

**NH Society of Professional Engineers  
Board of Directors Meeting Minutes**

DATE: <u>January 21, 2009</u> 6:00 p.m. to 9:00pm  Location: Hoyle, Tanner & Associates, Inc. Manchester, NH	Matthew Low, PE (Pres)*		
	Dan Hudson, PE (Past Pres)*		
	Larry Dwyer, PE (Pres Elect)*		
	Steven Lehmann, PE (Vice Pres)*		
	John DiGenova, PE (Sec)*		
	Gregg Comstock, PE (Dir)*		
	Craig Bailey, PE (Dir)*		
	Josh Bouchard, PE (Dir)*		
	Paul Schmidt, PE (Hse. of Delegates)*		

*\*Voting Board Member*

**Matt L called the meeting to order at 6:05**

**OLD BUSINESS**

Review and Approval of October 15, 2008 Minutes  
 Review and Approval of November 18, 2008 Minutes

Meeting minutes were reviewed and edits discussed. Dan moves to accept the meeting minutes as amended, John seconds and motion is carried by the group. Future meeting minutes will be sent to the attendees of the meeting via email for review and discussion.

**NEW BUSINESS**

- UNH Student Projects** - Brief Update on Memorandum of Understanding (MOU) with UNH – Matt L indicated that he and Larry have been working on modifications to the existing MOU with UNH. The perceived disagreements focus on: 1) UNH believes that only construction plans constitute the practice of engineering, and 2) Engagement between the students and the public is something that the industry wants. The Provost at UNH is now aware of the discussions.

ACEC Board Meeting – Matt L and Larry attended a meeting with ACEC in December 2008. ACEC is in the planning stages of the 2009 technical conference. Matt L and Larry discussed the UNH situation and the update to the MOU. ACEC strongly supports a cooperative effort between NHSPE and UNH.

- Treasurer’s Report**

Matt L reports that Tom sent the Treasurers report via email. The group reviewed and discussed.

- Society Governance**

2009-2010 Slate of Officers – Dan will be talking to Board Members concerning positions for the upcoming year. The slate of officers will be decided by 1 April 2009.

Best Practices Outline – Matt L. distributed the best practices outline for governance (Handout No. 1). Matt L indicated that many of the items would not apply to NHSPE. He intends to fine tune the best practices and implement next year.

- Professional Development and Continuing Education**

January 28<sup>th</sup> Windfarm Energy – Steve reports that attendance for the Windfarm Energy Talk will be about 50 people. Final attendance will be known in the next few days and then set-up with Fratellos.

March – Geothermal Energy – John reports that the Geothermal presentation will take place in late March 2009. Location to be determined, maybe Nashua or Salem.

April 23, 2009 – New PE Dinner Tentative Date – Matt L reports that he needs to get in touch with PE Board to check date. Requested Brad Aldrich to speak.

May, 2009 – Open – Horizontal Directional Drilling – John indicated that their office could supply a speaker on Horizontal Directional Drilling if requested. No further action at this time.

June 11, 2009 – Annual Meeting. The meeting venue was discussed and a potential joint meeting with Maine or Vermont is possible. Matt L will begin the process to see if any of these states are interested in doing a joint meeting.

5. **Public Image and Student Outreach**

NHSPE John Alger Memorial Scholarship Report – Steve reports that he intends to reach out to local businesses for support of the Scholarship throughout the year. He is developing a plan to grow the process. Letters are going out next week.

Teacher’s Award Report – Matt L reports that he has received a few applications but not that many. Dan indicated that the timing of the applications this year may not have been good considering it was right in the middle of the ice storm. Matt will resubmit to everyone so that additional application may come in.

MATHCOUNTS Report – Gregg reports that we have 62 schools participating. Gregg said that this year Ben and Lee Carroll have raised about \$2000. Gregg sent emails to all schools in his region that lunch would not be provided this year. About 80% of the cost of MATHCOUNTS has been collected thus far, which is an improvement over previous years.

Student Outreach Initiatives – Craig reports that he attended the Board of Directors meeting for the Science and Engineering Expo. There will be a Science Fair on March 12, 2009 in Concord from 8:30 – 12:00 (High School Projects). They have requested judges from the engineering community. They are looking for engineering challenges such as pasta bridges, egg drops, etc. They need the rules that go along with the challenges. Matt L suggests that Judy could distribute an email request for judges.

6. **Government Affairs**

Legislative Tracking Initiatives Report – Matt L distributed Handout No. 2, ACEC legislative tracking.

HB 197 is Back – Matt L reports that HB 197 (apportioned civil damages) is back on the table and should be addressed immediately. In short, the last entity left standing in a court case pays the full amount owed. Matt L met with ACEC about this. The date of the hearing has not been determined yet.

7. **State Society Collaboration**

February 19, 2009: E-Week – Matt L reports that they are looking for raffle items for the scholarship. Craig distributed the financial report for eweek. He indicated that commercial vendors are down this year. Currently, the banquet is showing a loss. Craig would prefer is the eweek banquet was a collaborative effort by the joint society since covers all engineering fields.

8. **Membership**

Membership Report – Matt L received a membership report from Walter (Handout No. 3).

Electronic Distribution of Observer – Matt L indicated that the next Observer will be distributed in hard copy and electronically. After that only electronic copies of the Observer will be issued. Erin had indicated that she would still need email addresses for about 35 members.

9. **National/Regional & Other Issues**

NER Ballot for Election (Matt L.) – Paul gave a summary of the candidates. Ballet for the NE Region NER Officers was distributed (Handout No. 4). Paul motions to accept the slate of officers, Dan seconds and the motion is carried by the group. Matt L will send in the ballot.

RFP– RFQ.com website – Matt L distributed the details of the website, which is sponsored by a private entity (Handout No. 5). Discussion focused on Public vs. Private website administration. Since this is a private company involved with the website, NHSPE cannot endorse the website but can endorse the Qualification Based Selection Process. Matt L will draft a letter.

P.E. Panel Discussion / ASME Upper Valley Section – Matt L indicated that he was contacted by ASME about involvement with NHSPE. Matt L will follow up with discussions. (Handout No. 6)

Dan motions to adjourn the meeting, Larry seconds and motion is carried by the group.

Meeting ended at 8:30

Respectfully Submitted,

John G. DiGenova, P.E.

## NEW HAMPSHIRE SOCIETY OF PROFESSIONAL ENGINEERS BEST PRACTICES TASK OUTLINE

TASK	COMPLETED	DATE
<b>MEMBERSHIP DATABASE</b>		
1. Maintain a perpetually current list of members, dues paid and member years.		
2. Regularly check NSPE's on line rosters against your local database.		
3. Maintain a clearly written description for each type of membership and discounts your state offers.		
4. Understand the dues billing process.		
<b>MONEY &amp; FINANCE</b>		
1. Secure a Tax Identification Number "TIN" for your State Society.		
2. Open a checking account in the name of your State Society using the TIN.		
3. Maintain an accounting system using either QuickBooks or Peachtree.		
4. Have a quarterly review of your accounting by a CPA.		
5. Adopt a simplified budget at the annual meeting of your State Society.		
6. Reconcile the checking account monthly.		
7. Annually file IRS Form 990 [Informational Tax Form].		
8. At the end of your fiscal year, have a CPA close the books and produce annual statements.		
<b>SALES &amp; MARKETING</b>		
1. Develop a tri-fold brochure about your State Society for use in promoting your organization. A template is available from NSPE.		
2. Develop a simple website and link to the NSPE national website. A simplified template is available from NSPE.		
3. Contact each member monthly. Assign every member to a member of your board of directors.		
4. Create an endless list of opportunities to serve so every member can find a place to contribute his/her time to the organization.		

# NEW HAMPSHIRE SOCIETY OF PROFESSIONAL ENGINEERS BEST PRACTICES TASK OUTLINE

TASK	COMPLETED	DATE
<b>GOVERNMENT AFFAIRS</b>		
1. Know your state licensure laws. Get a copy of the law and know it.		
2. Develop a list of no more than three issues that can be addressed by government.		
3. Maintain a list of state legislators containing all contact information.		
4. Find out who among your members knows members of the legislature and important government employees.		
5. Develop a list of chief staff persons for each legislator. Have contact information for each person.		
6. If you have a Political Action Committee (PAC), know the rules and get into strict conformity with those rules.		
<b>DOCUMENTATION</b>		
1. Have a copy of the Articles of Incorporation by which your State Society was incorporated in your state. Know where the original document is. Some Societies will also have a "Constitution.		
2. Make sure all officers and directors have a current copy of the State Society Bylaws.		
3. Know the whereabouts of the IRS letter that gave your Society its EIN.		
4. Know the whereabouts of your State's letter that gave your Society a State tax number.		
5. Know the whereabouts of the IRS "Letter of Determination" that gives your State Society its exemption from federal income taxes.		
6. Have in the files copies of all past years' Form 990 "Informational Tax Returns."		
7. Know the whereabouts of any federal trademark certificates issued from the Patent & Trademark Office.		
8. Have a file of all federal copyrights filed at the Copyright Office of the Library of Congress.		
<b>RELATIONSHIPS</b>		
1. NSPE: maintain the list of your representatives to NSPE and their contact information.		
2. NSPE: maintain a list of key NSPE staff and their principal responsibilities so you can efficiently get answers to your questions.		

## NEW HAMPSHIRE SOCIETY OF PROFESSIONAL ENGINEERS BEST PRACTICES TASK OUTLINE

TASK	COMPLETED	DATE
3. ASAE (American Society of Association Executives): have a member of your board maintain a membership to ASAE. It is a good resource for any non-profit organization.		
4. Corporate: Know which local/state organizations fund events and projects related to your State Society and make regular contacts with their point persons.		
5. Media: Develop a list of newspaper, radio, TV outlets. Know who their reporters are and how to contact each.		
<b>RISK MANAGEMENT</b>		
1. Conduct an annual assessment of risk exposure.		
2. Purchase insurance only for risks that can't be otherwise managed.		
3. Conduct annual board training on all areas that impact risk management.		
4. Conduct regular tax and anti-trust training for board members.		

HANDOUT NO. 2 1/21/09

ACEC-NH 2009 Legislation		LSR #	Title	Sponsor	Status
		2009-H-0017-R	requiring towns to conduct a public hearing prior to the expenditure of capital reserve funds.	Christine C Hamm	
		2009-H-0056-R	relative to underground storage facility operator training.	Chris Christensen	
		2009-H-0057-R	relative to subdivision and site plan regulation waivers.	Anne C Grassie	
		2009-H-0058-R	relative to the use of alternates by local land use boards	Anne C Grassie	
		2009-H-0059-R	relative to the water supply land conservation program.	Susan R Kepner	
		2009-H-0094-R	relative to the rate of the gas tax.	Gene F Andersen	
		2009-H-0095-R	increasing the rate of the gas tax and dedicating the increased revenues to development and improvement of highway-related transit systems serving New Hampshire residents.	Gene F Andersen	
		2009-H-0110-R	defining "unnecessary hardship" for purposes of zoning variances.	Neal M Kurk	
		2009-H-0143-R	filing a petition for redress of grievance against the department of transportation on behalf of Barry Arnofsky.	Daniel C Itse	
		2009-H-0150-R	designating segments of the Cocheco River as protected under the rivers management and protection program.	L. Mike Kappler	
		2009-H-0168-R	establishing an environmental protection policy for the state of New Hampshire.	Richard H Snow	
		2009-H-0170-R	requiring disclosure of history of pollution of land in a purchase and sales agreement for real property.	David L Smith	
		2009-H-0187-R	relative to the state 10-year transportation improvement program.	John A Graham	
		2009-H-0197-R	designating segments of the Ammonoosuc River into the rivers management and protection program.	Scott A Merrick	
		2009-H-0206-R	relative to storage of architectural blueprints by municipalities.	Ken Hawkins	
		2009-H-0207-R	relative to the authorization of fluvial erosion hazard ordinances for land use control.	Gene F Andersen	
		2009-H-0229-R	establishing a committee to study the benefits of state acquisition of the remaining rail corridors.	Peter R Leishman	
		2009-H-0241-R	relative to the installation of sound barriers along a certain segment of the F.E. Everett Turnpike in the town of Merrimack.	Peter L Batula	
		2009-H-0242-R	relative to increasing the dollar limit for requiring public hearings on issuance of local bonds.	Betsey L Patten	
		2009-H-0245-R	correcting references to interim zoning regulation.	Betsey L Patten	
		2009-H-0257-R	relative to the inspection of construction or alteration of public buildings for compliance with accessibility standards.	Trinka Russell	
		2009-H-0258-R	relative to encouraging discretionary preservation easements for historic structures.	Alfred P Baldasaro	
		2009-H-0259-R	relative to permitting village district commissioners to apply for certain bridge aid.	Andy Peterson	
		2009-H-0260-R	clarifying the intent of a transfer of general funds to the highway fund.	Candace C W Bouchard	
		2009-H-0271-L	relative to local government eligibility for energy efficiency improvements.	Robert R Cushing	

LSR #	Title	Sponsor	Status
2009-H-0273-L	authorizing planning boards to require third party review and inspection.	Mary R Cooney	
2009-H-0284-R	relative to fees for fuel oil discharge prevention and cleanup.	Chris Christensen	
2009-H-0285-R	relative to oil fund disbursement board authority and fees for oil discharge cleanup.	Chris Christensen	
2009-H-0295-R	enabling municipalities to establish energy commissions.	David A Borden	
2009-H-0302-R	relative to the selection of members of zoning boards of adjustment.	Timothy Butterworth	
2009-H-0308-R	establishing a committee to study the visitor center system and authorizing the committee to explore a request for proposal process.	Gene G Chandler	
2009-H-0327-R	establishing a permanent commission to study recommendations of the National Transportation Safety Board.	Jordan G Ulery	
2009-H-0335-R	relative to applicability of zoning ordinances to existing residential structures.	Karen K Hutchinson	
2009-H-0339-R	relative to penalties for safe drinking water violations.	L. Mike Kappler	
2009-H-0340-R	relative to rivers management programs and the rivers coordinator.	L. Mike Kappler	
2009-H-0341-R	relative to penalties for oil spills.	L. Mike Kappler	
2009-H-0342-R	relative to penalties for water pollution.	L. Mike Kappler	
2009-H-0350-R	relative to contractor accountability and disclosure in the public works construction procurement process.	Bernard L Benn	
2009-S-0361-R	relative to contractor accountability and disclosure in the public works construction procurement process.	Margaret W Hassan	
2009-H-0362-R	relative to continuing education requirements for licensed architects.	Alida I Millham	
2009-H-0364-R	clarifying the eligibility requirements for class IV renewable energy generating facilities.	Suzanne Harvey	
2009-H-0378-R	establishing a penalty for destruction or frustration of an easement for access.	Paul H Ingersoll	
HB197	relative to apportionment of damages in civil actions.	David L Nixon	
2009-H-0397-L	relative to agreements between central business service districts and municipalities for infrastructure improvements.	Michael B O'Brien	
2009-H-0407-L	increasing the road toll and designating the increase for the highway and bridge betterment account.	Charles F Weed	
	relative to the definition of "public use" regarding eminent domain.	Maurice R Villeneuve	
2009-H-0419-R		Sheila Roberge	
2009-H-0424-R	establishing an optional tax credit for "green buildings."	Peter R Leishman	
2009-H-0441-R	relative to penalties for land use violations.	Sandra B Keans	
2009-H-0442-R	establishing a solid waste management fund and assessing a beverage container fee.	Elaine M Lauterborn	
2009-H-0445-R	allowing the construction of grey water systems on private property.	Leigh A Webb	
	relative to municipalities' authority to contract with the department of environmental services for dam maintenance.	Philip Preston	
2009-H-0459-R		David A Bickford	

LSR #	Title	Sponsor	Status
2009-S-0472-R	relative to fuels used by small power production facilities under the limited electric energy producers act.	Deborah R Reynolds	
2009-H-0475-R	relative to the establishment of highway tolls.	Andrew Renzullo	
2009-H-0490-R	relative to tolls.	James M O'Neil	
2009-H-0496-L	relative to municipalities contracting for impact studies for large groundwater withdrawals.	Mary M Allen	
2009-H-0499-R	allocating a portion of unfunded road tolls to the dam maintenance fund.	Ron J Mack	
2009-H-0514-R	clarifying a law relative to junkyards within industrial areas.	Peter B Schmidt	
2009-H-0528-R	relative to residential pharmaceutical waste.	Sandra C Harris	
2009-H-0537-R	increasing the rate of the gas tax and changing gas tax assessment and collection procedures.	David B Campbell	
2009-H-0545-R	relative to the testing of radon in indoor air before the purchase and sale of property.	Barbara C French James P Pilliod	
2009-H-0552-R	relative to the assessment of certain impact fees by municipalities.	John A Graham	
2009-H-0592-R	establishing a radiological emergency evacuation infrastructure program.	Robert R Cushing	
2009-H-0603-R	relative to licenses for the operation of motor vehicle recycling yards and junk yards.	Gary L Daniels	
2009-H-0616-R	relative to renters' rights to weatherization credits under the renewable portfolio standards program.	Jacqueline A Cali- Pitts	
2009-H-0625-R	granting authority for municipalities to opt out of parts of the state building code.	Neal M Kurk	
2009-H-0627-R	relative to membership on the wetlands council.	William J Infantine	
2009-H-0646-R	requiring a refundable deposit on beverage containers.	Derek Owen	
2009-H-0647-R	relative to the environmental policy of the state of New Hampshire.	Derek Owen	
2009-H-0648-R	relative to the land use change tax.	Derek Owen	
2009-S-0656-R	relative to the comprehensive shoreland protection act.	Martha Fuller Clark Judith T Spang	
2009-H-0658-R	increasing the contract amount that triggers the bond requirement on public projects.	Alfred C Lerandeau	
2009-H-0661-R	modifying the definition of "dam."	Peyton B Hinkle	
2009-H-0662-R	relative to dam maintenance.	Peyton B Hinkle	
2009-H-0682-R	relative to recording development restrictions.	Stephen J Shurtleff	
2009-H-0689-R	relative to the state's authority to lease submerged land.	James M Garrity	
2009-H-0693-L	relative to solid waste permits.	Suzanne Harvey	
2009-H-0704-R	relative to the responsibility of the state for the infrastructure of state and federal roads that run through towns.	Andrew R Peterson	
2009-H-0736-R	authorizing the department of transportation to convey ownership of Skyhaven Airport to the Pease Development Authority.	David B Campbell	
2009-H-0742-L	relative to the revoking of bond authority by municipalities.	Suzanne S Laiberte	



LSR #	Title	Sponsor	Status
2009-S-0743-R	relative to the acceptance of in-lieu payments for the restoration or creation of wetlands, the preservation of upland areas adjacent to wetlands, streams or rivers, and their riparian habitats, and the restoration of riparian habitats.	Harold W Janeway	
2009-H-0781-R	requesting a corridor study of route 33 through Greenland from the Portsmouth line to the Stratham line.	Pamela Z Tucker	
2009-H-0782-R	creating an urban exemption for prime wetlands	Robert L Theberge	
2009-H-0783-R	relative to definitions of electronic waste.	Tara A Sad	
2009-H-0785-R	ratifying changes to the state building code adopted by the state building code review board.	Everett A Weare	
2009-S-0803-R	relative to criminal mischief of property with geological value.	John S Barnes, Jr.	
2009-H-0810-R	relative to fill and dredge permits in wetlands.	Susan R Kepner	
2009-H-0812-R	establishing a commission to study electric vehicles.	George N Katsakiores	
2009-H-0829-R	relative to redefining the turnpike system by incorporating portions of the interstate into the turnpike system.	Candace C W Bouchard	
2009-H-0830-R	relative to improvements to the eastern New Hampshire turnpike.	Candace C W Bouchard	
2009-H-0831-R	increasing the funds appropriated to the bureau of turnpikes.	Candace C W Bouchard	
2009-H-0832-R	increasing the borrowing power of the department of transportation.	Candace C W Bouchard	
2009-H-0833-R	relative to the discount rate used in the electronic toll collection for frequent users.	Candace C W Bouchard	
2009-H-0834-R	redefining the eastern New Hampshire turnpike system.	Candace C W Bouchard	
2009-H-0835-R	relative to including additional highways within the turnpike system.	Candace C W Bouchard	
2009-H-0836-R	authorizing the department of transportation to convey a portion of interstate highways to the bureau of turnpikes.	Candace C W Bouchard	
2009-H-0837-R	increasing the aggregate amount of turnpike system revenue bonds authorized to be issued.	Candace C W Bouchard	
2009-H-0838-R	eliminating the financial contract ceiling on design build contracting for construction projects.	Candace C W Bouchard	
2009-H-0841-R	relative to the motorist service signing program and the fee for sign rental.	Candace C W Bouchard	

LSR #	Title	Sponsor	Status
2009-H-0842-R	relative to the oil discharge and disposal cleanup fund.	Candace C W Bouchard	
2009-H-0844-R	establishing a citizens advisory committee on transportation needs.	Candace C W Bouchard	
2009-S-0873-R	relative to the establishment of a statewide transportation policy.	Molly M Kelly	
2009-S-0874-L	authorizing the electronic enforcement of traffic signal violations. relative to annual dam registration fees for non-menace dams.	Sheila Roberge John T Gallus	
2009S-0877-R	relative to expanding and funding the expansion of northern New Hampshire's electrical transmission system.	Deborah R Reynolds John T Gallus	
2009-S-0878-R	relative to review of developments of regional impact.	Betsi L DeVries	
2009-S-0879-R	establishing a committee to review all fees charged by the department of environmental services.	Martha Fuller Clark	
2009-S-0904-R	relative to reporting requirements for the presence of hazardous materials in soil and groundwater.	Kathleen G Sgambati	
2009-S-0912-R	relative to driveway construction permit fees.	Harold W Janeway	
2009-S-0913-R	eliminating the financial ceiling on design build contracting for transportation projects.	Harold W Janeway	
2009-S-0916-R	establishing a moratorium on the shoreline protection act.	John T Gallus	
2009-S-0929-R	relative to technical corrections to laws relative to the department of environmental services.	Amanda A Merrill	
2009-S-0962-R	establishing a commission to study the feasibility of regional transit.	Sharon M Carson	
2009-S-0979-L	relative to municipal code enforcement.	Bette R Lasky	
2009-S-0987-R	relative to reducing energy consumption by state departments.	Martha Fuller Clark	
2009-S-0988-R	establishing a commission to study implementation of the climate action plan.	Martha Fuller Clark	
2009-S-0989-R	relative to industrial development bonds for renewable energy facilities.	Martha Fuller Clark	
2009-S-0990-R	relative to the renovation and replacement of school buildings.	Martha Fuller Clark	
2009-S-0992-R	establishing a committee to study water sustainability.	Martha Fuller Clark	

NH Society of Professional Engineers  
 P.O. Box 1443  
 Concord, NH 03302-1443

Prepared By: WLD

Date 1/20/2009

Subject / Project: NHSPE Membership Committee

October 2008 Membership Status Report

11 New Members Joined  
 Since October 1st

Totals Sorted by Membership Type

Month	Member Type			Total
	Licensed	Member*	Fellow	
January	190	20	2	225
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

\*Non-Licensed

Totals Sorted by Membership Status

Month	Membership Status			Total
	Standard	Life	Retired	
January	183	40	2	225
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

Delinquent Members

Month	Delinquent Members
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

Dropped Members

Month	Dropped Members
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

New Members

Name	Company	Join Date	6 Month Free
	Student	12/23/2008	YES
	Appledore Marine Engineering	10/14/2008	NO
	Parsons	10/26/2008	NO
	Student	12/19/2008	YES
	Student	12/19/2008	YES
	Student	12/19/2008	YES
	Ryback Engineering	10/16/2008	YES
	Student	12/19/2008	YES
	Student	12/19/2008	YES
	Student	12/19/2008	YES
	Student	12/19/2008	YES

## NSPE Northeastern Region

**2009 Ballot for Election****NER OFFICERS**

In accordance with the Northeast Region's *Operating Procedures*, this ballot is being provided to each of the 12 state societies for execution and return to the undersigned **no later than January 31, 2009**. Quoting from this section, "Each state shall have one vote in the election of ... these officers. It is up to each state society to determine how its vote is decided."

Based upon the Operating Procedures for the Northeast Region, one nominee for each office has satisfied the provisions for consideration for each office.

Please indicate the decision of your state society by marking the following blank spaces:

**For NER Regional Director (term to expire on June 30, 2011):**

\_\_\_\_\_ Matt Purcell, P.E.                      New Hampshire Society

**For NER Regional Manager (term to expire on June 30, 2010):**

\_\_\_\_\_ Joe Duncan, P.E.                      Vermont Society

**For NER Secretary (term to expire on June 30, 2010):**

\_\_\_\_\_ John Martin, P.E.                      New York Society

**For Candidate Screening Committee (term to expire on June 30, 2010):**

\_\_\_\_\_ Lisa Catania, P.E.                      Pennsylvania Society

If no ballot is received by December 31, 2008 from any state society within the Region, that state society shall be considered to have waived its right to vote.

Name of State Society submitting this Ballot \_\_\_\_\_

Contact Name \_\_\_\_\_ e-mail address \_\_\_\_\_

Return ballots **by January 31, 2009** to: Joe Duncan, P.E.

NER Secretary / 2008-09  
(802) 879-1742 (fax)  
[jduncan@forcieraldrich.com](mailto:jduncan@forcieraldrich.com)

HANDOUT NO. 5

WARRENSTREET ARCHITECTS An Employee Owned Design Cooperative

RECEIVED

DEC 18 2008

HOYLE, TANNER

Warrenstreet Architects, Inc  
27 Warren Street  
Concord, New Hampshire 03301  
www.warrenstreetarchitects.com  
(603) 225-0640 t  
(603) 225-0621 f

December 15, 2008

Mr. Matt Lowe, President NHSPE  
c/o HTA Companies  
150 Dow Street  
Manchester, NH 03101

Mr. Ed Gardiner, President ACEC-NH  
c/o Tetra Tech Rizzo  
889 Elm Street, 2<sup>nd</sup> Fl  
Manchester, NH 03101

Ms. Carolyn Isaak, Executive Director AIANH  
PO Box 398, 310 Marlboro Street  
Keene, NH 03431

RE: **Request to endorse RFP-RFQ.com website**

Dear Matt, Ed, and Carolyn,

I am writing each of you to introduce a new business development tool we are in the process of creating. The website is called RFP-RFQ.com, short for "Request for Proposals - Request for Qualifications". You can view a test version of the site at [www.rfp-rfq.com/test](http://www.rfp-rfq.com/test). We are looking for the NHSPE, ACEC-NH, and AIANH to review, comment and if possible, endorse the early development of this website.

The site is being developed by Warrenstreet Architects. It is based on a craigslist model. It will be self-managed by those that choose to use it. It's mission is to connect Architects and Engineers with potential professional service opportunities. It will be FREE to the A/E community and anyone looking to make a solicitation for services. We hope it will become a one stop data base for anyone looking to hire an Architect or Engineer.

The idea was generated out of a continued frustration level of paying an excessive fees to various lead generating services that usually providing notices a day late, or worse, with incorrect information. Until these recent and difficult economic times, we have been fortunate enough to be able to afford these services and have lived with them status quo. But looking forward we need to tighten our belts and look for create ways of generating work. We think this site is long overdue. Although this started out as a warrenstreet business development effort, it has evolved as something more, something we think will benefit our profession as a whole. A win-win for the entire A/E community.

Our intentions are to go live January 1, 2009 with a marketing campaign to municipalities in New Hampshire. We hope with your endorsements, it will give us the foundation to make a request to your National Affiliates, who then in turn would put us in touch with other State Association Chapters.

We are also working the municipal side through the National Institute of Governmental Purchasing. We hope to get there assistance or to advertise to their membership soon.

There really is no hitch. We think that if we can get this to take hold it will become a main data base for purchasing agents to advertise potential professional service request; helping all of us to learn about potential projects early; have the correct contact information, and create a database for those seeking A/E services to connect with the A/E community.

I would appreciate hearing back from you any comments or concerns you might have, and finally what we would need to do to gain your early endorsement of this effort. I can be reached at 603-738-9004 to discuss this at greater length. Thank you.

Respectfully,

Warrenstreet Architects, Inc.



Jonathan Halle, AIA, LEED AP  
President and Managing Member

Low, Matthew

HANDOUT No. 6

---

**From:** NHSPE Info [info@nhspe.org]  
**Sent:** Monday, December 29, 2008 6:51 AM  
**To:** Low, Matthew  
**Subject:** Fwd: Panel discussion on the PE license

Matt,

For you.

Dan

Begin forwarded message:

**From:** "Steve Marra" <marra@m2s.com>  
**Date:** December 28, 2008 2:27:36 PM EST  
**Subject:** Panel discussion on the PE license

Hello,

I am the chair of the Upper Valley Subsection of the American Society of Mechanical Engineers. Our members come from Grafton and Sullivan counties in New Hampshire and from Orange and Windsor counties in Vermont. Several of our members have expressed interest in learning more about the PE license, and I am wondering if someone from your organization would be interested in participating in a panel discussion on this subject. I have not given this a whole lot of thought (yet), but I am imagining an evening or Saturday afternoon event, with short presentations about various topics, followed by a Q&A session with the audience. The topics I have in mind include (but are not limited to):

- The PE licensing process
- Requirements for maintaining the PE license
- Benefits of getting the PE license
- The restrictions of the license (e.g. requirements of different states)
- Reasons for not getting the license

These are just my initial thoughts. I expect that once I find out who all is on board with this, we will all meet to discuss the format in more detail. If your organization is interested in participating please let me know within the next couple weeks. Thanks.

Regards,  
 Steven Marra  
 Chair, ASME UV Subsection

FEB 13 DARTMOUTH 5:00 PM