWEA awards updated and POTY Trophy updated
- Discuss Water Council, NHPWMA, and NHWSC liaison positions
- Discuss who will head up NHPWA Career Fair Activities
- Assign someone to head up NEWEA Award Nominations
## NHWPCA 2018 Board Member Responsibilities

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<tr>
<th>Board Member</th>
<th>Position</th>
<th>Committee 1</th>
<th>Committee 2</th>
<th>Other 1</th>
<th>Other 2</th>
<th>Other 3</th>
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<td>PCTY</td>
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<td>Kurt Robichaud</td>
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<td>Scholarship</td>
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<tr>
<td>Rob Robinson</td>
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<tr>
<td>Noelle Osborne</td>
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<td>Kevin Maclean</td>
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## NHWPCA 2018 CALENDAR OF EVENTS

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<td>MARCH 7</td>
<td>JANUARY 26</td>
<td>DELIVERY FEB. 9</td>
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<td>Ski Day—NHWPCA/MEWEA</td>
<td>MARCH 2</td>
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<td>JANUARY 26</td>
<td>FEBRUARY 9</td>
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<td>Summer Meeting</td>
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<td>APRIL 27</td>
<td>MAY 11</td>
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<td>Ocean Networking Trip</td>
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<td>Golf Tournament</td>
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<td>JUNE 8</td>
<td>JUNE 22</td>
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<td>AUGUST 10</td>
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<td>DECEMBER 14</td>
<td>OCTOBER 26</td>
<td>NOVEMBER 9</td>
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<td>Scholarships</td>
<td>APRIL 27</td>
<td>OCTOBER 26</td>
<td>NOVEMBER 9</td>
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### 10:00 AM BOARD OF DIRECTOR'S MEETING

**CONCORD—HALL ST, 2ND FRIDAY OF THE MONTH**

Committee Reports due by Friday one week prior. Agenda will be sent out prior to meeting.

- **JANUARY 12**
- **FEBRUARY 9**
- **MARCH 9**
- **FALL MEETING (SEPTEMBER 14)**
- **TRADE FAIR/SPRING MEETING (APRIL 13)**
- **MAY 11**
- **SUMMER MEETING (JUNE 22)**
- **OCTOBER 12**
- **NOVEMBER 9**
- **WINTER MEETING (DECEMBER 14)**

### EVENT CHAIRS

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<tr>
<th>EVENT</th>
<th>CHAIRPERSON</th>
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<tr>
<td>Legislative Breakfast</td>
<td>Shelagh Connelly</td>
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<tr>
<td>Ski Day/Summer Meeting</td>
<td>Mike Theriault</td>
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<td>Spring Meeting—Trade Fair</td>
<td>Vice President—Kurt Robichaud</td>
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<td>Fred McNeill</td>
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<td>2nd Director—Mike Carle</td>
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<td>Winter Meeting</td>
<td>1st Director—Ken Conaty</td>
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<td>Mike Carle</td>
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<td>Scholarship</td>
<td>Mike Carle</td>
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**NEWSLETTER (THE COLLECTOR) DEADLINES: 2/1, 5/1, 8/1 and 11/1**
NHWPCA Final Financial Report for 2017

NHPCA Checking Account Status

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<td>Ending Balance 1/1/18</td>
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<td>Net (Gain)/Loss</td>
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NHPCA Budget vs Actual for REVENUE

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2018 Budget draft (2)
## NHWPCA Budget vs Actual for EXPENSES

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### Income Vs. Expenses

- **$ (9,000)**
- **$ (262)**
- **$ 150**
- **$ 9,178**
- **$ (11,750)**
- **$ 13,428.85**
- **$ 7,448**
- **$ -**

1/12/2018 7:45 AM

2018 Budget draft (2)
COMMITTEE/OFFICER REPORT

NHWPCA
PO BOX 1382
LONDONDERRY, NH 03053
nhw pca.elizabeth@gmail.com
603 321-7012

GUIDELINES FOR OFFICER/COMMITTEE REPORT

EXECUTIVE COMMITTEE MEETING DATE: 1/12/2018
COMMITTEE/OFFICER NAME: ACTIVITIES
CHAIR/OFFICER NAME: MIKE THERIAULT
RECENT ACTIVITIES: NONE
DECISIONS MADE: NONE
MEETINGS HELD/ATTENDED: NONE

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: SKI DAY WITH MEWEA 3/2/18 @ BLACK MOUNTAIN IN RUMFORD MAINE. FLYER ATTACHED.

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: Click here to enter a date.

OTHER RECOMMENDATIONS: SUMMER MEETING COORDINATION TO BE IN APRIL 2018. SUMMER MEETING 6/22/18

REPORT SUBMITTED BY: MIKE THERIAULT
DATE SUBMITTED: 1/11/2018

DISTRIBUTION: NHWPCA Affiliate Liaison
Executive Committee Meeting
Other: Click here to enter text.

NEWSLETTER

Click here to enter text.

Please check if item should be expanded for external release. ☐
The Maine Water Environment Association & New Hampshire Water Pollution Control Association are proud to Announce the 11th Annual Ski Day for Members and Sponsors!

Join us for a day of skiing, networking, and a day of fun!

Location: Black Mountain Ski Resort, Rumford, ME.

Arrival Time: 8:00 - 9:00 a.m.

FEE: $35.00 per person/lift ticket required
$15.00 per person/no lift ticket required

INCLUDES: Lunch buffet, 1 apres ski beverage ticket and after skiing hors d'oeuvres.

REGISTRATION & PAYMENT INFORMATION: Send in registration form with payment to MWEA, 60 Community Drive, Augusta, ME 04330 or register and pay online at http://www.mewe.org/events/ski-day/. Fee must be pre-paid by February 20, 2018. Unfortunately, no door registrations can be accepted.

REGISTRATION CONFIRMATION: Registration confirmation and Ski Day agenda will be sent out to all registrants on February 23rd.

DIRECTIONS:
Black Mountain is located about 4 miles from the center of Rumford and approximately 2 miles beyond the St. John's Catholic Cemetery (Isthmus Road) on Glover Road in Rumford, Maine. Black Mountain is just 26 miles from Sunday River.

Lodging:
There is local lodging available at https://mewe.org/events/ski-day/lodging/

Apres Ski:
After a great day of skiing, join us for some apres ski beverages, hors d'oeuvres and networking.

11th Annual MWEA/NHWPCA Ski Day – March 2, 2018

FULL NAME: ________________________________ TEL: ____________________ FEE: $ __________

EMAIL: ________________________________

BILLING ADDRESS: ________________________________ AMOUNT: $ __________

Please check one:
☐ Not Skiing - $15.00 □ Skiing $35.00

Mail Registration Forms to: MWEA, 60 Community Drive, Augusta, ME 04330 or fax (207) 624-0128 or register online at http://www.mewe.org/events/ski-day/.

In order to ensure your complete participation, we would appreciate your informing us of any special requirements you may have due to a disability.

CHECKS MUST BE MADE PAYABLE TO MWEA.
RAFFLE!
(At the event)

Join us to help celebrate!
11th Annual MeWEA/NHWPCA SKI DAY
March 2, 2018
EXECUTIVE COMMITTEE MEETING DATE: 1/12/2018

COMMITTEE/OFFICER NAME: Ken Conaty

CHAIR/OFFICER NAME: Mary Jane Meier

RECENT ACTIVITIES: Meeting held 12/13/17 to discuss training topics and leads for speakers to present the Spring 2018 program.

DECISIONS MADE: Leads will be followed and contacts made with potential speakers identified by comm members, operators and NHWPCA members. Coordination with NEWPCC on class topics will deliver up to 3 classes. NEWWTA will deliver 4 or 5 classes. Safety Comm will coordinate with Primex to present and subsidize costs for 1 class. Expect to feature 4 classes with registration payment to NHWPCA.

MEETINGS HELD/ATTENDED: 12/13/17 with updates on progress to arrange speakers and setting dates.

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: Deliver a variety of class topics for all levels of operator certification/interest/experience.

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: 2/15/2018

OTHER RECOMMENDATIONS: Distribute the training schedule by mid-February

REPORT SUBMITTED BY: Mary Jane Meier

DATE SUBMITTED: 1/4/2018

DISTRIBUTION: NHWPCA Affiliate Liaison
Executive Committee Meeting
Other: Click here to enter text.

NEWSLETTER

Click here to enter text:

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COMMITTEE/OFFICER REPORT

NHWPCA
PO BOX 1382
LONDONDERRY, NH 03053
nhwpca.elizabeth@gmail.com
603 321-7012

GUIDELINES FOR OFFICER/COMMITTEE REPORT

EXECUTIVE COMMITTEE MEETING DATE: 1/12/2018

COMMITTEE/OFFICER NAME: Legislative

CHAIR/OFFICER NAME: Shelagh Connelly

RECENT ACTIVITIES: We have not met recently. We have begun planning for Legislative Breakfast to be held Wednesday March 7 in Concord at Holiday Inn. I believe we are all set with deposit payment for this event. Elizabeth has set deadline of 1/26 to have the invitations finalized. This means we need to confirm speaker. Shelagh and Fred have reached out to Dean Kamen of DEKA in Manchester and we are waiting to hear back. Also contacted Clark Freise at DES. Ned Beecher of NEBRA on board to coordinate speakers and slide shows. The NH Legislature has just begun the 2018 session. Lots of bills need monitoring including establishing a Study Committee for NPDES migration from EPA to State, several bills on emerging contaminants and PFCs. We have been contacted by NHMA to join other water organizations to discuss how rulemaking by DES goes forward and whether there is a robust enough review by organizations like NHWPCA. I can assure you that I play very close attention to biosolids issues, but not as much on other topics so I would defer to other folks in our organization to step up for that level of scrutiny.

DECISIONS MADE: Dates of NEWEA fly-in to DC, will be April 17-18, 2018 unless WEF/NACWA change their dates; breakfast vs lunch, decided to continue with lunch on April 17, 2018. Need to know who from BOD will be attending this year. Also need to promote participation within NHWPCA membership.

MEETINGS HELD/ATTENDED: Click here to enter text.

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: Click here to enter text.

NEXT MEETING/OTHER IMPORTANT DATES.DEADLINES: Click here to enter a date.

OTHER RECOMMENDATIONS: Click here to enter text.

REPORT SUBMITTED BY: Shelagh

DATE SUBMITTED: 1/5/2018

DISTRIBUTION: NHWPCA Affiliate Liaison
Executive Committee Meeting
Other: Click here to enter text.

NEWSLETTER

Click here to enter text.

Please check if item should be expanded for external release. ☐
COMMITTEE/OFFICER REPORT

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GUIDELINES FOR OFFICER/COMMITTEE REPORT

EXECUTIVE COMMITTEE MEETING DATE:

COMMITTEE/OFFICER NAME: NEWSLETTER!

CHAIR/OFFICER NAME: Stephanie

RECENT ACTIVITIES: I’ve begun the solicitations for newsletter sponsors/advertisers and have had several replies. The prices are the same as last year and again we’re offering a complimentary copy of the newsletter with a sponsorship and with an advertisement.

I’ve already received a submission for our new Pretreatment Tales feature.

DECISIONS MADE: We do not accept PDF. In order to do my editing job, I need documents in WORD. I reserve the right to add and subtract commas as I see fit! In order to do layout and design magic, Todd needs artwork as a JPG or PNG. If anybody submits anything as a PDF, I will not be forwarding it to Todd. Period. End of discussion. If I could enact a fine of $25,000/day/PDF I would!

MEETINGS HELD/ATTENDED: no face-to-face meetings. We do a lot of crazy flurries of emails and e-nags.

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS:

1. WE LIKE TO FEATURE AN ADDRESS FROM THE NEW ASSOCIATION PRESIDENT ON THE COVER OF THE SPRING EDITION SO PLEASE SUBMIT BY FEBRUARY 1ST. HECK, SUBMIT EARLY WHILE YOU’RE THINKING ABOUT IT!
2. We want to keep up with the Safety Corner, so will be looking for a safety article by February 1st.
3. It would be awesome to have the “Meet the Board” 10 questions answered by new board members. I’ve attached that.
NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: 2/1 IS THE DEADLINE FOR THE SPRING EDITION.

And the spring edition is the toughest, most stressful one of them all so please be nice to the newsletter editor and get articles and blurbs in EARLY!

OTHER RECOMMENDATIONS: Would love to have blurb-length (or longer) submissions on recent stuff...
We occasionally are able to include a Committee spotlight, so would love updates on committees.

REPORT SUBMITTED BY: Stephanie Rochefort
DATE SUBMITTED  1/4/18
DISTRIBUTION: NHWPCA Affiliate Liaison
               Executive Committee Meeting
               Other:
               
NEWSLETTER

Please check if item should be expanded for external release.
10 Questions to get to know our NHWPCA board

Name:

Position on Board:

1. Nobody wants to grow up and work in a WWTP. How did you find yourself in this field?

2. What is your current employer?

3. How long have you been in the wastewater field?

4. What kind of cell phone is in your pocket – Apple or Android?

5. What's your favorite social media – Facebook or Twitter?

6. What kind of computer is on your desk – Apple or Microsoft?

7. What's the last movie you watched in a theater?

8. What's your favorite book of all time?

9. When you're not working, what are your hobbies?

10. What is one thing about our association that you'd like to accomplish/change?
COMMITTEE/OFFICER REPORT

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nhw pca.elizabeth@gmail.com
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GUIDELINES FOR OFFICER/COMMITTEE REPORT

EXECUTIVE COMMITTEE MEETING DATE: Click here to enter a date.

COMMITTEE/OFFICER NAME: Amy Pollock

CHAIR/OFFICER NAME: John Adie

RECENT ACTIVITIES: Rick Cantu has relocated to Florida and John Adie has taken over as Chair. John is actively seeking members for Safety committee.

DECISIONS MADE: Click here to enter text.

MEETINGS HELD/ATTENDED: Click here to enter text.

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: Click here to enter text.

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: They are working on a January meeting date.

OTHER RECOMMENDATIONS: Click here to enter text.

REPORT SUBMITTED BY: Amy Pollock

DATE SUBMITTED: 1/3/2018

DISTRIBUTION: NHWPCA Affiliate Liaison
Executive Committee Meeting
Other: Click here to enter text.

NEWSLETTER

The Safety Committee is actively looking for members to join. John Adie is taking over as Chair so you know the meetings will be fun! Please reach out to John Adie at John.Adie@des.nh.gov if you are interested. Let 2018 be the year you become more active with NHWPCA!

Please check if item should be expanded for external release. ☑