

**New England Water Works Association
Board of Directors Meeting Minutes
July 30, 2013**

The New England Water Works Association Board of Directors held a meeting on July 30, 2013, at the Salem Waterfront Hotel in Salem, MA. President David Harris called the meeting to order at 8:46 a.m. Those present were Phil Bilodeau, Ken Booth, Michael Covellone, Lisa Gove, Carol Harris, Gregory Leighton, Matt Pearson, Peter Pezanko, Sarah Pillsbury, David Polcari, John Storer, Adam Yanulis, and Ray Raposa (ex-officio and non-voting). Jim Decelles of Pawtucket Water Supply Board as well as NEWWA Director of Communications Kirsten King and Deputy Executive Director Ted Kenney were also in attendance.

Item #1 – Consent Agenda & Minutes of May 17, 2013.

- 1. Minutes of May 17, 2013 Meeting.**
- 1a. State Leadership Award Recommendation – MA – Robert Hoyt.**

David Polcari motioned to accept the consent agenda. Matt Pearson seconded. The motion was passed unanimously.

Item #2 – Old Business.

Item #2a - NEWWA Building Renovations - Financing Plan – David Kane/Greg Leighton. Request to increase allocation from \$326,623 to \$340,000 – memo attached.

Greg explained that the original plans did not call for redoing two offices as well as storage area on the first floor (carpeting, furniture, and paint). The request is to also renovate the two additional offices as well as storage area.

Matt Pearson made a motion to increase the construction budget to \$340,000 and allocate funding as detailed in the memo. Funding will come from both Citizen's and FY'13 net earnings. Ken Booth seconded the motion. The motion was passed unanimously.

Item #2b - Other – By Member.

None.

Item #3 – New Business.

Item #3a – AWWA Vice President Candidates Sean Osborne and Adam Yanulis - both interested in applying – Dave Polcari.

Seven vice presidential seats are open at the AWWA level. Both Sean and Adam from NEWWA, a section of AWWA, are interested in applying for the vice presidential seats.

Matt Pearson made a motion for NEWWA to make a recommendation for Adam Yanulis to run for AWWA vice president. John Storer seconded the motion. The motion was passed unanimously.

Carol Harris made a motion for NEWWA to make a recommendation for Sean Osborne to run for AWWA vice president. John Storer seconded the motion. The motion was defeated by a majority vote.

Item #3b - AWWA Director-at-Large for Service Providers - Nomination of Chis Hodgson – Dave Polcari.

Greg Leighton made a motion for NEWWA to make a recommendation for Chris Hodgson to run for AWWA director-at-large for service providers. Matt Pearson seconded the motion. The motion was passed unanimously.

Letters from state associations were encouraged to support Chris.

Item #3c - New England Stormwater Collaborative - discussing with NE-APWA, NEWEA and NEWWA – Dave Polcari.

Dave explained that the associations meet three times each year and discuss collaborative efforts. They are already conducting a risk management/emergency planning symposium in September. Dave updated the board that the group is now discussing a stormwater collaborative and looking to form a steering committee with 2-3 representatives from each group to move the initiative forward.

Item #3d – State Leadership Award - Nominate Jeanne Bondarevskis for Rhode Island.

Ken Booth brought forward the nomination for Jeanne Bondarevskis for the Rhode Island State Leadership Award.

Mike Covellone made a motion to nominate Jeanne Bondarevskis for the Rhode Island State Leadership Award. Carol Harris seconded the motion. The motion was passed unanimously.

Item #3e - Other – By Member.

None.

Item #4 – Treasurer’s Report – Financial Update – Greg Leighton.

Item #4a – June Financial Update and Statement.

Greg presented the treasurer’s report for FY13 (unaudited financials). The association had a \$228,000 net income through June, with \$130,000 from investments and the other \$98,000 from the operating income.

The two major drivers were our training programs, which had a net of \$213,000, and our conferences, which had a net of \$169,000.

Overall, it was a very good year for the association.

Our three Investment funds also did well, with our general reserve fund having a 1-year return of 12.1%, the building fund with a 10.6% return, and the scholarship fund with a 5% return for the year.

We have also received \$7,500 from the NEWWA scholarship fund, and checks have been disbursed for the 2013 scholarship with \$12,500 from the Jessie Waters Trust for a total of \$20,000 in scholarships.

Matt Pearson motioned to accept the treasurer’s and Investment Committee’s reports. Ken Booth seconded the motion. The motion was passed unanimously.

Item #5 – AWWA Director’s Report – Adam Yanulis.

Item #5a – AWWA Director’s Report.

Adam reported that the AWWA June board meeting is more transitional in nature with new board members coming in and those finishing their terms leaving.

AWWA is still working toward being the total source and authority for all water information. There is resistance at the AWWA board to not work collaboratively with WEF on initiatives.

The WEF executive director has left the association, which leaves the future of the Ad Council initiative uncertain.

AWWA is in a good financial position and has paid off its mortgage on the headquarters in Denver.

David Polcari made a motion to accept the AWWA director's report. Greg Leighton seconded. The motion was passed unanimously.

Item #6 - Executive Director and Staff Reports – May – June/July, 2013.

NEWWA staff provided verbal reports of the below.

Item #6a – Training – Ted Kenney.

Ted reported the following about contract and regular training:

- We finished the spring semester with close to 200 people in the 12-week operator prequalification courses as well as the 6-week D1 and T1 courses.
- There are currently 60 people in the D1 and T1 review courses in Holliston.
- The summer excavation and backhoe courses are now full.
- Planning for the 16th annual WQS is already underway.
- We continue to plan joint courses with CT and VT.
- The Rhode Island DPH contract has been issued with the potential to be extended.
- The NHDES contract proposal (Franklin Training Center) is complete and ready to submit for continuation through end of 2015.
- On July 12 NEWWA hosted an IACET authorized provider workshop for organizations looking to become IACET certified.
- For FY13, there were approximately 4,800 students in 290 programs.

Item #6b – Communications and Grants – Kirsten.

Kirsten reported on the following:

- We have been issued \$7,000 in DEP grant monies to perform sea-level rise training and mapping for coastal Massachusetts utilities. The timeline is fall 2013/spring 2014 for the work.
- The MAWARN, which NEWWA manages, currently has 72 members. The annual meeting and training took place on June 20, 2013 in Holliston.
- NEWWA, under the EPA SDWA grant, will conduct various trainings region-wide on the RTRC in August and September.
- Kirsten reported that the *Summer Source* is in production. The next deadline for the fall issue is August 9. Lisa Gove volunteered to write the fall 2013 "In the Boardroom" article.
- We are conducting a joint symposium on risk communication and climate change with NEWEA on September 25 in Marlboro, MA.

The "Only Tap Water Delivers" campaign took place for 2013, which included the following:

- Transit ads during late April/May in Boston, Hartford, Rhode Island, Manchester, Portland, and Vermont.
- Campaign materials at the Dunkin Donuts Center in Providence, XL Center in Hartford, and Mass. Mutual Center in Springfield, MA. NEWWA day at the Dunkin' Donuts Center was on March 17.
- Participation in road races across the region again in 2013.
- Advertising again in the Drinking Water Week insert that MWUA issues each year.

- Speaking to Girl Scout and Cub Scout Troops about water.
- Issuing news releases and letter to the editor.
- Maintaining a presence on Facebook and Twitter, and remaining an administrator on the AWWA-managed “Only Tap Water Delivers” Facebook page.
- Updating NEWWA’s Web site with Only Tap Water Delivers information.

Planning will begin in September on the 2014 campaign, using suggestions gathered at this year’s Planning Session.

Staff is also heavily involved in the planning for ACE14, including recruiting volunteers and publicizing the event. We are currently up to 205 volunteers.

Item #6c – Ray’s Report Including Computer System Update and Other.

Ray updated the board on the following:

- The GoMembers software was upgraded on July 1st successfully.
- He reminded all board members about the state regional meeting taking place at the Equinox during our annual conference.
- He also reminded the board that all council directors have to provide a written report on their committees by late August to Jacqui to be distributed in September.
- Ray will also have Jacqui send out an email to ask all committees if there are any needs they have.
- Annual Council/committee reports get printed in the *Journal*.
- The board needs to confirm the date of the October council meeting.
- October 18 & 19 AWWA RSMO meeting in Mystic, CT was noted for interest.
- Construction on the office building is going well and scheduled for completion in mid-September. Carpets for office and Library were shown.

Item #6d – The Heroism Award – Being Presented to Michael J. Garofano, post-mortem.

Mike Garofano was accepted as a recipient of the AWWA Heroism Award, post-mortem which will be presented to his family at the NEWWA Annual September Conference Gala

Matt Pearson made a motion to accept the executive director and staff reports. David Polcari seconded. The motion was passed unanimously.

Item #7 – Council Director Updates on Committee Actions – Council Directors.

Lisa indicated that the historical landmark committee needs help with nominations. Kirsten will put a notice in the next E-Source as well as hard-copy *Source*.

The Board decided on October 25, 2013, for the fall council meeting.

Dave Polcari indicated that if anyone is interested in switching councils to please let him know.

Item #7a – Council Director’s Review – Committee Updates – Council Directors.

Reports are due to Ray by August 30 for the previous fiscal year.

Item #8 – Reminder of This Year’s Major Goals - (From President’s Plan).

- A) Let’s increase membership by adopting a “bring a friend or co-worker to meetings and conferences” and find more ways of giving more value to being a member. Encourage managers to do the same for young professionals at all levels and get them into the Mentor/Mentee Program.

- B) Continue to expand on the “Tap Water Delivers” Campaign to promote public awareness of the drinking water profession. Encourage more “self-promotion” of the real cost of clean water.
- C) Continue investigating and promoting the concept of a New England Water Foundation to see if there is support for such an endeavor.
- D) Work more closely and in conjunction with NEWEA and the Regional State Associations; see if we can work together on professional development programs etc.

Item #9 – Committee Reports.

Item #9a – Executive Committee Update – David Polcari.

The minutes were available for the board’s information.

Item #9b – Sustainability Committee Update – Ken Booth.

Ken reported that the committee is looking at collaborating and merging with the Water Resources Symposium on October 25. The committee has solicited a number of donors for support and now they have to figure out how to identify them within the program.

Item #9c – Ad-Hoc Strategic Planning Committee Appointment & Planning Discussion – Ken Booth.

The group is meeting in the next week (August 7) to discuss how to move forward. Carol was asking attendees at the Planning Session about eliminating the May council meeting and they all agreed that it was more efficient to do all brainstorming, etc. in one day.

Item #9d – Other by Member.

Dave Harris thanked Carol and the Planning Committee for organizing a great Planning Session.

Item #10 – Announcements and Meetings.

- a. NEWWA Executive Committee Meeting, NEWWA, Holliston, MA, August 28, 10:00 AM.
- b. NEWWA Board of Directors Meeting, The Equinox Resort, Manchester Village, VT, September 15, 9:00 AM.
- c. NEWWA Regional Water Works Association Officers Meeting, The Equinox Resort, Manchester Village, VT, September 16, 12:00 PM-2:00 PM- Agenda attached.
- d. AWWA RMSO Region 1, Mystic, CT, Oct. 18 & 19.
- e. Other.

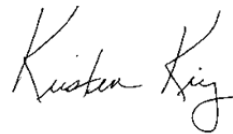
Item #11 – Adjourn.

Matt Pearson motioned to adjourn and John Storer seconded at 10:23 a.m. The motion was 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