

+
**New England Water Works Association
Board of Directors Meeting Minutes
April 2, 2013**

The New England Water Works Association Board of Directors held a meeting on April 2, 2013, at the Hilton Garden Inn in Worcester, MA. President David Harris called the meeting to order at 4:30 p.m. Those present were Phil Bilodeau, Ken Booth, Patrick Connelly, Michael Covellone, Red Dufresne, Lisa Gove, Carol Harris, David Kane, Gregory Leighton, Matt Pearson, Sarah Pillsbury, David Polcari, Louis Schoolcraft, John Storer, and Ray Raposa (ex-officio and non-voting). NEWWA Director of Communications Kirsten King, Deputy Executive Director Ted Kenney, Tom Decoteaux of R.H. White, and Rick Kenney of Vermont were also in attendance.

Item #1 – Consent Agenda & Minutes of February 6, 2013.

- a. **Minutes of February 6, 2013 Meeting.**
- b. **Recommendation to approve Tara McManus as Chair of the Young Professionals Committee.**
- c. **Recommendation to approve Michael Metcalf, Underwood Engineers, as Co-Chair of the Water Resources Committee.**

David Polcari motioned to accept the consent agenda. Ken Booth seconded. The motion was passed unanimously.

Item #2 – Old Business.

None.

Item #3 – New Business.

Item #3a – NEWWA First Floor Renovations – Tom Decoteaux.

Tom gave the board an update on the Facilities Committee recommendations on how to better utilize the office space at the association's Holliston, MA, headquarters. It involves more storage, larger library, and rearranging staff and conference rooms to bring in more light and enhance the efficiency of the space. The project also involves new furniture, floors, paint, upgrading workspaces with new partitions, and new desks and work surfaces. The committee is hoping to have the work done by August to miss the busy fall season.

Large presentation posters were used during the explanation to show the proposed changes and work area, Tom, and Ray Raposa answer various questions by Board members during the presentation.

Tom also distributed a memo that detailed additional work that could be done to the building in the future, including adding an additional floor to the facility, a kitchen/dining facility, video studio, and elevator. This is purely for long-term planning and is not in the 2014 FY budget.

The First floor renovation plan and budget will be presented as part of the FY2014 for approval,

Questions were raised and addressed about the continued naming of some of the rooms as well as how the project would be properly funded out of capital funds.

Item #3b – Proposed Budget for FY14 Including Building Renovation Costs – David Polcari.

David Polcari presented the FY14 Annual Budget report, which was mainly produced by David Kane with staff support. It is a comprehensive document to help make the budget easier to understand and provide backup/thought to the numbers.

The budget is balanced. A modest dues increase and slight increase to conference registration fees and Spring Conference booths fees are also included. An average five dollar increase in training course registration fees are in the proposal. ACE14 is also taken into consideration as well as the first floor and audio visual enhancements to headquarters as proposed by the Facilities Committee.

Matt Pearson made a motion to accept the FY14 capital and operating budget. Ken Booth seconded the motion. The floor was open for discussion. The motion was passed unanimously.

Carol Harris thanked David Polcari, David Kane, and Ray for putting the document together as it will be a good asset for the future.

Item #3c – Funding for Airfare (Limit \$500) for New WFP Chair to Attend Training in Denver – Ray. Katie Chamberlain is the new chair of NEWWA's Water For People Committee and has requested the association allocate up to \$500 to attend a special volunteer training for Water for People.

David Polcari made a motion to approve up to \$500 for the new Water for People Committee chair to fly to Denver for volunteer training. Ken Booth seconded. The motion was passed unanimously.

Item #3d – Site Selection Committee – Fall Annual Conference Update – New Site and Date Change – Carol Harris.

The committee met on March 11 to discuss the annual fall conference for 2016. 2015 is currently scheduled for Providence, RI at the Omni. The committee voted to go to Mt. Washington in 2016, which is also an Omni property. However, dates and costs for both properties work out better if the years are reversed. This would have no effect on the association since both properties are now owned by the Omni Corporation.

Matt Pearson made a motion to now have the 2015 annual conference at the Mt. Washington in NH and the 2016 annual conference in Providence, RI as proposed by the Site Selection Committee. Sarah Pillsbury seconded the motion. The motion was passed unanimously.

Item #3e – NEWWA employees assigned to DEP for past 10 years plus; for discussion – Matt Pearson and Ray.

For the past 10 years, within the MCSSA budget, there are NEWWA employees who are based out of MassDEP and do work for the commonwealth. They are in our payroll system. Two work on the annual ASRs that utilities have to submit. Another works on the well drillers program.

Matt has concerns over the association's benefit from the SRF. He is also concerned about liability to the association in terms of workman's compensation, sexual harassment, etc. He is curious if the association should end this agreement with the state once the contract is up in June 2014.

The floor was open for discussion. The Executive Committee will eventually bring a recommendation to the board on the matter.

Item #3f - Other – By Member.

Dave Harris announced that the section was awarded the 2013 AWWA Section Education Award, which is the section's 23rd year receiving the award. He commended the staff for their efforts. Staff and section officers will receive the award at ACE in Denver in June 2013.

Item #4 – Treasurer's Report – Financial Update.

Item #4a – February Financial Update and Statement.

Greg Leighton reported that through February, NEWWA's net income increased to \$79,802, with a general operation loss of \$33,046 and investment gains of \$112,848, respectively. The Operating Budget is \$105,299 better than the year-to-date budget. We expect the operational loss to turn with income from training and the spring conference. The association is doing well with investments.

The Investment Committee is meeting in April.

John Storer motioned to accept the treasurer's and Investment Committee's reports. Carol Harris seconded the motion. The motion was passed unanimously.

Item #5 – AWWA Director's Report – Pat Connelly.

Item #5a – AWWA Director's Report.

Pat reported that for the YTD AWWA finances are slightly better than last year and the annual budget. They have seen a lot of income from conferences. However, membership continues to gradually slide.

A consistent annual dues increase proposal is going to be presented to the Executive Committee of AWWA at the next meeting.

He commended staff for receiving the Section Education Award for 2013.

Next month an ACE app is going to be launched for the conference. Aaron Ralston is the keynote speaker for the MAC luncheon.

AWWA's Web site now has discussion forums relating to specific topics; a student chapter one was just launched.

The Member Engagement and Development Committee is developing a guidance manual on how to engage members. It will be a key topic at upcoming RMSO meetings.

The results of AWWA's member survey are also out and have been organized by region. All board members received a copy of the New England section's results.

Item #5b - NEWWA Section Membership Survey Results – See Attached.

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

Item #6 - Executive Director and Staff Reports – January – March 2013.

Item #6a – Training – Ted Kenney.

All 12-week concepts classes began in March with 172 students registered across all our operator exam review classes. One of the 12-week classes is being held at SWSC, bringing the student total to more than 200 people engaged in the spring.

The T1 course this spring is comprised of almost all new students to the program.

The Lab Symposium had to be moved to April 9 due to snow. 48 are now registered.

Machine and operator/excavation safety courses are starting at the end of April and are 95-percent full at this point.

The 15th Annual Water Quality Symposium is coming up on May 8, with 48 people already registered for: “Control of Microbials from Source to Tap.”

In Portland at the MWUA conference we ran 5 sessions and had 200 students.

Item #6b – Communications and Grants – Kirsten.

Kirsten reported that the Spring *Source* is complete and was mailed to the membership before the conference. Overages are available at NEWWA’s booth at the DCU Center. Phil Bilodeau is scheduled to write the Summer “In the Boardroom” article. The next deadline is April 26.

The PR Committee is currently planning the “Only Tap Water Delivers” campaign for 2013, which will include 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 with the MWRA at the 2013 Earth Fest in Boston.
- 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 for the Mass. Drinking Water Day festivities is also underway. It will be held on May 7 at the Springfield Technical Community College.

Staff is also heavily involved in the planning for ACE14, including recruiting volunteers and publicizing the event.

NEWWA also met with NEWEA and New England APWA representatives at the NEWEA conference to discuss collaboration and potential partnerships with the “Water’s Worth It” campaign recent launched by WEF. Maintaining a consistent “water” message region- (and nation-) wide will help enhance our overall goal of educating the public about the true value of water. We plan to continue talks with these two organizations (and state associations) into the future. This will also be a topic at our upcoming Planning Session in July.

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

Ray reported that we have seen a slight drop in total membership—mainly of those having a joint membership. However, we have seen an increase in the Inc. memberships.

The Spring Conference pre-registration is exactly the same as last year (2,338) and the exhibit hall is sold out.

This year’s Annual Conference in Vermont is at the Equinox in Manchester Village. The Program Committee has started discussions on the conference program.

There has not been much of a change in the MCSSA program. Grant funds are currently only paying employees working at MassDEP. There is also funding that supports the MAWARN program and state drinking water administrators' projects. We are currently working on an asset management Webinar with the Cadmus Group that is on April 30.

We have postponed the GoMembers 4.6 upgrade until after the Spring Conference. We will be adding bar codes to badges in the future for TCH tracking. We hope to pilot the project at the annual conference this September. We are also still considering a new version of our accounting/budgeting software.

A staff written report (ED and staff report April 2013) was provided to all.

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

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

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 – FY14 – Proposed Budget – David Polcari.

Already discussed.

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

Tomorrow there is a joint meeting to discuss combining the Sustainability Congress with the Water Resources Symposium this year. Ken invited all to attend and provide input.

Item #9c – Ad-hoc Strategic Planning Committee Appointment & Planning Discussion – Ken Booth and David Harris.

A meeting on Thursday during the conference is at 12:30-1:30 to discuss the association's strategic plan and how to keep the planning process engaging and exciting for people.

Item #9d – Other by Member.

None.

Item #10 – Announcements and Meetings.

- a. April 2 - NEWWA and State Associations Leadership Lunch and Meeting, 12:00 Noon, Hilton Garden Inn, Worcester, MA – Peter Pincknaly Room.
- b. April 2 – NEWWA Board of Directors Meeting, Same Room, Hilton Garden Inn, Worcester, MA.
- c. Others see below:

Wednesday, April 3

YP Meet & Greet Breakfast, 8:00AM – 9:00AM, Meeting Room E
Nominating Committee, 10:00AM – 11:00AM, Meeting Room C
Filtration Committee, 11:00AM – 12:00PM, Meeting Room D
Residuals Committee, 11:00AM – 11:30AM, Meeting Room C
YP Luncheon, 11:30AM – 12:30PM, Meeting Room E
Membership Luncheon, 11:30AM - 12:30PM, Meeting Room E
Distribution & Storage Committee, 12:00PM – 1:00PM, Meeting Room D
Publications Committee, 11:30AM – 12:00PM, Meeting Room C
Security and Emergency Preparedness Committee, 12:00PM – 12:30PM, Showcase Overlook
Water Resources & Conservation Committee, 12:00PM – 2PM, Meeting Room C
Groundwater Committee, 12:30PM – 2PM, Meeting Room E,
Small Systems Committee, 1:00PM – 2:00PM, Meeting Room D
Scholarship Committee, 3PM- 4PM, Meeting Room D
NE Regional Meeting (NEWWA, NEWEA & NEAPWA), 2PM – 4PM, Meeting Room C

Thursday, April 4,

Program Committee, 7:30AM – 8:30AM, Meeting Room D
Sponsor Services Committee, 9:30AM – 10:30AM, Showcase Overlook
Ad-Hoc Planning, 12:30PM – 1:30PM, Meeting Room C

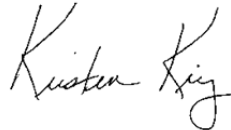
Item #11 – Adjourn.

Greg Leighton motioned to adjourn and David Polcari seconded at 6:35 p.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