



**JANUARY 24, 2024**

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**NHMA has a brand new member portal and we are now sporting a new look in our communications to you.**

**IMPORTANT:** Please [read these instructions](#) on how to log into NHMA's portal. Please [read these instructions](#) before you register for an event!

NHMA has a new member portal as we endeavor, among other things, to improve our communications to you. To learn more, you can [watch a tutorial here](#). It's only about 35 minutes, so please view it at your earliest convenience.

We also have a [step-by-step guide](#) on how to register for an NHMA event in the new portal. This guide is targeted at local officials who have never used the portal before. We would appreciate if you could share this guide with local officials in your municipality so they will be prepared when they register for a 2024 event.

**If you are the designated Account Administrator for your city or town, the sooner you can log in as your municipality's main contact and review/edit the municipal officials listed under your municipality's profile, the smoother this transition will go.** We know there are

so many demands on your time, so we really appreciate your assistance. We are excited to launch this portal to improve your membership experience with NHMA!

Please email us at [registrations@nhmunicipal.org](mailto:registrations@nhmunicipal.org) if you have trouble registering, and send other questions to [info@nhmunicipal.org](mailto:info@nhmunicipal.org).

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## SAVE THESE DATES!

The 83rd Annual Conference and Exhibition will be held on **Wednesday, October 30** and **Thursday, October 31** this year. Please save these dates and join us on October 30 and October 31 at the DoubleTree by Hilton Manchester Downtown Hotel in Manchester.

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## IMPORTANT REMINDER ABOUT ACA IRS REPORTING AND THE NEW REQUIREMENT FOR ALL SIZE EMPLOYERS TO FILE ELECTRONICALLY

The ACA requires Applicable Large Employers (ALEs) to report to the IRS whether they offered minimum essential coverage (MEC) that was affordable and provided minimum value to full-time employees. Employers of *any size* with self-insured plans must also report months of coverage for all enrolled individuals.

### Do Municipalities Have to Complete the ACA Reporting?

For municipalities with HealthTrust medical plan coverage, the Member Group is considered to have self-insured employer health plan coverage for IRS reporting purposes; HealthTrust is a self-insured Multiple Employer Welfare Arrangement (MEWA), not a health insurance issuer or carrier. The [IRS instructions for Forms 1094-B and 1095-B](#) provide that plan sponsors are responsible for reporting self-insured employer health coverage. For this purpose, each participating employer in a MEWA (each HealthTrust Member Group) is considered the plan sponsor for its own employees.

[LEARN MORE!](#)

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## 2024 Town & School Moderators Hybrid Workshop

Join NHMA and NHSBA as they review the law governing the annual meeting and the role of the moderator at town, village district and school district meetings.

**9:00 am - 1:30 pm**

**Traditional Town Meetings - Saturday, February 17, 2024**

**Registration Fees: \$70.00 (in-person) and \$55.00 (virtual). Non-member rates \$140.00 (in-person) and \$110.00 (virtual).**

**This workshop will be held in hybrid format: In person attendance and/or virtual attendance option.**

**In person attendance - 25 Triangle Park Drive Concord, NH. In person attendance is limited to 60 people. Virtual attendance via Zoom**

***For those who cannot attend either in-person or virtually on the date of the workshop, you can purchase virtual attendance (\$55) and get all of the materials and be able to watch the recorded video on the Monday after the workshop event.***

Attendees will receive an electronic copy of NHMA's 2024-2025 edition of the *Town Meeting and School Meeting Handbook*. Additional materials such as the PowerPoint presentation will also be distributed electronically. **If you would like to purchase a hard copy of the publication you may do so upon registering for the workshop for an additional \$20.00.** No print outs of the materials or hard copy of the publication will be provided. Pre-registration and pre-payment is required. If you register but cannot attend, a recording of the workshop will be provided as long as payment has been received. Refund of the full registration fee will be made if cancellation notification is received 48 hours in advance. Cancellation less than 48 hours in advance, including no-shows, will result in you being charged the full cost of the workshop.

Questions? Please contact us at 603-230-3350 or [registrations@nhmunicipal.org](mailto:registrations@nhmunicipal.org).

## **Traditional Town Meetings Agenda**

### **Registration Now Open!**

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## **2024 Right-to-Know Law Workshop for Law Enforcement**

Join NHMA's Legal Services Counsel Stephen Buckley and Municipal Services Counsel Jonathan Cowal who will share insights and strategies to assist law enforcement agencies in handling governmental record requests arising under the RSA 91-A, the Right-to-Know Law.

**9:00 am - 1:00 pm**  
**Wednesday, February 21, 2024**

**Registration Fees: \$70.00 (in-person) and \$55.00 (virtual). Non-member rates \$140.00 (in-person) and \$110.00 (virtual).**

**This workshop will be held in hybrid format: In person attendance and/or virtual attendance option.**

**In person attendance - 25 Triangle Park Drive Concord, NH. In person attendance is limited to 60 people. Virtual attendance via Zoom**

**Attendees will receive an electronic copy of NHMA's publication, *New Hampshire's Right-to-Know Law 2023*. Additional materials such as the PowerPoint presentation will also be distributed electronically. No print outs of the materials or hard copy of the publication will be provided.**

Pre-registration and pre-payment is required. If you register but cannot attend, a recording of the workshop will be provided as long as payment has been received. Refund of the full registration fee will be made if cancellation notification is received 48 hours in advance. Cancellation less than 48 hours in advance, including no-shows, will result in you being charged the full cost of the workshop.

Questions? Please contact us at 603-230-3350 or [registrations@nhmunicipal.org](mailto:registrations@nhmunicipal.org).

## **Agenda**

## Online Registration

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### LOCAL SOLUTIONS TO THE STATE'S HOUSING CRISIS WEBINARS

A series of five webinar presentations from subject matter experts that will highlight what cities and towns are doing to provide local solutions to the state's housing crisis. Webinars are complimentary and run every Thursday from noon to 1:00 pm from February 15 - March 14.

[February 15 - Our Housing Shortage](#)

[February 22 - The Intersection of Development and Clean Water](#)

[February 29 - YIMBYism: A Different Approach to Development](#)

[March 7 - Transfer of Development Rights 101: A Primer](#)

[March 14 - Attracting Developers](#)

#### [WEBINAR DESCRIPTIONS AND LINKS](#)

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### NHMA LOOKING FOR MUNICIPAL OFFICIAL TO SERVE ON HOUSING CHAMPIONS ADVISORY COMMITTEE

Established in 2023, [RSA 12-O:71](#) sets up the NH Housing Champion Designation and Grant Program. NHMA is now seeking a municipal official, preferably an elected official, to serve on this advisory committee. If you are interested in this committee appointment, please submit the following items:

- Brief statement of interest, including why you would be a good fit for this appointment.
- Current resume or CV and any other useful information helpful to your nomination.

After receipt of this information above, your nomination will be brought forward to NHMA's Executive Committee for consideration and advancement. Please keep in mind that you may be only one of several nominations for a single municipal position and NHMA will endeavor to select the individual with the most pertinent expertise and experience for this appointment.

If you have any questions regarding NHMA's appointment process, please contact us at 603.224.7447 or via email at [governmentaffairs@nhmunicipal.org](mailto:governmentaffairs@nhmunicipal.org).

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### FREE BOOTCAMPS DESIGNED TO HELP SMALL CITIES/TOWNS WIN FEDERAL GRANT DOLLARS

Don't miss out on FIVE new bootcamps offerings for small cities and towns looking to complete infrastructure projects in their community. The deadline to register is January 31 - check out what's being offered and get signed up [here](#).

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### WINTER SALT AWARENESS WEEK - January 22-26, 2024

Organizations across the nation are partnering to celebrate Winter Salt Awareness Week 2024 to spotlight the threats that road salt poses to our rivers, lakes and drinking water. All the salt that we apply to streets, parking lots, and sidewalks ends up in our freshwater. Excessive application of winter salt damages infrastructure, harms freshwater ecosystems and threatens our drinking water.

The New Hampshire Department of Environmental Services (NHDES) and NHMA are celebrating **Winter Salt Awareness Week** happening Monday, January 22nd to Friday, January 26<sup>th</sup>. The week will feature daily livestreams 1:30-2pm EST from ecologists, transportation experts and other salt-wise speakers from across the United States. Learn more about the environmental toll of deicers, salts in our drinking water, actions that municipalities are taking, and how residents can get involved!

Register online at [www.wisaltwise.com](http://www.wisaltwise.com). Make sure to follow NHDES on Facebook and Instagram for winter salt reduction related posts throughout the week. Learn more about New Hampshire salt reduction efforts at [Road Salt Reduction | NH Department of Environmental Services](#).

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## DEADLINE APPROACHING TO REQUEST FREE FEMA HELP FOR MITIGATION PLANNING, PROJECT SUPPORT

Communities that lack resources to begin climate resilience planning and designing projects have until Thursday Feb. 29 to submit forms to request [BRIC Direct Technical Assistance](#). FEMA provides BRIC Direct Technical Assistance which is tailored support to communities through a range of activities and from pre-application to grant closeout. FEMA will engage with each selected community for up to 36 months to further explore and better understand their specific requests for technical assistance.

Interested communities and Tribal nations are asked to submit a [BRIC Direct Technical Assistance Request Form](#) to [fema-bric-dta-submission@fema.dhs.gov](mailto:fema-bric-dta-submission@fema.dhs.gov) to be considered for this cycle of selections to be announced later this summer. FEMA will be selecting up to 80 communities and Tribal nations to receive direct technical assistance.

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## NATIONAL CIVIC REVIEW: Can Journalists Use New Technologies to Build a Trusting, Sustaining Relationship with their Audiences?

This edition of the National Civic Review, published in collaboration with the [Kettering Foundation](#), includes research on the effectiveness of Truth and Reconciliation Commissions, discusses efforts to address challenges facing local journalism, details surprising findings from a survey challenging perceptions of societal division, and explores examples of participatory democracy methods. To access this edition, go to the [table of contents](#) where you will be prompted to enter your unique access code: *NHMA24*.

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## FEDERAL TRANSPORTATION MANUAL RELEASED

Federal standards for traffic signs, signals and markings to ensure a uniform and predictable environment for people in every state who drive, bike and walk are being updated after more than a decade. On December 19, 2023, a final rule adopting the [11th Edition of the Manual on Uniform Traffic Control Devices for Streets and Highways \(MUTCD\)](#) was published by the U.S. Department of Transportation Federal Highway Administration (FHWA). Now, [per Title 23](#), states will either adopt the 11th Edition National MUTCD OR have a State MUTCD or Supplement that is in substantial conformance with the National MUTCD as their legal State standard for traffic control devices [within two years](#). With the MUTCD's publication, many state legislatures could move to quickly expedite their approvals in 2024, and NLC looks forward to hearing if your state will adopt the federal MUTCD or approve a supplement.

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## SAVE THE DATE! [NHDES Water Infrastructure Funding Workshop, Virtual Webinar Series, April 9 - 12-2024](#)

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## CDFA ANNOUNCES 2024 APPLICATION DEADLINES

The Community Development Finance Authority (CDFA) will be accepting applications for all its programs for the 2024 calendar year on the below listed dates. All applications must be received by CDFA through its online grants management system (<https://nhcdfagrants.org>) by 4:00 PM for each deadline. Visit CDFA's website ([www.nhcdfa.org](http://www.nhcdfa.org)) regularly for [program announcements](#) and [workshop notifications](#). Sign-up to receive CDFA program news and updates by visiting <https://nhcdfa.org/signup/>. CDFA's Resource Hub

([resources.nhcdfa.org/](https://resources.nhcdfa.org/)) provides detailed guidance for each of the programs. Those interested in learning more can also [review a brief overview of CDFA's resources](#) to support community economic development projects across New Hampshire. If you have any questions regarding specific programs or application deadlines, contact CDFA at 603-226-2170.

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## **EPA ANNOUNCES APPOINTMENT OF NASHUA MAYOR JIM DONCHESSE TO LOCAL GOVERNMENT ADVISORY COMMITTEE**

The U.S. Environmental Protection Agency (EPA) recently announced the appointment of 16 new members to the Local Government Advisory Committee (LGAC), as well as the reappointments of 13 existing members. For the first time in the committee's history, membership will be majority female, including all members of the committee's leadership. The 37-member LGAC will have 24 females and 13 males, including 13 people of color, and representation from 27 different states. The Administrator also appointed 5 new and 15 returning members to the LGAC's Small Communities Advisory Subcommittee (SCAS). Read about the members and the communities they represent on [EPA's Local Government Advisory Committee Members website](#).

The LGAC offers local leaders a necessary seat at the table that will help deliver better outcomes for all of the residents in America's communities. In 2024, the Committee will provide input on the proposed Lead and Copper Rule Improvements, the draft Strategy for Reducing Plastic Pollution, EPA's efforts to develop a cumulative impact framework, and to improve community-level communication and engagement on climate change issues. Members were chosen from a pool of more than 60 highly qualified candidates. Selections for the one- and two-year terms were made based on the applicant pool and in accordance with the [LGAC charter](#) to achieve balance and diversity in terms of geographic location, gender, ethnicity, and stakeholder perspective.

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## **CYBER ADVISORY**

The Cybersecurity and Infrastructure Security Agency (CISA) and the Federal Bureau of Investigation (FBI) released joint Cybersecurity Advisory (CSA) [Known Indicators of Compromise Associated with Androxghost Malware](#) to disseminate known indicators (IOCs) and tactics, techniques and procedures (TTPs) associated with threat actors using Androxghost malware.

Androxghost malware establishes a botnet to scan for websites using the Laravel web application framework. On these websites, threat actors have attempted to determine if the domain's root-level .env file is exposed and if they contain credentials for accessing additional services. Multiple investigations are ongoing regarding Androxghost malware's capability to establish a botnet and further identify and compromise vulnerable networks. Threat actors exploiting Androxghost malware have been observed exploiting specific vulnerabilities which could lead to remote code execution; those common vulnerabilities and exposures (CVE) are CVE-2017-9841 (PHP Unit Command), CVE-2021-41773 (Apache HTTP Server versions) and CVE-2018-15133 (Laravel applications).

Recommended actions include prioritize patching known exploited vulnerabilities in internet-facing systems; review and ensure only necessary servers and services are exposed to the Internet; and review platforms or services that have credentials listed in .env files for unauthorized access or use. All organizations are urged to review the advisory, implement recommended mitigations, and validate your organization's security controls against the threat behaviors mapped to the MITRE ATT&CK.

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## **UPCOMING WORKSHOPS OF COOPERATIVE EXTENTION**

Link: <https://extension.unh.edu/event/2023/10/building-sustaining-effective-collaboration>.

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## **OFFICE OF RIGHT-TO-KNOW OMBUDSMAN ORGANIZATIONAL AND PROCEDURAL RULES AND ETHICAL STANDARDS RULES**

[Notice Form 2023-172](#)

Rule Number (Rko 100-Rko 200)

[Proposed Rule \(Organizational and Procedural Rules\)](#)

[Notice Form 2023-173](#)

Rule Number (Rko 300)

[Proposed Rule \(Ethical Standards\)](#)

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## HEALTHY LIVING TIPS FROM HEALTHTRUST: *GIVE BACK!*

We all know that giving helps others. You can make a big difference by offering time and support to friends and family, volunteering for organizations or donating to charities. But did you know the warm and fuzzy feeling you get from helping others is actually good for you, too? That's not just some "good vibe" theory, either. Research shows that giving to others can boost your physical and mental health in numerous ways. *Source:* [Cleveland Clinic](#)

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## SAVE THESE DATES FOR FREE LOCAL OFFICIALS WORKSHOPS

Save **Wednesday, April 3** and **Tuesday, May 7**, for the free Local Officials Workshops this year. Program is free to members and runs from 9:00 am - 4:00 pm. Stayed tuned for more details.

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## MEMBERSHIP DUES REMINDER

Membership renewal letters and invoices have been mailed to every full and associate member of the NHMA. Please let us know if you have not received your renewal and feel free to contact us if you have any questions. NHMA is a membership organization and that is why your support is so critical. By remitting your membership dues, you will continue the tradition that began in 1941 - serving all cities and towns in New Hampshire so that no one member stands alone in the challenges it faces. Thank you for your continued support of the NHMA.

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## UPDATE YOUR NHMA EMAIL ADDRESSES

NHMA is in the process of switching communications platforms and changing two of our email addresses in the process. Moving forward, please send general communications and questions to [info@nhmunicipal.org](mailto:info@nhmunicipal.org) and event registrations and questions to [registrations@nhmunicipal.org](mailto:registrations@nhmunicipal.org). Thank you for your assistance!

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## [COURT UPDATES](#)

## [LEGISLATIVE BULLETINS](#)

[STATE AID BOOKLET](#)

[RULEMAKING REGISTRY](#)

[GRANT PROGRAM FINDER](#)

[CLASSIFIED ADS](#)

[CALENDER OF EVENTS](#)

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## [MUNICIPAL MARKETPLACE](#)

The NHMA would like to thank its supporters who value their partnership with the 234 municipalities in New Hampshire. Our online advertising supporters help provide valuable financial support, ensuring our ability to provide important educational and training opportunities.



Thank you to these business and organizations who support New Hampshire's municipal governments. Browse our online [Municipal Marketplace](#) to products and services for cities and towns.

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## **PARTNERS**







### Employment Law Hotline

A Free Service to NHMA Members

Drummond Woodsum labor law attorneys are available to provide legal advice on matters including Title VII, Family Medical Leave Act, Americans with Disabilities Act, Fair Labor Standards Act, employee discipline, sexual harassment, wrongful termination and age, sex and race-based discrimination.

The *Employment Law Hotline* is available at no charge and Drummond Woodsum labor law attorneys will provide up to 1/2 hour of **FREE** legal advice per employment issue.

**DrummondWoodsum**  
ATTORNEYS AT LAW



### Got an employment issue?

Before you act, call 603.623.2500  
or email at [ehotline@dwmlaw.com](mailto:ehotline@dwmlaw.com).



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## NEW HAMPSHIRE TRIVIA

### January 24th Trivia Question:

**The following location is not a municipality in New Hampshire. Instead, it is a village, neighborhood, or other area that lies within an incorporated municipality. Please name the municipality in which "Elkins" is located.**

Please send your response to [newslink@nhmunicipal.org](mailto:newslink@nhmunicipal.org). A winner will be recognized in the next *NewsLink* issue and be eligible for a grand prize of no particular value whatsoever at the end of the year.

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### January 10,2024 Trivia Question & Answer:

**The following location is not a municipality in New Hampshire. Instead, it is a village, neighborhood, or other area that lies within an incorporated municipality. Please name the municipality in which "Mountain Lake Precinct" is located.**

**Correct Response:** Town of New Durham

**January 10th Winner:** Betsy Bosiak, Planning Board, Town of Epsom

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## SUBSCRIBE TODAY!

***PLEASE READ:* We recently switched our communication platform.**

To subscribe to these important communication services below, please sign into this portal: <https://nhmunicipal.weblinkconnect.com/>.

To log into your account, [follow these steps](#). Once you are logged in, click 'edit this profile' and 'newsletter management' You can now sign up for *Legislative Bulletin*, *Fast Democracy*, *Newslink*, and *Town & City* magazine all in one place!

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**NEW HAMPSHIRE**  
MUNICIPAL ASSOCIATION



*Official bi-weekly electronic newsletter of the  
New Hampshire Municipal Association.*

[newslink@nhmunicipal.org](mailto:newslink@nhmunicipal.org)

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#).

Our mailing address is:

25 Triangle Park Drive

Concord, New Hampshire 03301

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