

**New England Water Works Association  
Board of Directors Meeting Minutes  
April 1, 2014**

The New England Water Works Association Board of Directors held a meeting on April 1, 2014, at the Hilton Garden Inn in Worcester, MA. President David Polcari called the meeting to order at 4:22 p.m. Those present were James DeCelles, Craig Douglas, Red Dufresne, Carol Harris, David Harris, Lisa Gove, David Kane, Gregory Leighton, Matt Pearson, Sarah Pillsbury, Jeffrey Racicot, Louis Schoolcraft, John Storer, Adam Yanulis, and Ray Raposa (ex-officio and non-voting). NEWWA Director of Communications Kirsten King and Deputy Executive Director Ted Kenney were also in attendance as well as Tom Decoteaux and Bernie Rousseau from the Facilities Committee and Ann Marie Procopio, Director of Interiors / Associate, DRA Architects.

**Item #1 – Consent Agenda & Minutes of February 5, 2014.**

**Item #2 – Consent Agenda – Computer System E-Commerce Upgrade as a Capital Expense: \$22,900.**

**Craig Douglas motioned to accept the consent agenda. Adam Yanulis seconded. The motion was passed unanimously.**

**Item #3 – Old Business.**

**Item #3a – Succession Plan and Update – David Polcari.**

Craig presented the updated succession plan with a proposed timeline. This summer's planning session will focus on the 10-year outlook for the association. By November of 2014 the goal is to finalize what the new executive director's position should be. From there, board guidance to the new executive director selection committee will be developed late fall and into winter.

Craig spoke to Brad Moore, president of NEWEA, who provided input on their process that they just went through. The group then had a discussion about how NEWWA should begin its process in preparation for Ray's retirement. It was agreed to push up some initial deadlines to help move the process forward.

**Item #3b – Ad-hoc Technology Committee – Craig Douglas.**

Craig named his nine committee members and stated that he would like one or two more to complete the committee. He mentioned this need at the state association meeting and requested board members keep searching as well.

He is primarily looking for people with some technological background, including Web-based learning, etc.

**Item #3c – Other by Members.**

Regarding the planning session, there is a little work left to do on the agenda then everything is ready to go for July.

**Matt Pearson made a motion to continue with the meeting's agenda out of order and to move directly to the Treasurer's Report until members of the Facilities Committee arrive for Item #4. Lisa Gove seconded the motion. The motion was passed unanimously.**

**Item #4 –New Business.**

**Item #4a – NEWWA Second Floor Food Service Renovations – Tom Decoteaux (included in budget document).**

Tom gave a presentation along with Ann Marie, the architect, as well as Rousseau on the proposed second floor renovations to enhance the food service process for students in Holliston.

The proposal is to renovate the Kleinfelder Board Room to accommodate food service.

The proposed budget document also includes new flooring inside the room and down the hallways.

**Item #4b – Proposed Budget for FY15, Including Building Cost Renovations – Carol Harris and David Kane.**

Carol presented the budget to the board with some highlights:

Page 3 – Summary of budget highlights that includes an overall \$2.5 million operating budget. There is currently an excess of \$9,900. The capital budget is \$201,000, and includes renovations and the e-commerce module.

Pages 6-7 – Initiatives from the last 2 years' planning sessions are summarized. Items in the budget, if needed, include the public outreach campaign (line item of \$40K). An additional item includes the online training ad-hoc committee work (\$10K included for implementation if needed this year). Additional recommendations will be brought to the Budget Committee next year.

Page 8 – 1-page summary of budget, which provides all the line items.

Page 9 – Includes some increases in conference and events/training fees. Inc. dues have also been increased to be in line with AWWA dues, which were also increased.

Page 50 - Capital budget, which includes renovations. The Facilities Committee has requested to know how much money they have to spend for repair work. This page also includes a proposal that the association formally segregate money it has in the capital reserve fund. This would involve reserving \$500K for necessary items, including emergencies; 3-years' worth of loan payments in case of financial crisis; and money for building expansion on the second floor for an additional training room.

The rest of the budget book breaks down all initiatives in narrative form.

Page 4 - Details process of developing budget.

Page 8 - This explains the motion to propose closing down Drinking Water Week and Awards Funds. They are older funds, and balances have just remained over the years due to shifts in the deliverables over the years. The proposal is to collapse those two funds into unrestricted funds, where they are funded already, and make them just part of the overall unrestricted fund. This would also close down the Water For People temporarily restricted fund and create a board-created Water For People fund. These would become separate line items.

**Carol Harris made a motion to accept the proposed FY14 budget. Sarah Pillsbury seconded the motion. The motion was passed unanimously.**

**Item #4c – New Member on Nominating Committee – David Polcari.**

Dave updated board that a member of the Nominating Committee has resigned to pursue a different office. Lisa Gove has accepted a nomination to be the replacement member on the Nominating Committee.

**Matt Pearson made a motion to appoint Lisa Gove to the Nominating Committee. Louis Schoolcraft seconded the motion. The motion was passed unanimously.**

**Item #4d – State Leadership Award Recommendations – TBD**

Ray reported that there are currently no nominations and encouraged the state directors to bring forward any nominees.

**Item #4g – Other by Members.**

**Item #1:**

Matt Pearson reported that the Publications Committee is interested in getting all past issues of the *Journal* on the Web site. After discussion, it was recommend that the most recent year of the *Journal* be restricted to members, while past years be open to all.

**John Storer made a motion to change the policy that the most recent year of the *Journal* be restricted to members only while all other past issues be posted for the general public to view. Matt Pearson seconded the motion.**

DISCUSSION.

Carol suggested we involve the Membership Committee.

Craig suggested getting input from the general membership via e-source or *Source*.

**Craig Douglas made a motion to table the motion to change the policy that the most recent year of the *Journal* be restricted to members only while all other past issues be posted for the general public to view. Matt Pearson seconded the motion. The motion to table was passed unanimously.**

It was then requested that the Membership Committee provide the board with a proposal to either recommend all *Journals* be available to all, just the first year be locked down, or keep them all as a member benefit.

**Item #2:**

Carol Harris noted that we will need to add another name to the memorial bench – Michael McDaniel from Natick who was killed in line of duty. Staff will coordinate with the granite company for the engraving.

**Item #5 – Treasurer’s Report – Financial Update.**

**Item #5a – February Financial Update and Statement – David Kane and Greg Leighton.**

David gave the budget report for February 2014. Through February, NEWWA had a net gain of \$105,646 with a general operation loss of \$79,758 and investment gains of \$185,404. The operating income is more than \$17,000 better than the YTD budget. After the Spring Conference,

which is expected to net \$157,400, the operating income will be positive. The building loan was renewed this fall.

Internal control suggestions from auditor are now in place.

David noted some recommendations for our insurance. We now purchase insurance from AWWA as well as our own. There are issues with athletic events that will be discussed at the next Executive Committee meeting.

**John Storer made a motion to accept the Treasurer's Report. Craig Douglas seconded the motion. The motion was passed unanimously.**

**Item #5b - Recommendation: Eliminate the Separate Awards Fund and Transfer the Value Into the Unrestricted Reserve Fund – David Kane.**

**John Storer made a motion to Eliminate the Separate Awards Fund and Transfer the Value Into the Unrestricted Reserve Fund. David Harris seconded the motion. The motion was passed unanimously.**

**Item #5c – Recommendation: Eliminate the Drinking Water Week Fund and transfer the value into the Unrestricted Reserve Fund; future activities will be charged to the operating Budget– David Kane.**

**John Storer made a motion to Eliminate the Drinking Water Week Fund and transfer the value into the Unrestricted Reserve Fund; future activities will be charged to the operating Budget. David Harris seconded the motion. The motion was passed unanimously.**

**Item #5d – Recommendation: Water For People Fund**

**Lisa Gove made a motion that the Water For People Restricted Fund be remitted to the Water For People program and a Water for People Board-Designated fund be created. Jeff Racicot seconded the motion. The motion was passed unanimously.**

**Item #5e – Recommendation: Capital Reserve Fund**

**Matt Pearson made a motion that the single Capital Reserve Fund be created and all remaining balances from any board authorized capital related funds be merged into the Capital Reserve Fund, and that \$500,000 of the Capital Reserve Fund is allocated for emergency asset repair, loan payment, and building expansion study with the remaining balance available for capital projects. Lisa Gove seconded the motion. The motion was passed unanimously.**

**Item #6 – AWWA Director Report/AWWA Update – Adam Yanulis.**

**Item #6a – AWWA Director's Report.**

Adam reported that he will have an additional update after the AWWA June board meeting.

**Item #6b – Other by Members.**

None.

**Matt Pearson made a motion to accept the AWWA Director's report. Craig Douglas seconded the motion. The motion was passed unanimously.**

**Item #7 - Executive Director and Staff Reports – January – March 21, 2014.**

NEWWA staff provided verbal reports of the below.

**Item #7a – Training – Ted Kenney.**

Ted reported that the Spring sessions of the 12-week exam prep courses are underway with 155 people registered across the program.

Excavation safety/construction courses are starting up in late April/May with 50 students already enrolled. Also, effective on May 1, a new regulation in Massachusetts will come into play for hoisting licenses. Licensees now have to have 4 hours of renewal training by an approved organization. In addition, instructors have to be licensed in each type of equipment they teach for the commonwealth.

The cross connection program remains busy with 260 people registered across all programs.

The 16<sup>th</sup> annual Water Quality Symposium is on May 7 in Milford. There are already 40 registered.

The Lab Ops Committee has changed its symposium to October 7.

The Water Resources Symposium is on October 24.

Staff is also working on the first of the exam prep courses at the Franklin, NH, facility. Planning with the CT section for 6 courses in the fall is complete, and the RI ERG SRF grant is underway.

**Item #7b – Communications and Grants – Kirsten.**

Kirsten reported that work continues on a \$7,000 grant with MassDEP on sea level rise with two workshops scheduled for May 21 and 22 on the south shore of Mass. for invited coastal utilities. In addition, work continues on a \$63,000 grant with ASDWA that included a sanitary survey roundtables for primacy agencies (that took place on March 20), and curriculum development for the Revised Total Coliform Rule, and finishing of the online board of commissioner's training.

All publications continue to be on-time and the Spring 2014 *Source* is printed and distributed. Greg Leighton offered to write the "In the Boardroom" article for the Summer *Source*, and articles for that are due on April 28.

The PR Committee is hard at work on the "Value of Water" campaign for 2014. They plan to extend the campaign by two weeks to encompass both Drinking Water Week and ACE14. Contracts have been signed for:

- Transit systems in ME, NH, VT, MA, CT, and RI.
- Radio stations in VT, ME, NH, and MA
- Billboard in MA

Staff is currently working on creative, which is being done jointly with AWWA.

**Item #7c – Ray's Report Including Computer System Update and Other.**

Ray reported that the Spring Conference is doing well with 230 booths sold (sold out exhibit hall) and 2,400 pre-registered.

Membership remains strong at 2,739.

There are two major NEWWA events taking place at ACE14 in Boston (June 8-12):

- Luncheon with CTAWWA on Monday at Legal's Harborside and
- WFP event at the Whiskey Priest, also on Monday evening.
-

The Planning Session is taking place in July in Salem, MA again.

Phil Bilodeau and Mark Wetzel are at the AWWA Fly-in in DC, which is also taking place this week.

We are also incorporating a new badge process at the conference this year, which will eliminate the need for paper copies of TCH forms for students. Instead they will be scanned in and out of session rooms.

**Dave Harris made a motion to accept the executive director and staff reports. Craig Douglas seconded. The motion was passed unanimously.**

**Item #8 – Council Director Updates on Committee Actions – Council Directors.**

Red Dufresne reported that the Disinfection Committee is putting on a course on chloramines on May 28 in Manchester. This course was rescheduled due to weather.

**Item #8a – Council Director’s Review – Committee Updates – Council Directors.**

None

**Item #9 – Reminder of This Year’s Major Goals - (From President’s Plan).**

- A) Work hard to make ACE14 a great success for both AWWA and NEWWA by being gracious hosts and ambassadors.
- B) Expand education and training opportunities and work to implement new delivery alternatives such as online and e-training.
- C) Increase volunteerism – make it easy, fun, and rewarding to be an active volunteer.
- D) Find new ways to collaborate with other associations including NEWEA, APWA, and state associations.

**Item #10 – Committee Reports.**

**Item #10a – Executive Committee Update – Carol Harris.**

The minutes of the last Executive Committee meeting were distributed.

**Item #10b – Other by Member.**

David Polcari reported that he received a report from the Alumni Club. They want to try to keep it going and will continue to work with Ian Mead and Jack Keaney.

The YP Committee has a few events: the YP breakfast at the DCU Center and a poster session in the exhibit hall, both during the Spring Conference.

Dave Polcari reported that he attended the NEWEA planning session. They are facing a lot of the same issues as us and are talking about doing an ambassador program and reviving some training programs.

Ray reported that there is a meeting of officers of NEWEA and APWA from 2-4pm at the DCU Center on Wednesday of the conference. Part of the meeting will include presenting the results of the Stormwater Collaborative survey to the leadership of the associations.

Item #11 – Announcements and Meetings.

- a. April 2 - NEWWA and State Associations Leadership Lunch and Meeting, 12:00 Noon, Hilton Garden Inn, Worcester, MA – Perennials B Room.
- b. April 2 – NEWWA Board of Directors Meeting, Same Room, Hilton Garden Inn, Worcester, MA.
- c. April 3rd Committee meetings at DCU center – see below & check at registration.
- d. April 3rd Joint meeting NEWWA, NEWEA & NEAPWA at 2:00 pm Meeting Room C.
- e. Water Quality Symposium – May 7, 2014 – 8:45 AM, Doubletree Hotel, Milford, MA.
- f. NEWWA and CT Section Luncheon June 9th Registration Form for ACE 2013 – See attached.
- g. Other – See Below

Tuesday, April 1

NEWWA state Regional Officers, 12:00PM – 4PM, Hilton Garden Inn

Wednesday, April 2

Young Professional and Association Leader Breakfast, DCU Center 8:00 AM–9:00 AM, Meeting Room E

Water For People Committee, 9:30AM – 10:30AM, Meeting Room

Nominating Committee, 10:00 AM–11:00 AM, Meeting Room C

YP Luncheon, 11:30 AM–12:30 PM, Meeting Room E

Membership Luncheon, 11:30 AM–12:30 PM, Meeting Room D

Sustainability, Groundwater, Water Resources & Conservation Committee, 12:15 PM–1:15 PM, Meeting Room C

Distribution & Storage Committee, 12:30 PM–1:15 PM, Meeting Room D

MWWA Membership/ PR Committee 12:45PM – 1:45PM Meeting Room E

Groundwater Committee, 12:30 PM–2 PM, Meeting Room E,

NE Regional Meeting (NEWWA, NEWEA & NEAPWA), 2 PM–4 PM, Meeting Room C

Thursday, April 3

Program Committee, 7:15 AM–8:30 AM, Meeting Room D

Sponsor Services Committee, 10:00 AM–11:00 AM, Showcase Overlook

PR Committee 11:30AM – 12PM Meeting Room D

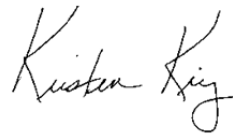
Item #12 – Adjourn.

John Storer motioned to adjourn and Greg Leighton seconded at 6:38 p.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