



78th Annual Conference

Working Better Together

Wednesday, November 13, 2019

7:30 a.m. Conference Registration Open

7:30 a.m. Breakfast Buffet in Armory

8:45 a.m. Welcome Remarks

9:00 a.m. General Session – 7 Steps to Creating an Amazing City
Presented by James Hunt, Past President of the National League of Cities, Author and Speaker

10:00 a.m. Morning Break in the Exhibit Hall
Exhibit Hall Open
Wellness Fair Open

10:45 a.m. CONCURRENT SESSIONS

A Little Help From My Friends

Have you recently been elected or appointed to the office of Trustees of Trust Funds, Cemetery Trustee or Library Trustee and you have no idea what to do? Then this session is for you! Presenter Terry Knowles will explain the duties, responsibilities, and reporting requirements of these offices and how the trustees interact with other municipal officials.

Presented by: Terry Knowles, Assistant Director of Charitable Trusts Division, Office of Attorney General

Hosted by: New Hampshire Municipal Association
Track(s): Trustees

Economic Development Tools 101

There are a variety of economic development tools available to municipalities such as the Community Revitalization Tax Relief Incentive (RSA 79-E), the development of Economic Revitalization Zones (ERZs) in conjunction with the New Hampshire Division of Economic Development, and the creation of Tax Increment Finance (TIF) districts. The session will address how existing or newly formed local Economic Development Communities can use available tools to foster economic development opportunities in their communities.

Presented by: Stephen Buckley, Legal Services Counsel, New Hampshire Municipal Association

Michael Tardiff, Executive Director, Central New Hampshire Regional Planning Commission

Hosted by: New Hampshire Municipal Association

Track(s): Economic Development

How We Fund Public Services in New Hampshire

The revenue streams that the New Hampshire state government relies on to fund services such as education, child care and protection, public safety and health, roads and bridges, and environmental programs, are varied and complex. These include tax and enterprise sources as well as grants from the federal government. Tax revenue sources for local governments are much less diverse, as the property tax provides nearly all tax revenue. This presentation will review the key revenue sources that we rely on to fund public services in New Hampshire and policy decisions, including in the State Budget, affecting state and local revenue.

Presented by: Phil Sletten, Policy Analyst, New Hampshire Fiscal Policy Institute

Hosted by: New Hampshire Municipal Association

Track(s): Finance & Taxation, Governance/Select Boards

Is Facebook Killing Your Municipality?

Social media has had a dramatic impact on local government. How local officials deal with the constant chatter online can make or break a community. This session will discuss effective strategies for local officials to use, to make social media “work” for your community. The session will use real life examples of the “do’s and don’ts” in using social media and involve the participants in fun, interactive exercises that can be put to immediate use.

Presented by: James Hunt, Past President of the National League of Cities, Author and Speaker

Hosted by: New Hampshire Municipal Association

Track(s): Governance/Select Boards

Land Use Law Update

This session will review recent New Hampshire Supreme Court decisions involving land use issues and the impact they have on municipal planning and zoning.

Recently enacted legislation that affects the responsibilities and authority of municipal planning and zoning boards will also be discussed.

Presented by: Benjamin D. Frost, Esq., AICP, Director, Legal and Public Affairs, New Hampshire Housing Finance Authority

Hosted by: New Hampshire Municipal Association

Track(s): Governance/Select Boards, Land Use & Environment

Market Effects of Utility R/O/W's & Easements

Dr. Chalmers will explain the possible chilling effect that utility Right-of-Ways and easements may have on property values through use of real-life examples.

Presented by: Dr. James Chalmers

Hosted by: New Hampshire Association of Assessing Officials

Track(s): Assessing

Negotiation Strategies for Next Generation Health Plans

This session will highlight new consumer plan designs that can save the employer and employee money. Find out how smart plan design, deductibles, and alternative funding arrangements can help mitigate costs. Learn negotiation strategies to help facilitate change moving forward and how to avoid common pitfalls.

Presented by: David Salois, Member Relations Representative, HealthTrust

Darlene Simmons, Engagement Manager, HealthTrust

Mark Broth, Attorney, Drummond Woodsum & MacMahon, P.A.

Hosted by: New Hampshire Municipal Association

Track(s): Governance/Select Boards, Human Resources

Sober Living Facilities

This session will focus on emerging issues surrounding sober living facilities, particularly in the context of fire and life safety codes. Conducted through open discussion, the session will explore the application of fire codes and other regulations in this challenging environment. This session is great for managers and administrators, as well as code enforcement, building, and public safety personnel.

Presented by: Robert Buxton, President, New Hampshire Association of Fire Chiefs and Fire Chief, Town of Hudson

Paul J. Parisi, New Hampshire State Fire Marshal, Department of Safety

Hosted by: New Hampshire Association of Fire Chiefs and New Hampshire State Fire Marshal

Track(s): Public Safety Best Practice & Emerging Issues

The Road Ahead - Attracting Public Works Talent

How are we marketing public works careers, and selling our organization? Where are the candidates? This topic will review the current state of the PW workforce, share ideas and tips to engage with applicants, and encourage candidates to take a look at public works. Audience input will be encouraged. Please come with your recruiting challenges, and join the dialogue!

Presented by: Marilee LaFond, Technology Transfer Center Manager, University of New Hampshire Technology Transfer Center

Hosted by: New Hampshire Municipal Association

Track(s): Governance/Select Boards, Human Resources, Public Works

Noon Luncheon in Exhibit Hall

1:30 p.m. CONCURRENT SESSIONS

Architectural Styles – History and Identification

Become better versed in the terminology and lingo of architecture while learning all about New Hampshire's rich architectural history. Learn how to identify architectural styles and features. Learn in what era and why certain styles became popular, and how to identify types of construction that would indicate a higher or lower quality construction.

Presented by: Amy Dixon, Community Preservation Coordinator, New Hampshire Division of Historical Resources
Nadine Miller, Deputy State Historic Preservation Officer, New Hampshire Division of Historical Resources

Hosted by: New Hampshire Association of Assessing Officials
Track(s): Assessing

Driving Downtown Revitalization through Creative Placemaking

Integrating arts and culture in our communities can be transformational and serve as an anchor to downtown revitalization. Creative placemaking is a significant part of that work – bringing alive what makes our communities unique, vibrant and resilient places that people want to live, work and visit. In this session, CDFA will bring together municipal partners that are pursuing downtown revitalization efforts focused on creative placemaking to discuss the planning/design, financing and implementation of this important work within our communities. Depending on the size of the audience, we may also break into small groups for a work session to brainstorm with attendees about opportunities and challenges in developing creative placemaking efforts within their communities.

Presented by: TBD

Hosted by: New Hampshire Municipal Association
Track(s): Economic Development

Enfield New Hampshire - Shaping its Future Through Strategic Governance

Learn the basics of strategic governance – an innovative process that blends strategic thinking with operational governance to help communities create the future they desire.

Learn how Enfield officials (Town Manager, Select Board, Budget Committee, town departments, Planning Board, and others) have been applying strategic governance to:

- Build strong public engagement and support,
- Make better decisions,
- Set smart priorities,
- Use taxpayer dollars wisely,
- Achieve resident-focused goals.

Presented by: Mike Akillian, Director & Senior Strategist, Center for Strategic Governance

Ryan Aylesworth, Town Manager, Town of Enfield

Hosted by: New Hampshire Municipal Association

Track(s): Governance/Select Boards

Helping Those Who Help Others

This presentation focuses on implementation of the newly adopted cancer and PTSD legislation in New Hampshire. Big or small, we are all impacted by the evolving environment of the fire service. This program will facilitate a discussion on implementing best practices to reduce the exposure of first responders to occupational cancer. We will also review additional updates adopted by the State of New Hampshire associated with post-traumatic stress disorder (PTSD). This session is great for managers and administrators, human resources staff, and code enforcement, building, and public safety personnel.

Presented by: Robert Buxton, President, New Hampshire Association of Fire Chiefs and Fire Chief, Town of Hudson

Paul J. Parisi, New Hampshire State Fire Marshal, Department of Safety

Hosted by: New Hampshire Association of Fire Chiefs and New Hampshire State Fire Marshal

Track(s): Public Safety Best Practice & Emerging Issues

Local Road Management: What's in Your Toolbox?

Governing bodies, municipal managers, planning boards and road agents all have a role to play in regulating town and city public roads. In this session, we'll explore the various tools available to municipalities to manage local roads. Topics will include regulation of the use of local roads, speed limits and parking regulations; weight limits; driveways; street names and numbers; street signs; use by OHRVs/ATVs; and general enforcement authority regarding use, obstructions and damage to local roads by private parties.

Presented by: Christine Fillmore, Attorney, Drummond Woodsum

Hosted by: New Hampshire Municipal Association

Track(s): Governance/Select Boards, Public Works

Marijuana Legalization and Commercialization In New Hampshire: Is It Inevitable or Is It Preventable?

This session will discuss the current New Hampshire marijuana policy landscape as well as the impact of legalization on Colorado from the perspective of former U.S. Attorney Robert Troyer, author of "It's High Time We Took A Breath from Marijuana Legalization." Learn what's next for NH from a prevention perspective and what role you can play.

Presented by: Jeanie Forrester, Former State Senator, Selectman, Town of Meredith

Kate Frey, Vice President of Advocacy, New Futures

Bill Luti, Smart Approaches to Marijuana (SAM NH)

Debra Naro, Executive Director, CADY, Inc.

Lara Saffo, Former Grafton County Attorney

Hosted by: New Hampshire Municipal Association

Track(s): Governance/Select Boards

Running An Effective Meeting

Do you wish your board, commission or committee could accomplish more at its meetings? Does your board get derailed partway through the agenda? Do you dread the "public comment" portion? This session is designed to help you make the most of your meetings. It will feature practical suggestions from experienced local officials, as well as the legal framework you need to know to keep the business of your meetings on track and avoid pitfalls.

Presented by: Stephen Buckley, Legal Services Counsel, New Hampshire Municipal Association

Scott Myers, City Manager, City of Laconia

Hosted by: New Hampshire Municipal Association

Track(s): Governance/Select Boards

The State of Local Land Use Regulations in New Hampshire

The purpose of this session is two-fold. First, this session will present the results of the 2018 Municipal Land Use Regulation Survey conducted by the New Hampshire Office of Strategic Initiatives and completed by all 234 municipalities. Topics covered by the survey include local land use boards, master plans, housing, economic development, planning and development techniques, water and shore land regulations, and energy. Second, and aided by the results of the survey, this

session will also introduce some innovative land use tools that communities can utilize to balance housing and conservation interests, while proactively planning for the future.

Presented by: Noah D. Hodgetts, Assistant Planner, New Hampshire Office of Strategic Initiatives

Stephanie N. Verdile, Principal Planner, New Hampshire Office of Strategic Initiatives

Hosted by: New Hampshire Municipal Association

Track(s): Governance/Select Boards, Land Use & Environment, Public Works

Trust Fund Administration

Trustees of Trust Funds are responsible for the custody of municipal money placed into expendable trusts and capital reserve funds, the rules for which are somewhat different than private funds held in trust. This session will explain those differences, focusing on when capital reserve funds and expendable trust should be established; the process for establishing, adding to, and withdrawing from the funds; and the proper documentation for establishment, appropriations, and withdrawals. Additionally, the roles of the "agents to expend" versus the "trustees as custodians" will be discussed.

Presented by: Jamie Dow, Municipal Accounts Auditor, New Hampshire Department of Revenue Administration

Hosted by: New Hampshire Municipal Association

Track(s): Trustees

2:45 p.m. Afternoon Break in the Exhibit Hall

Municipal Management Association of New Hampshire Annual Meeting

3:15 p.m. CONCURRENT SESSIONS

Adventures in the Land of Public Meetings: A Mock Municipal Meeting

Watch and interact with 8 general municipal attorneys from Drummond Woodsum as they step into the hot seat as a mock municipal board conducting a public meeting. This mock public meeting will incorporate aspects of all types of municipal meetings (e.g., towns, cities, land use, conservation, heritage, etc.). Five

attorneys will make up a "board" and will conduct a public meeting demonstrating: how to follow RSA 91-A and the First Amendment (free speech); how to best address public participation and disruptions; how to efficiently complete the business of the meeting while effectively interacting with the public; as well as examples of how not to run a meeting. Planted attorneys will act as members of the public to challenge the board, and an "MC" will describe the board's actions during the mock meeting and take questions from attendees.

Presented by: Matt Decker, Attorney, Drummond Woodsum

Christine Fillmore, Attorney, Drummond Woodsum

Adele Fulton, Attorney, Drummond Woodsum

Keri Roman, Attorney, Drummond Woodsum

Matt Serge, Attorney, Drummond Woodsum

Shawn Tanguay, Attorney, Drummond Woodsum

Jane Taylor, Attorney, Drummond Woodsum

Bernie Waugh, , Drummond Woodsum

Hosted by: New Hampshire Municipal Association

Track(s): Governance/Select Boards, Land Use & Environment

Assessing Farm Structures and Technologies: A Deep Dive

Historically, American agriculture has evolved as new technologies are introduced. Today, the rate of change has accelerated to those unseen in the last 200 years. To keep pace with demand and remain competitive, farmers must adapt. This requires investment into specialized agricultural structures and the integration of new technologies/equipment, which can be difficult to differentiate from structures. Cara Penley, Certified General Appraiser and employee of Farm Credit East, ACA, will provide attendees with the concepts/tools needed to help local tax assessors parse questions such as the useful life of structures, special depreciation consideration, single-use improvements, and the divide between permanent fixtures and equipment.

Presented by: Cara Penley, Certified General Appraiser, Farm Credit East, ACA

Hosted by: New Hampshire Association of Assessing Officials

Track(s): Assessing

Bridge Preservation at the Local Level

Local road agencies are a critical partner in bridge preservation. Join us for the informative presentation of UNH T2's latest resource Municipal Bridge Preservation Checklist. We'll explore in detail the preservation tasks and activities that the local public works team can integrate into their work schedule to prolong the life of their local bridges. We recommend this session for any road maintenance professional. Participants should leave the session with an understanding of specific cleaning and preservation activities they can accomplish locally to extend the life of their bridges.

Presented by: Logan H. Stevens, Civil Engineering Major, Sophomore, University of New Hampshire Technology Transfer Center

Hosted by: New Hampshire Municipal Association
Track(s): Public Works

Empowering your Municipality with Clean Energy

Over the past decade, the number of NH communities exploring and implementing clean energy projects for their municipal facilities has steadily expanded along with policy and planning efforts to support clean energy development for residents, businesses and non-profits. This session will combine an overview highlighting the opportunities for clean energy from a national to a local perspective, the trajectory of clean energy efforts in NH municipalities, and the benefits of clean energy for a community, with a working session on how municipalities can plan and finance their own efforts from basic streetlight retrofits to 100% renewable energy campaigns.

Presented by: Scott Maslansky, Director of Clean Energy Finance, Community Development Finance Authority

Hosted by: New Hampshire Municipal Association
Track(s): Economic Development

Fire Department Culture or Bullying?

This presentation will explore the issues and raise awareness relative to workplace bullying within municipal fire departments. The program will focus on how organizations define workplace bullying; the frequency of workplace bullying within municipal fire departments; the potential impacts of workplace bullying; and potential means for identifying and addressing workplace bullying. This

session is great for managers and administrators, human resources staff, and code enforcement, building, and public safety personnel.

Presented by: Robert Buxton, President, New Hampshire Association of Fire Chiefs and Fire Chief, Town of Hudson

David Emanuel, Fire Chief, Town of Durham

Paul J. Parisi, New Hampshire State Fire Marshal, Department of Safety

Hosted by: New Hampshire Association of Fire Chiefs and New Hampshire State Fire Marshal

Track(s): Public Safety Best Practice & Emerging Issues

Recycling in New Hampshire: Is it Still Worthwhile?

Are you concerned about the economics of recycling in your community? Are you wondering if you should continue to recycle or change your current practices? And what does China have to do with all of this? Join Reagan Bissonnette, Executive Director of the Northeast Resource Recovery Association- the nation's oldest recycling cooperative- for an informative discussion about the economics of the current recycling markets. Reagan will cover the basics of what has happened and what the future portends for recycling, composting and trash. If you have input into or manage any part of a municipal budget, this session will prove valuable.

Presented by: Reagan Bissonnette, Executive Director, Northeast Resource Recovery Association

Hosted by: Northeast Resource Recovery Association

Track(s): Land Use & Environment, Public Works

State and Regional Planning Resources - Hear How We Can Assist You

This session will (re)introduce attendees to the State's Regional Planning Commissions and the Office of Strategic Initiatives, Planning Division. This discussion will include a brief history of both RPCs and OSI in addition to a review of regional and state planning resources available to communities. Sometimes forgotten about, and often underutilized, state and regional resources can be valuable tools to municipalities on various planning- and zoning-related issues. Join Nate Miller and Michael Klass to learn more.

Presented by: Michael Klass, Principal Planner, New Hampshire Office of Strategic Initiatives

Nathan Miller, AICP, Deputy Executive Director, Southern New Hampshire Planning Commission

Hosted by: New Hampshire Municipal Association

Track(s): Governance/Select Boards, Land Use & Environment

The Changing Landscape of New Hampshire's Building Inspections

Often building codes and code administration are viewed as barriers to property improvements or use changes needed to address evolving community demographics and economic needs. A 2018 legislative study of code enforcement identified several areas of inconsistent code administration across NH. This session is intended to address topics relative to the 2018 study and building department management in general. Topics for discussion will include budgeting, purpose of permitting fees, proper training and how a building department can be a resource for a community long range plan. Properly managed building departments help guide a community into providing safe buildings that are more resilient against the effects of man-made and natural events.

Presented by: William McKinney, Building Official, City of Nashua

Wayne Richardson, Building Official, Town of Bedford

Hosted by: New Hampshire Building Officials Association

Track(s): Land Use & Environment

The Right-to-Know Law – Hot Topics and Q & A, part 1

Does the city council have to post a meeting notice when it is interviewing candidates for the city manager position? How far does the exemption for personnel files extend? Can a “serial requester” be required to save his or her multiple requests and submit them all at once? NHMA’s attorneys will discuss some of the more interesting Right-to-Know Law questions they have encountered recently (with all identities protected), and will take questions on all of your thorniest RTK issues. There will also be a brief update on recent changes to the law. There is a second session on Thursday, and you can attend either or both. Bring your questions!

Presented by: Stephen Buckley, Legal Services Counsel, New Hampshire Municipal Association

Natch Greyes, Municipal Services Counsel, New Hampshire Municipal Association

Cordell Johnston, Government Affairs Counsel, New Hampshire Municipal Association

Hosted by: New Hampshire Municipal Association

Track(s): Finance & Taxation, Governance/Select Boards, Trustees

4:30 p.m. Exhibitor Reception in Assembly Area

New Hampshire Association of Assessing Officials Business Meeting

Thursday, November 14, 2019

7:30 a.m. Registration Open

**8:00 a.m. Breakfast in Exhibit Hall
Exhibit Hall Open
Wellness Fair Open**

9:00 a.m. CONCURRENT SESSIONS

A Case Study in Adopting and Implementing Financial Policies

Financial policies are important to long-term fiscal sustainability. Yet, even with the wealth of information on best practices for municipal governments there seems to be a reluctance to develop, adopt and implement a comprehensive set of financial policies. This session will walk you through the process the City of Dover undertook to arrive at the current 32 financial policies the community has been operating under for the past eight years and the success Dover has seen as a result of those policies.

Presented by: Dan Lynch, Finance Director, City of Dover

Hosted by: New Hampshire Government Finance Officers Association

Track(s): Finance & Taxation

Court Update - The Municipal Perspective

Municipal law is shaped not only by the legislature, but also by the courts. This popular session is your opportunity to learn about state court decisions issued over the past year that affect New Hampshire's cities and towns. NHMA attorney Steve Buckley and Natch Greyes will highlight cases of interest and field

questions. Attendees will also receive a copy of NHMA's annual Court Update publication!

Presented by: Stephen Buckley, Legal Services Counsel, New Hampshire Municipal Association

Natch Greyes, Municipal Services Counsel, New Hampshire Municipal Association

Hosted by: New Hampshire Municipal Association

Track(s): Governance/Select Boards

Cybersecurity Checklist: How Do You Rate?

It's easy to become overwhelmed with cybersecurity needs and requirements. Explore how focusing on a few key items, like email encryption and cyber liability insurance, can go a long way in keeping your municipality safe.

Presented by: Joe Howland, Chief Information Security Officer, VC3

Hosted by: New Hampshire Municipal Association

Track(s): Tech Corner

Get Ready for the New Wetlands Rules

The presentation will provide an overview of the new NHDES wetlands rules, which are the culmination of a significant, multi-year initiative to improve the technical review standards and decision-making processes of the Wetlands Bureau, consistent with the primary enabling authority, RSA 482-A. The new rules become effective on December 15, 2019. Learn about the rule changes to be better prepared to meet the needs of your community.

Presented by: Sandra Crystall, PWS, Senior Resources Manager, New Hampshire Department of Environmental Services

Hosted by: New Hampshire Municipal Association

Track(s): Land Use & Environment

Managing Your Welfare Responsibility: RSA 165 Do's and Don'ts for Town Leaders

This session will be lead by Laura Spector-Morgan from Mitchell Municipal Group. Atty Spector-Morgan will address the municipal responsibilities under RSA 165 and the risks of not meeting them. A panel of experienced welfare professionals will also participate.

*Presented by: Karen Emis-Williams, City Welfare, City of Concord
Todd Marsh, City Welfare, City of Rochester
Pat Murphy, Welfare, Town of Merrimack
Laura Spector-Morgan, Attorney, Mitchell Municipal Group*

Hosted by: Municipal Management Association of New Hampshire and New Hampshire Local Welfare Administrators Association
Track(s): Governance/Select Boards, Welfare

The Future with Medical Advocacy - Grand Rounds

This session will highlight Grand Rounds, a medical advocacy program available through HealthTrust, which helps covered individuals with complex and serious medical conditions obtain an accurate diagnosis, set an optimal treatment path, and avoid unnecessary medical services.

*Presented by: Jeremy Gross, Director Group Health Strategy, Grand Rounds
Darlene Simmons, Engagement Manager, Healthtrust*

Hosted by: New Hampshire Municipal Association
Track(s): Governance/Select Boards, Human Resources

Volunteer Risk Management

Volunteers are used in many aspects of municipal government. Have you considered the risk that comes with those volunteers? Many departments use volunteers, but are they prepared for when something goes wrong? Volunteer risk management is often overlooked but is critical to using volunteers successfully in your community. Join us to discuss risk management for volunteers.

Presented by: Kerry Horne, M. ED., Executive Director, New Hampshire Recreation & Park Association and Wellness Coordinator, HealthTrust

Hosted by: New Hampshire Recreation & Park Association
Track(s): Governance/Select Boards, Human Resources, Risk Management

What is Power BI? Learn How it Can Radically Change How We Analyze and Visualize Data

Go beyond ratio studies and boring spreadsheets! Analyze and visualize your data a whole new way. Learn how to create dashboards, maps, and graphs with your CAMA system's exported data.

Presented by: David Cornell, MAI, CAE, Cornell Consultants

Hosted by: New Hampshire Association of Assessing Officials

Track(s): Assessing

10:15 a.m. New Hampshire Municipal Association Annual Meeting

10:45 a.m. CONCURRENT SESSIONS

Cadastral Mapping – Guiding you through the Process of Re-mapping your Town

This session is designed to help guide municipalities through the process of remapping their municipalities. Attendees will learn basic mapping principles and techniques and gain insight into the benefits for having accurate, detailed property tax maps.

Presented by: Timothy Fountain, GISP, Vice President, CAI Technologies

Hosted by: New Hampshire Association of Assessing Officials

Track(s): Assessing

Cost Effectiveness of Case Management

Case management serves as a means for achieving wellness and autonomy through advocacy, communication, education, identification of resources, and service facilitation that optimizes outcomes for all concerned. In this session, you will learn that adding case management to local welfare services has proven to cut service budgets by about 50% with spending patterns and trends maintained over time. Pros and cons of adding this practice will be shared along with sample forms and tips and techniques.

Presented by: BJ Parker, General Assistance Officer, Town of Conway

Hosted by: New Hampshire Local Welfare Administrators Association

Track(s): Welfare

Electric Vehicles: What Cities and Towns Need to Know

Electric Vehicles (EVs) are coming to your community. Are you ready? This session will include an EV 101 overview, discuss where the EV market is heading, and identify key issues that your community will need to address, such as: What are the best practices for siting and permitting EV charging stations? How should EV charging parking spaces be handled in your parking space regulations? Should you include EVs in your own fleet? And what's going on with the Volkswagen settlement funds? This session will close with an in-the-seat opportunity to ride in or drive an EV.

Presented by: Rebecca Ohler, Technical Services Bureau Administrator, New Hampshire Department of Environmental Services

Elizabeth Strachan, Transportation Analyst, New Hampshire Department of Environmental Services

Jessica Wilcox, GSCCC Coordinator & Grants Manager, New Hampshire Department of Environmental Services

Hosted by: New Hampshire Municipal Association

Track(s): Land Use & Environment

Legislative Update

NHMA's Government Affairs staff members will present their annual update on new state laws affecting municipalities. In addition to the state budget, there are significant changes in the laws this year involving—among other things—postponement of town meeting, adoption of SB 2, utility valuation, water quality, the Right-to-Know Law, building codes, and a workers' compensation presumption regarding post traumatic stress disorder. The speakers will also discuss several bills that did not pass (or were vetoed) but may return in 2020.

Presented by: Margaret Byrnes, Executive Director, New Hampshire Municipal Association

Cordell Johnston, Government Affairs Counsel, New Hampshire Municipal Association

Barbara Reid, Government Finance Advisor, New Hampshire Municipal Association

Hosted by: New Hampshire Municipal Association

Track(s): Finance & Taxation, Governance/Select Boards, Land Use & Environment

NHRS: Longevity, Security, Stability

The New Hampshire Retirement System (NHRS) plays an important role in the long-term economic well-being of the state's public employees, teachers, police officers, and firefighters by providing lifetime pension benefits determined by statutory provisions. Learn what NHRS is doing to ensure the longevity, security, and stability of the system, including: the "Plan" to pay down the unfunded liability, the benefits of an "independent" investment committee, factors that affect employer contribution rates, the purpose and importance of a periodic "Experience Study," the price tag for cost-of-living-adjustments, managing the anticipated wave of baby-boomer retirements, limitations on hiring NHRS retirees for part-time positions, and more!

Presented by: Marty Karlon, Public Information Officer, New Hampshire Retirement System

Gerard Murphy, Director of Finance, New Hampshire Retirement System

Hosted by: New Hampshire Municipal Association

Track(s): Finance & Taxation

Special Event Risks - Fairs, Festivals, Functions and Parades

Everyone loves special events, and they are an important part of a community's fabric and tradition. Whether it's a parade with Santa Claus as the guest of honor, a display to celebrate our nation's independence, or a wine tasting fundraiser at the library, procedures must be in place. Join us as Primex risk and legal staff explore various risk management and legal considerations to make events grand, but safe, for everyone to enjoy.

Presented by: Mike Ricker, General Counsel, Primex

David Witham, Director of Risk Management, Primex

Hosted by: New Hampshire Municipal Association

Track(s): Governance/Select Boards, Risk Management

Tiny Homes and Other Alternative Housing

The desire for housing is evolving somewhat away from traditional large single family homes. It is shifting toward small homes or housing that can easily lend themselves to extended family or similar arrangements. New zoning and enforcement challenges may arise as a result of such new housing. We will

discuss the current state of the law and invite local officials to share their experiences, both good and bad, with tiny homes and accessory dwellings.

Presented by: Christopher Hilson, Partner, Donahue Tucker & Ciandella

Sharon Cuddy Sommers, Partner, Donahue Tucker & Ciandella

Brandon O'Donnell, Associate, Donahue Tucker & Ciandella

Hosted by: New Hampshire Municipal Association

Track(s): Land Use & Environment

Your Employees' Role in Cybersecurity Protection

Employees are frequently targeted by sophisticated phishing attacks. Learn the options available for security awareness training and what you can do to stop an attack before it begins. You must go beyond unique passwords to make sure your data is safe. Join us as we discuss these additional safeguards and the risks of not protecting your data.

Presented by: Joe Howland, Chief Information Security Officer, VC3

Hosted by: New Hampshire Municipal Association

Track(s): Tech Corner

Noon Russ Marcoux Municipal Advocate of the Year Award Luncheon in Armory

12:45 p.m. Dessert Buffet in Exhibit Hall

1:30 p.m. CONCURRENT SESSIONS

Assessing Standards Board Annual Forum

Update on the past year from the Assessing Standards Board.

Presented by: Betsy Patten, Chair, Assessing Standards Board

Hosted by: New Hampshire Association of Assessing Officials

Track(s): Assessing

Development of NHDOT's Uncontrolled Pedestrian Crossing Design Guideline

According to the National Highway Traffic Safety Administration, 2016 witnessed the most pedestrian fatalities since 1990, increasing to approximately 16 percent

of all roadway fatalities. Of these, nearly three-quarters occurred at uncontrolled locations. This session will provide a comprehensive review of the current best practices when evaluating and designing uncontrolled pedestrian crossings in rural areas and small villages. It will examine proven safety countermeasures being promoted by the Federal Highway Administration's EDC 5's Safe Transportation for Every Pedestrian (STEP), and review local examples. Speakers will also share resources and ideas for communicating with your community about these best practices. There will be time for Q & A.

Presented by: Michael O'Donnell, P.E., Senior Traffic Operations Engineer, New Hampshire Department of Transportation

Hosted by: New Hampshire Municipal Association

Track(s): Public Works

The Right-to-Know Law – Hot Topics and Q & A, part 2

How long should non-public session minutes be sealed? Is it permissible for board members to use Google Docs between meetings to share proposed changes to a draft document? Are your text messages subject to disclosure if they relate to municipal business? This session is a continuation of Wednesday's session, in which NHMA's attorneys will discuss miscellaneous Right-to-Know Law questions they have encountered recently, and will answer as many questions as possible from attendees. This is a continuation, not a repeat, of Wednesday's session, so all of the discussion will be new (except for the brief update on recent statutory changes). Again, bring your questions!

Presented by: Margaret Byrnes, Executive Director, New Hampshire Municipal Association

Natch Greyes, Municipal Services Counsel, New Hampshire Municipal Association

Cordell Johnston, Government Affairs Counsel, New Hampshire Municipal Association

Hosted by: New Hampshire Municipal Association

Track(s): Governance/Select Boards

"The Doorway" - New Substance Use Disorders Referral Model

Learn about about the new Doorway Model (also known as Hub and Spoke Model) with 9 regional hubs for treatment and recovery services for substance use disorders. Our speaker, using personal experience, will explain how to

navigate addiction treatment and recovery systems in New Hampshire and offer some pragmatic advice about working with this population.

Presented by: Ryan Fowler, CRSW, Community Engagement Specialist, Granite Pathway Southern New Hampshire

Hosted by: New Hampshire Local Welfare Administrators Association
Track(s): Welfare

The Value of Cloud Computing: Is It Right for You?

Without help, cloud computing can be confusing. In this session we'll gain an understanding of cloud computing's exciting value and the questions to ask when moving to the cloud.

Presented by: Joe Howland, Chief Information Security Officer, VC3

Hosted by: New Hampshire Municipal Association
Track(s): Tech Corner

Update on NHDES's New PFAS Drinking Water Standards

The New Hampshire Department of Environmental Services (NHDES) has completed final rulemaking, establishing Maximum Contaminant Levels (MCLs)/drinking water standards and Ambient Groundwater Quality Standards (AGQS) for four per- and polyfluoroalkyl substances (PFAS): perfluorooctanoic acid (PFOA), perfluorooctanesulfonic acid (PFOS), perfluorononanoic acid (PFNA) and perfluorohexanesulfonic acid (PFHxS) to ensure greater protection of public health related to the consumption of drinking water. The rulemaking proposal was approved by the New Hampshire Joint Legislative Committee on Administrative Rules (JLCAR) at their July 18, 2019, meeting, and became effective on September 30, 2019. Assistant Commissioner Freise will provide a status update of the implementation of these rules, and also discuss the ongoing effort to provide the Legislature a plan and budget for the development of surface water standards for the same four compounds.

Presented by: Clark Freise, Assistant Commissioner, New Hampshire Department of Environmental Services

Hosted by: New Hampshire Municipal Association
Track(s): Land Use & Environment, Public Works

Wage and Hour Compliance for Local Governments - Federal and State Session 1

These back-to-back sessions will be co-presented by the U.S. Department of Labor and the New Hampshire Department of Labor. Learn about the federal and state law requirements with regard to issues such as volunteers, record keeping, documentation and child labor, hours worked issues, timely payment of wages, benefits and disclosures, how to compute overtime, exemptions and salaried employees, including the proposed new salary exemption rule, and special rules and exceptions that may apply to local government employees.

Presented by: Steven McKinney, Community Outreach Specialist, U.S Department of Labor, Wage and Hour

Michele Small, Administrator of the Inspection Division, New Hampshire Department of Labor

Hosted by: New Hampshire Municipal Association

Track(s): Human Resources, Risk Management

Why Is the 2020 Census Important for your Community?

The census is important for you and your community, and you can help! Learn more about how to ensure that everyone in your community gets counted.

Presented by: TBD

Hosted by: New Hampshire Municipal Association

Track(s): Governance/Select Boards

2:30 p.m. Afternoon Break

2:45 p.m. CONCURRENT SESSIONS

BTLA Year in Review

A presentation of recent cases heard by the Board of Tax and Land Appeals.

Presented by: Thomas Hughes, Senior Review Tax Appraiser, New Hampshire Board of Tax & Land Appeals

Anne Stelmach, Clerk, New Hampshire Board of Tax & Land Appeals

Hosted by: New Hampshire Association of Assessing Officials

Track(s): Assessing

Floodplain Development Permitting - Requirements and Best Practices for Communities that Participate in the National Flood Insurance Program

This session will review in detail the administrative procedures that must be in place for a community to fully meet the requirements of National Flood Insurance Program participation. Step-by-step examples will be provided of different types of proposed development within FEMA Special Flood Hazard Areas and required process steps/community responsibilities. The Office of Strategic Initiatives will provide copies of a new resource, the Floodplain Development Permit Package for Community Officials, to participants which will be referenced throughout the session.

Presented by: Samara Ebinger, Principal Planner, New Hampshire Office of Strategic Initiatives

Jennifer Gilbert, State Floodplain Management Program Coordinator, New Hampshire Office of Strategic Initiatives

Hosted by: New Hampshire Municipal Association

Track(s): Land Use & Environment

How to Know Whether Your Website is ADA Compliant

Your municipality's website is more important now than ever before. We'll discuss how to ensure that your website is accessible so that all residents enjoy its benefits and you avoid costly lawsuits.

Presented by: Dale Graver, Regional Director, VC3

Hosted by: New Hampshire Municipal Association

Track(s): Tech Corner

In Support of Safety

In this session, we'll review best practices in maintaining safe garages, including how to implement education and outreach, use existing resources such as UNH T2 Tailgate Talks, and encourage reporting of safety concerns/near misses. Speakers will also discuss RSA 281-A 60, I(o) and RSA 277:16, and how to not just prepare yourself for a possible audit, but use the regulations to develop a solid safety program and a culture of care.

Presented by: Marilee LaFond, Manager, University of New Hampshire Technology Transfer Center

Butch Leel, Senior Training Instructor, University of New Hampshire Technology Transfer Center

Hosted by: New Hampshire Municipal Association

Track(s): Public Works

NHLWAA Annual Meeting and Welfare Case Studies Work Session

The New Hampshire Local Welfare Administrator Association will have a brief annual meeting and explain about becoming a member. Directly after, we will have seasoned Welfare Administrators on hand for welfare case studies. Participants will be broken into groups to review cases and brainstorm decisions. Different scenarios will be presented that could result in different decisions based on different interpretations and local guidelines. Through this process participants will learn how different welfare directors come up with their decisions, how they use resources in their community, and how to best assist the client, both in the current emergency and in the long term.

Presented by: Patricia Murphy, President, New Hampshire Local Welfare Administrators Association

Hosted by: New Hampshire Local Welfare Administrators Association

Track(s): Welfare

Wage and Hour Compliance for Local Governments - Federal and State Session 2

These back-to-back sessions will be co-presented by the U.S. Department of Labor and the New Hampshire Department of Labor. Learn about both the federal and state law requirements with regard to issues such as volunteers, record keeping, documentation and child labor, hours worked issues, timely payment of wages, benefits and disclosures, how to compute overtime, exemptions and salaried employees, including the proposed new salary exemption rule, and special rules and exceptions that may apply to local government employees.

*Presented by: Steven McKinney, Community Outreach Specialist, U.S. Department of Labor, Wage and Hour
Michele Small, Administrator of the Inspection Division, New Hampshire Department of Labor*

Hosted by: New Hampshire Municipal Association

Track(s): Human Resources, Risk Management

What We Have Learned from Merrimack

The environmental consulting firm of Underwood Engineers has been working with several municipalities, including the Merrimack Village District (MVD), on PFAS contamination. MVD, which serves an estimated 25,000 customers, recently opened bids for construction of a treatment plant to remove PFAS from two of its wells and is in the design phase for two additional facilities for PFAS removal from its remaining wells. Keith and Mike will discuss their design experience, the updates required now that NHDES has lowered the 70 ppt regulatory limit, how municipalities should begin to plan for PFAS treatment, the current technologies to treat PFAS contamination, and funding sources being used in MVD's system improvements that are available to other municipal entities.

Presented by: Michael Metcalf, P.E., Senior Project Manager, Underwood Engineers, Inc.

Keith Pratt, P.E., President, Underwood Engineers, Inc.

Hosted by: New Hampshire Municipal Association

Track(s): Land Use & Environment, Public Works