

**New England Water Works Association  
Board of Directors Meeting Minutes  
July 26, 2011**

The New England Water Works Association Board of Directors held a meeting on July 26, 2011, at Wachusett Mountain in Princeton, MA. President David Paris called the meeting to order at 8:38 a.m. Those present were David Paris, Michael Covellone, Christopher Woodcock, Carol Harris, Craig Douglas, David Russell, Robert Beurivage, Ken Booth, Patrick Connelly, Matt Pearson, David Polcari and Ray Raposa (ex-officio and non-voting). NEWWA Deputy Executive Director Ted Kenney and NEWWA Director of Communications Kirsten King were also in attendance.

**Items #1-7 – Consent Agenda & Minutes of May 20, 2011.**

1. **Minutes of May 20<sup>th</sup>, 2011 Meeting Minutes**
2. **Nomination of Alan Cathcart for the NEWWA State Leadership Award for Massachusetts; nominated by Mass Water Works Association and Dave Polcari**
3. **Nomination by YP Committee for Lou Soracco of Stantec as the next Young Professionals Committee Chair**
4. **Add William Clunie of AECOM as a vice chair of the S218 Filtering Materials Committee with Mike Barsotti**
5. **Appoint new co-chairs of the Conservation Committee: Alyson Watson of RMC Water & Environment and Matt Mostoller of Acton Water District**
6. **Appoint William Beyer of Fay, Spofford and Thorndike as chair of the S407 Wells Committee**
7. **Appoint Barry Woods of Buzzards Bay Water District as chair of the Emergency Preparedness & Security Committee**

**Dave Polcari motioned to accept the consent agenda. Chris Woodcock seconded. The motion was passed unanimously.**

**Item #8 – Old Business.**

**Item #8A – NEWFound (New England Water Foundation) – Dave Paris.**

Dave continues soliciting support for NEWFound. He is getting ready to evaluate whether to continue working for support as it is or if he should start thinking of Plan B. He is expecting support from NH and VT and potentially ME. The MWWA board expressed concern at diluting the pool of available resources for them.

**Item #8B – Other By Members.**

Dave Paris stated that about a year ago we were asked by a rain barrel company (“Rain Bank”) to install their equipment at the Holliston facility, which would include computer system and related connections. Their goal is to market to municipalities, utilities, etc. and they want to install a free system in Holliston so they can bring potential clients to market the system. They would cover all expenses for 2 years then turn all ownership of the system to us. This can work with our existing water collection system. The company is not a member.

**Matt Pearson made a motion that Ray go forward with the Rain Bank proposal and manage the installation pending on their membership and, based on our discretion, the company removes the system if the association deems it not suitable for the building anymore. Chris Woodcock seconded the motion.**

Discussion: Carol asked why there is no financial benefit to the association since they are utilizing our facility. Chris stated that the company being a corporate member should cover the cost.

**The motion was passed unanimously.**

**Item #9 – New Business.**

**Item #9A – BMP recommendations from Conservation Committee on July BOD agenda for approval – Ali Armstrong.**

At the Executive Committee meeting the three Conservation Committee BMPs were split into three: two BMPs and one advisory.

Chris Woodcock made a motion that the board adopt the two BMPs proposed by the Conservation Committee – the first on Water Resource and Demand Management Plan and the other on Residential Water Audits. Matt Pearson seconded the motion. The motion was passed unanimously.

Dave Paris asked board to review the advisory material.

Craig Douglas motioned that the board adopt the: “18 Reasons Why A Public Water Supplier Might Want to Pursue Water Conservation” as an advisory document.

Craig motioned to change the word “advisory” to “reference” document. Bob Beurivage seconded. The motion passed unanimously.

**Item #9B – Additional bonus pool five thousand to employees by Ray’s discretion for exceptional work – Executive Committee – Dave Russell (see EC minutes for more rationale).**

Craig motioned that the board move into executive session. Chris Woodcock seconded. The motion was passed unanimously.

Staff members Ted Kenney and Kirsten King exited the room so the board could move into executive session.

Dave Russell made a motion to accept the recommendation of the Executive Committee regarding the special bonus pool for staffs’ exceptional accomplishments. Dave Polcari seconded. Chris Woodcock abstained. The motion was passed by a majority vote.

**Item #9C – Other By Members.**

Bob Beurivage motioned that Rene Pelletier of NHDES be awarded the NH State Leadership Award. Chris Woodcock seconded. The motion was passed unanimously.

**Item #10 – Treasurer’s Report – Financial Update.**

**Item #10A – May Financial Update and Statement.**

Dave Russell presented the treasurer’s report in Dave Kane’s absence.

The month of May had a net surplus of \$21,000+. YTD through May of FY ‘11 revenue is about \$300,000 ahead of budget, and expenses are about the same. The total \$314,000+ of surplus is comprised of \$200,000 of investments and \$114,000 of operating income.

The association is in the black through May and Dave anticipates that it will continue to be in the black through the end of the fiscal year.

Training results are on page 2 of the financial report. The association is ahead for the month of May by \$5,400; \$32,000 ahead of budget, and Dave is anticipating \$126,000 higher total revenues than FY’10 at the end of the current fiscal year.

**Item #10B – Transfer of FY2010 Surplus Completed; \$100,000 was Paid on Mortgage in July.**

Dave reported that \$100,000 in transfers have been completed to pay down the mortgage.

The Investments Committee had a discussion of free funds performance and the economy. We are at or close to benchmarks for each of our funds. It was noted that we needed \$8,000 in the next quarter for

payment of scholarships, and there is at least that much (2x amount available) for immediate cash for scholarships.

Through July of this year there has been about \$250,000 gain on investments. We are at about a 19 percent return for the year, making it a good year for the association. In a 4.5-year period, we have experienced about a 29 percent overall increase in investments. About 6 percent per year is compound basis over 4.5 years. Given the economy we have still have done well with Citizens.

**Bob Beurivage moved to approve the treasurer's report. Dave Polcari seconded the motion. The motion was passed unanimously.**

**Item #10C - Audit funding in budget the rate for the year ending June 30, 2011 is \$15,850; plus additional \$4,000 testing of new accounting system.**

The auditor has given us a change order for \$4,000 for additional work that needs to be done. The board wanted to ensure that when the auditor does his additional work, he gives us a full report and additional recommendations on what we can do moving forward to streamline the process again. Board approval is needed to move forward.

**Chris Woodcock motioned that the board add up to \$4,000 to the auditor contract. Matt Pearson seconded the motion. The motion passed unanimously.**

**Item #11 – AWWA Update – Pat Connelly, AWWA Director.**

Pat gave updates on the following:

**1. AWWA Guests at the NEWWA September Annual Conference in Newport**

- a. Dennis Kelleher, AWWA VP from NY Section
- b. David LaFrance, AWWA Executive Director
- c. Fred Elwell, former AWWA President and NEWWA President

**2. Affiliation Agreement Section 8 Rules were approved by AWWA**

- a. Describes procedures if there's an agreement breach between Section and AWWA
- b. NEWWA provided substantial input to this

**3. AWWA Annual Membership Dues are going up in 2012 for some categories**

- a. Smaller Utilities and Service Providers – no increase
- b. Individuals \$5.00 for active and Utilities – 3% increase
- c. Service Providers – 10%

**4. Changes to AWWA Life Membership Category (currently free individual membership after 30 years)**

- a. Will be 30 years membership + 65 years age + 50% of Individual Membership dues
- b. Current Life Members at age < 65 years get to stay Life Members

**5. AWWA Communities of Interest**

- a. Being developed so members can choose to engage better in particular areas of interest
- b. First community of interest is Water Conservation

**6. Section Newsletter Program**

- a. AWWA is approaching Sections with successful newsletters to offer their services to do them
- b. Trying to make AWWA's newsletter program successful (financially)
- c. Go/No Go decision will be mid-2012 depending on if Sections sign up

**7. AWWA Utility Quality Programs review**

- a. Ad Hoc Committee formed by AWWA Board to review/recommend sunset or retain and how to improve AWWA Utility Quality Programs:

- i. Partnership for Safe Water
- ii. QualServe (including Benchmarking)
- iii. Utility Management Program (G-Series “standards”)

#### **8. Section Membership Retention over past year**

- a. Handout showing each Section’s membership numbers, new members, lost members, and % retention

**Craig Douglas made a motion to accept the AWWA Director’s report. Bob Beurivage seconded the motion. The motion was passed unanimously.**

#### **Item #12 – Executive Director and Staff Reports - Ray & Staff.**

A written report was provided by the staff. The following staff members added these highlighted comments:

#### **Item #12A – Training– Ted.**

Ted reported that the summer drinking water operator exam review training program is underway with 106 students currently enrolled. Last year was a record year at 82 summer registrants. The association had 166 students in the spring, and more than 130 in the fall. Things are ramping up before the change in Massachusetts board policy that kicks in 1/1/12. We are prepared for what our members and the profession is going to need come 1/1/12. Starting in September we are offering the first of the two mandatory courses (D2-4) to sit for the exams in Mass. Operators will be able to sit for the D1 or T1 exams with no preparatory course requirements. To apply for any additional licenses operators must take the preparatory course first. Plus, now all exams must be taken sequentially. There will also be a T2 class in the fall as well as a class for T3-T4 (spring along with D2-D4 again).

The machine and excavation classes start next week. Registrations are in the 50s which is excellent. Cross connection continues to do well.

The Filtration Committee has already initiated plans for the 2012 Water Quality Symposium, which will be on May 9.

The association just finished 2 days of classes for FEMA as well as Confined Space for the town of Westford.

Our relationship with the CT section continues to be strong. We are meeting right after Labor Day for the Spring 2012 program. We will also have three courses this fall.

We are waiting to hear back on the status of the NH grant, which is for 30 months total for about \$63,000.

For the end of the year, we’re looking at 4,800 - 4,900 students, which is good for a non-certification year.

#### **Item #12B – Communications & Member Survey– Kirsten. Publications/Social Media:**

The June 2011 Journal has been mailed. Advertisers for the 2012 publication year have been sent insertion information and confirmations have begun to come in. The Fall 2011 *Source* deadline is August 12. The Summer issue was mailed in late June. Source advertisers have been secured for 2011.

The next issue of *Currents* will be mailed this week along with the ballot.

The E-Source continues to go out every other Friday with an approximate open rate of 32.1 percent, which is well above the non-profit average of 20 percent.

The Membership Roster is in the final stages of editing. It should be published and sent to the membership in late August.

The new Web site is in production and we are currently working with Gomembers to ensure a single sign-on as well as integration with Q. 95 percent of the static pages on the new site have been constructed. The URL

to view the progress of the new site is <http://newwa.org.dnnmax.com/>. Since May 21, 2011 the current Web site has had 8,167 hits.

The Facebook page is increasing its fan base and we are now at 353 fans. The page is updated once to twice each week with photos, event news, news releases, and general information.

NEWWA is also on Twitter and can be found at @newwaterworks. We currently have 122 followers.

### **Communications:**

In addition, the PR Committee:

- Partnered with the New England Car Wash Association to exhibit at the 2011 Earth Fest held at the Hatch Shell in Boston on May 21. This music festival and environmental event drew more than 100,000 fans. We had a lot of traffic at the booth and plan to exhibit again next year.
- Received the signs for NEWWA's naturescape garden and trees adding to the educational value of this garden. They can now be viewed in the garden.
- Planning for the next budget cycle is now underway, with feedback from the PR Committee, Council Meeting, and Planning Session all being taken into consideration with how to most effectively spend the money for FY12.

Work with the Center for Research on the membership survey continues. Phase I – the member survey, is now complete. Phase II – key publics, is now underway. A full report by the consultant, as well as presentations, will be scheduled for the July board meeting and Planning Session, as well as the Annual Conference down in Newport.

### **Item #12C – Computer System Changes Update & Other – Ray.**

We have currently sold 90 rooms at the Newport Marriott, and have received 50 registrations for the annual conference.

November 17 is the next monthly meeting at the Basketball Hall of Fame in Springfield.

Public policy – we have been working with DEP to get information about the new board policy out. We are also working with MWWA on reducing the amount of required staff if a utility has remote control of a treatment plant. There has been an ad-hoc committee talking about it. This should result in making things somewhat easier for drinking water utilities. Jen at MWWA has been taking the lead on this, and they will come out with recommendations to potentially change the requirements in the regulations.

Regarding the naturescape garden, a tree has been planted in Ken Kells' memory. Ray has given Judy Kells wording suggestions for the plaque.

Paul Riendeau has been spending a lot of time at the Waterworks Museum and is a volunteer. He and Marcis Kempe of the MWRA have been doing presentations. They are trying to get more public health oriented talks in. Maryann Connelly is also helping out and is a Museum Board member with Ray. The museum draws approximately 300 visitors each week.

Membership numbers – we had another small decrease – at 2,808, the association lost 8 members.

**Dave Polcari made a motion to approve the executive director and staff reports. Matt Pearson seconded. The motion was passed unanimously.**

### **Item #13 – Council Director Updates on Committee Actions – Council Directors.**

#### **Item #13A – Summer Planning Session for 2011 – Mike Covellone, Craig Douglas, & Dave Paris.**

Mike, Craig, and Dave all did a great job at the Planning Session yesterday. Mike complimented Craig and Dave on the job they did with him picking up in Dave's absence. He thought it was one of the more productive ones in recent history. Ray said everyone did a great job as well. We will send all presentations

and back up notes to the Planning Committee who will have one more meeting to finalize the long-range plan.

Pat thought it looked identical to the spring council meeting. He was wondering if that's how we're changing the planning process. Dave Harris wanted the planning session to be more detail-oriented with the focus on implementation. It was noted that alternating blue-sky planning and implementation planning are both important. We may want to look at changing the planning process over the next few years.

**Item #13B – Council Director's Review - Committee Updates – Council Directors.**

**Item #14 – Committee Reports.**

Ken reported that the Conservation and Water Resources Committees are both very active and very productive. He has a written report.

**Item #14A – Executive Committee – Michael Covellone.**

Mike stated we already discussed details of what was brought up at the last Executive Committee.

**Item #14B - Legislative Update – Dave Paris.**

Dave had little to report. There will be another report in Newport, RI. All state associations receive a free day registration to the conference. They have all received a letter saying they have a 1-day comp registration. The state meeting is Monday at noon. All council, and especially state directors, should have a copy of the letter.

**Item #14C – Sustainability Committee Update; 2011 Sustainability Congress @MIT, June 20 – Ken Booth.**

Ken reported that the day went well. He was impressed with the program. Liked the “walk in the other guy's shoes” component and said it was helpful to see all sides of the story. It wasn't as well attended as the previous event, but he thought that had to do with time of year this one was held.

The committee has a meeting coming up in August.

Dave emphasized the value of the face time with others that you receive at this event. At least half of the people there were environmental advocacy representatives from across Massachusetts.

**Item #15 – Announcements and Meetings.**

**Item #15A –Executive Committee – Sept. 7, 1:30 PM \*(tentative), NEWWA Holliston, MA.**

**Item #15B - Board of Directors meeting – Sept. 25, 9:30 AM, Marriott, Newport, RI.**

**Item #15C - NEWWA Annual Business meeting – Sept. 25, 1:00 PM, Newport, RI.**

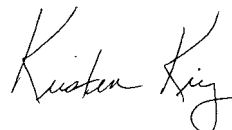
**Item #16 – Adjourn.**

**Craig Douglas motioned to adjourn and Matt Pearson seconded at 11:19 a.m. The motion passed unanimously.**

Respectfully submitted,



Raymond J. Raposa  
New England Water Works Association  
Executive Director and Corporate Clerk



Kirsten King  
New England Water Works Association  
Director of Communications