

**England Water Works Association  
Board of Directors Meeting Minutes  
September 23, 2012**

The New England Water Works Association Board of Directors held a meeting on September 23, 2012, at Ocean Edge Resort in Brewster, MA. President Michael Covellone called the meeting to order at 9:05 a.m. Those present were David Kane, Louis Schoolcraft, Matt Pearson, David Paris, Sarah Pillsbury, Mark Wetzel, David Harris, David Polcari, Ken Booth, Pat Connelly, Carol Harris, Red Dufresne, Peter Pezanko, Philip Bilodeau, David Russell, and Ray Raposa (ex-officio and non-voting). NEWWA Deputy Executive Director Ted Kenney and Director of Communications Kirsten King as well as Mark Cline, AWWA vice president, were also in attendance.

**Item #1 – Consent Agenda & Minutes of July 31, 2012.**

1. Minutes of July 31, 2012.
2. Confirming email vote: Letter of Credit for Two Years - Building Holliston.
3. Confirming e-mail vote: Replace Carpeting in Training Center, 2nd floor cost of \$14,000.
4. Confirming email vote: Christine Millhouse Representative on the MA Operator Certification Board, she is a Grade 4 Operator & Water Superintendent in Attleboro.
5. Staff Bonus Plan - \$8,000 in Budget; FY2012 Ended Plus \$30,000 - See Memo.

**David Polcari motioned to accept the Consent Agenda. Red Dufresne seconded. The motion was passed unanimously.**

**Item #6 – Treasurer's Report – Financial Update.**

**Item #6A - Annual Financial Statement from June 30, 2012 and Audit.**

David Kane reported that the association had a \$30,602 bottom line for the year in the positive. We did better than budget on both the expense and revenue sides.

**Item #6B - Recommendation for Reserve Balances – See Memo.**

David reviewed an attachment that had a list of balances and restrictions. There is almost \$2 million of cash, of which some is being requested for capital funds, scholarship funds, awards, social functions, and the Drinking Water Week coalition fund. They are existing balances that the board has previously designated.

**Matt Pearson made a motion that designated funds for the reserve balances remain the same as detailed in attachment A. Ken Booth seconded the motion. The motion was passed unanimously.**

David referenced Attachment B, which detailed the request for additional volunteers who may be willing to assist with the financial management of the association. An e-mail inquiry yielded three people who were interested in assisting.

Attachment C details who has shown interest in the assistant treasurer position to replace David Russell, whose term is up this year. The interested party is Gregory Leighton of the Maine Water Company. He has been a NEWWA member for many years as part of the utility membership. David Kane and Peter Pezanko both know Gregory and recommend him for the position.

There was a suggestion to send a notice out to the entire membership to solicit for the assistant treasurer position with a vote to be taken by the board at the November meeting. Kirsten will post on the Web site as well as send a notice out in the E-Source.

**Matt Pearson made a motion that we communicate with the membership for the assistant treasurer position via the Web site and E-Source. Louis Schoolcraft seconded the motion. The motion was passed unanimously.**

**Louis Schoolcraft made a motion to accept the Treasurer's Report. David Polcari seconded. The motion was passed unanimously.**

**Item #7 – Old Business.**

**Item #7a – Water Foundation Exploration Steering Committee Formation – Dave Paris.**

Dave reported that the idea is out there and there was discussion about getting a legal opinion as to if it could be a separate 501c3 under NEWWA. Ray will ask attorneys if we finally get overall support for the foundation from outside parties. The Steering Committee also needs to be formed to discuss how to move forward. It will be brought up at the state meeting on Monday during the conference to see who is interested in sitting and discussing this effort further to start moving forward.

It will eventually come to the board if they want to adopt it as a structural change if it is possible.

Dave Paris agreed to become part of the Fundraising Committee with him championing this initiative.

We still need to determine representatives with all the key groups we want involved (APWA, NEWEA, etc.) in order to move forward with the effort. The Steering Committee will be brought together in the way the whitepaper was drafted.

**Item #8 – New Business.**

**Item #8a – NEWWA Strategic Plan 2013 – 2018 – David Polcari.**

Dave presented the Strategic Plan for 2013-2018. Highlighted discussions from the 2012 Planning Session are at the front of the document and include: outreach, technology, networking, and going green. The plan is posted on the Web site under "Who We Are."

**Carol Harris made a motion to accept the 2013-2018 Strategic Plan. Mark Wetzel seconded the motion. The motion was passed unanimously.**

**Item #8b – Sean Osborne Recommendation for AWWA Vice President – Pat Connelly.**

**Pat Connelly made a motion that we recommend Sean Osborne as an AWWA vice president. Sarah Pillsbury seconded the motion. The motion was passed unanimously.**

Sean was nominated and elected as an AWWA at-large director last year.

**Item #8c – Organization Chart 2012-2013 Councils and Committees – Dave Harris.**

David Harris presented the 2012-2013 organization chart, which details new officers for the upcoming year. In addition, Sarah Pillsbury is now heading the Environmental Stewardship Council and Ken Booth is now heading the Administrative Council. All other council directors have remained the same.

**David Polcari made a motion to accept the 2012-2013 Organization Chart. Louis Schoolcraft seconded. The motion was passed unanimously.**

**Item #8d – Association System Software Upgrades – See Attachment – Ray Raposa.**

Ray detailed the e-mail sent out regarding upgrades. When the board of directors approved the software in 2010 they agreed to upgrade every 2 years. The association is now behind with upgrades as the software has been updated multiple times since we implemented the AMS.

Second, a modification is suggested that would add barcodes to conference attendee badges in order to track TCH credits.

Third, the certification module can be modified to record both CEUs and TCHs.

**Matt Pearson made a motion to accept the AMS upgrade costs as detailed in the memo from Ray Raposa dated September 24, 2012. David Polcari seconded the motion, with the addition that the monies be taken out of depreciation. The motion was passed unanimously.**

**Item #8e – Site Selection Committee Conference Recommendations – Dave Polcari.**

The committee had a final meeting last week. They are requesting the approval of the DCU Center for the annual Spring Conference for 3 more years – 2015, 2016, and 2017. The next is the Fall Conference in 2015, which was supposed to be at the Balsams. The Site Selection Committee is recommending the Westin in Providence, Rhode Island.

**David Polcari made a motion to have the 2015 Annual Conference at the Westin Providence in Providence, Rhode Island and to contract with the DCU Center for the 2015, 2016, and 2017 Spring Conferences. Pat Connelly seconded the motion. The motion was passed unanimously.**

**Item #8f – Other by Members.**

Ray had a recommendation for a historical landmark in Portsmouth, RI.

**Pat Connelly made a motion to approve the Butts Hill Small Water Storage Tank in Portsmouth, RI, as a historical landmark. David Harris seconded the motion. The motion was passed by majority vote.**

**Item #9 – AWWA Director's Report – Pat Connelly.**

Pat introduced Mark Cline, AWWA vice president, who is the visiting officer for this year. He is the capital projects officer for Charleston, SC.

**Item #9a – Upcoming AWWA RMSO, Montreal, Canada – October 26 & 27.**

Pat encouraged those who may be interested to go. We will present on Only Tap Water Delivers as well as other initiatives we have in process.

**Item #9b – AWWA Award Nominations Due October 1 – Hall of Fame & Honorary Member, Others.**

Pat reminded the board of directors that AWWA Awards are due on October 1.

**Item #9c – Other by Members.**

Pat also reminded the group about the AWWA/WEF coordination. They have established an exploratory committee that now has three models that they are working on for more collaboration. More details to follow.

On Tuesday of the conference at 10:00a.m., at the Captain Lawrence room, a meeting will take place to discuss the effort at the section level to provide input to AWWA. He invited all to attend.

**Dave Harris made a motion to accept the AWWA Director's Report. Carol Harris seconded. The motion was passed unanimously.**

**Item #10 - Executive Director and Staff Reports – August – September 15, 2012.**

**Item #10a – Facility Windows and EIFS Work Complete.**

Ray reported that the EIFS work has been completed as well as the new windows. New carpeting is being installed at the Holliston facility while staff is at the annual conference.

**Item #10b – Verbal Updates.**

Ted reported that the fall exam prep classes have 143 students in them. More than 500 students have already gone through the exam prep programs.

David Paris commended staff for all the work they have done to develop and execute the new exam prep programs.

Symposia planning is already under way: Water Quality will be on microbials; Water Resources is scheduled for October; and the Lab Ops Committee is working on the Lab Symposium for March 2013.

We are also finalizing plans for our collaborative efforts with Maine as well as Connecticut for courses in 2013.

Kirsten reported that we have wrapped up our EPA Business Security grant, with the final projects being the RIWARN Web site, CTWARN tabletop, online commissioner training, and an updated sampling guide.

The Fall Source is on schedule and at the printer. Louis volunteered to write the “In the Boardroom” article for the winter issue, and Red volunteered for the spring 2013 issue.

The Web site has been updated with a few enhancements, including an easier to use jobs board, and updated training calendar and meeting bridge.

The PR Committee is already hard at work at the Only Tap Water Delivers campaign for 2013. They plan to continue the transit ads and solicit more arenas for large-scale advertising during April/May 2013.

Planning has also begun for ACE 2014, which is happening in Boston. A Steering Committee has been meeting at the Boston Water and Sewer Commission regularly and will every month until the conference. We will need to secure 175 volunteers for this effort.

Ray reported that the annual conference pre-registration was at 376.

The regional meeting with state associations is happening on Monday of the conference at noon. All state directors should be there.

Each board member has been assigned a table at the gala.

**David Paris made a motion to accept the Executive Director and Staff Reports. David Harris seconded. The motion was passed unanimously.**

**Item #11 – Council Business - Updates.**

**Item #11a – Council Reports by Council by Director Assignments.**

Updates will be given at the NEWWA Inc. business meeting.

**Item #12 – Reminder of This Year’s Major Goals - (From President’s Plan).**

- a. Look at incentives and programs to expand membership opportunities to the broader community of tap water professionals. Target individuals.
- b. Identify and implement programs where NEWWA can work collaboratively with environmental, public health, EPA, states, and others as a regional bridge to common areas of interest. Target groups.
- c. Recognize drinking water operators as vital to community health and safety.
- d. Working with the premise that perception is reality in many cases where tap water is concerned, help membership understand and craft ways to shape this perception. Develop opportunities for membership to learn public communication skills.
- e. Continue to encourage young professional involvement in NEWWA. Think of ways to incentivize the message to communities and businesses about the value of professional involvement in career development.

**Item #13 – Other by Members.**

Ray reminded the board that the fall Council Meeting is being held on October 19 in Holliston.

**Item #14 – Committee Reports.**

**Item #14a – Executive Committee – Dave Harris.**

All details were given previously in the meeting.

**Item #14b – Scholarship Committee/Final Rankings – See Attachment.**

Red read the report from Tom MacElhaney. There were 37 applications this past year and \$17,000 was awarded.

Ray showed the board the new scholarship pledge card and noted that they will be on the tables during the gala.

**Item #14c – AWWA ACE2014 Host Committee Update and Need for Budget.**

A committee has been formed and met on two occasions so far to discuss planning for ACE 2014. BWSC and the MWRA are participating. AWWA has provided a base budget of \$16,000.

The committee is now determining if more money will be needed for this effort. We have received a budget from one of the other sections who hosted and are waiting on another.

Mark noted that there will be an opportunity for sections to apply to be placed into the AWWA rotation in the future.

**Item #14d – Garofano Remembrance Dedication Possibly October 19 at 11:00a.m. before Council Meeting – Dave Harris.**

The table was delivered and installed in Holliston over the past month. Dave Harris and Ray will be sending thank yous to the granite company and R.H. White. The dedication will take place before the council meeting on October 19. Mike Garofano’s family will be there and we are making attempts to contact the other families of all those who are listed on the table.

**Item #14e – Other By Member.**

Matt provided an update on the Publications Committee and stated that Peter noted that they need help with people writing papers. The committee is meeting in early October.

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

**Committee Meeting Schedule - Annual Conference Ocean Edge, Brewster, MA**

**Sunday, September 23, 2012**

NEWWA Board of Directors Meeting  
 9:00AM – 11:00 AM - Captain Lawrence Room  
 NEWWA Annual Business Meeting  
 11:00 AM – 12:15 PM - Captain Lawrence Room  
 Board Spouse Reception  
 3:00 - 5:00 PM – Linx Pavilion Area

**Monday, September 24, 2012**

Regional Water Works Association Officers (By invitation, including all officers and state directors)  
 12:00PM – 1:30PM - Addie Nickerson Room  
 Membership Committee Meeting  
 12:00PM – 12:30PM - Captain Cook Room  
 Water Utility Financial Management Committee  
 1:30PM – 3:00PM - Captain Cook Room

**Tuesday, September 25, 2012**

Program Committee Meeting  
 7:00AM – 9:00 AM - Captain Cook Room  
 Past Officer Breakfast (By Invitation)  
 7:30AM – 9:30AM - Roland Nickerson Room  
 Groundwater Committee  
 10:00AM – 12:00 PM - Captain Cook Room  
 Special Board Session – All Invited  
 10:00 – 11:55 AM - AWWA-WEF Future Collaboration – Captain Lawrence Room

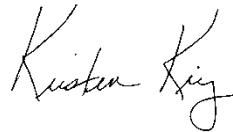
**Item #16 – Adjourn.**

**Ken Booth motioned to adjourn and Mark Wetzel seconded at 11:22 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