

New Hampshire Health Officers' Association

Executive Board Meeting

MINUTES

23 February 2015

MEETING: The meeting was called to order at 1:10 pm at the NH Municipal Association, Concord, NH

ATTENDANCE: Judy Jervis, president ex-officio; Dennise Horrocks; Wayne Whitford; Arthur Capello, president; Heidi Peek, secretary; Brian Lockard, treasurer; Kim MacNamara, Jess Morton, HOL

MINUTES: The minutes of the 29 January 2015 meeting were approved as written. Wayne made the motion to accept, Dennise seconded; all were in favor.

TREASURER'S REPORT: Brian reported the HOA had a balance of \$14,619.72 in the checking account and that the membership dues are coming in.

INTERVIEW: Prep for 1:30 pm interview with Christine Fillmore, Esq., points of discussion included what her fees would be and what would be offered/her role. She arrived just prior to 1:30.

Board asked Christine to describe how we would go about hiring her, process, fees and parameters of her relationship with the board. She is currently an associate at Hage Hodes PA in Manchester, which means she can now litigate. She is in the office on Tuesday, Wednesday and Thursdays. She is available by phone or email at any time. She can be paid in advance or bill hourly at a billable rate. The advance is more for litigation. She can research laws and provide interpretations, and do a conference per year. Would charge \$150-180 per hour for billable rate, project basis.

Background-she started in Concord representing environmental work developers/manufacturers, ended up at Municipal Association, and knew about environmental laws. She provided materials to Code, Building, Health Officers re: right of entry, etc. Current practice is all municipal work. Response time-can respond in a day. Recommended process in contacting her. She could look at Health Officer Manual and write position papers according to RSAs. List of RSAs, describe processes, steps, i.e. administrative warrant.

Was recommended we come up with an engagement letter. Preferred method of payment would be an initial deposit of \$3-5K and draw down at the billing rate and bill monthly. Workshop would be billable hours. Less than 5 minutes work-no cost; time for research according to costs. Her service would be a benefit to membership in NHHOA. For process, we need single point person. Christine left and business portion of meeting continued to discuss benefits/process of hiring Christine.

3:00 pm interview with Judith Renaud was cancelled, as she was not confident in ability to provide website services.

COMMITTEE REPORTS/ HOL UPDATE:

Legislation-next meeting is Friday.

RSA 128-HO law? Need clarification

Minimum housing standards 48:A-revamping

EP Conference June 11th

Drinking water conference-May 5th

BUSINESS:

Kim discussed Portsmouth roof collapses, problems finding housing for displaced tenants when Portsmouth hotels booked over Valentine's weekend, pressure to open shelter when school was in session, that property owner/manager was ultimately responsible to house tenants, and did enlist additional help in securing hotel space from Kennebunk south.

Have Cornerstone in next meeting to discuss services?

MEMBERSHIP DRIVE and BOARD MEMBERS-Arthur to contact Bow HO

MAY 20, 2015 WORKSHOP: 9-4 Proposed agenda ideas include DEA drug presentation, Generations, Bio-monitoring, EPA-Pb?; Arthur to do intro from president, Jess to do update.

Jess suggested potential change of venue to old Toby Building, which holds approximately 100.

OTHER ISSUES/CONCERNS: Purchase of recorder for meeting minutes approved.

Outgoing president Judy Jervis given vase as an expression of gratitude for her years of leadership to NHHOA Ex. Board.

Meeting adjourned at 3:03 pm

Next meeting---23 March 2015 12:00-3:00 pm