

**New England Water Works Association
Board of Directors Meeting Minutes
May 29, 2014**

The New England Water Works Association Board of Directors held a meeting on May 29, 2014, at NEWWA's headquarters in Holliston, MA. President David Polcari called the meeting to order at 9:05 a.m. Those present were Philip Bilodeau, James DeCelles, Craig Douglas, Red Dufresne, David Harris, Lisa Gove, David Kane, Sarah Pillsbury, Jeffrey Racicot, Louis Schoolcraft, John Storer, Mark Wetzel, and Ray Raposa (ex-officio and non-voting). NEWWA Director of Communications Kirsten King, Deputy Executive Director Ted Kenney, and Membership and Marketing Manager Iseult Morgan as well as Membership Committee Chair Michael Pelletier was also in attendance.

Item #1 – Consent Agenda & Minutes of April 1, 2014.

Item #2 – Consent Agenda – Laboratory Award Proposal.

Item #3 – Consent Agenda - State Leadership Award Recommendations: RIWWA Nomination of Ted Bragger (see attached); Rick Kenney, GMWEA 1st Vice President from West Hartford, VT; and CWWA Nomination of Maureen Westbrook, Past Section Chair, Fuller Award Winner and Past-President CWWA.

Item #4 – Young Member Awards Committee Membership Proposal.

Craig Douglas motioned to accept the consent agenda. Dave Harris seconded. The motion was passed unanimously.

Item #5 – Old Business.

Item #5a – Succession Plan and Update – David Polcari.

Dave presented the draft at the February meeting for board review and familiarization. It will be discussed at the Planning Session this July.

Item #5b – Ad-hoc Technology Committee – Craig Douglas.

Craig reported that the kickoff meeting was held the day before the board meeting and was well attended. He said it was a good session and the group is working on its first memo to the board, with the target to have a draft to the board for the July meeting at the Planning Session.

Item #5c – Other by Members.

Louis Schoolcraft made a motion to take the Journal discussion off of the table. Mark Wetzel seconded the motion. The motion was passed unanimously.

At the last board meeting the current and past issues of the *Journal* were discussed, including those that were scanned and are currently on disk. Mike Pelletier, chair of the Membership Committee, was at the meeting to help discuss the *Journal* and provide committee recommendations for *Journal* accessibility and continued value as a membership benefit.

Mike suggested up to a 2-year holdback on having *Journals* available to the public to maintain its true value as a membership benefit.

DISCUSSION on pros and cons of having it completely open and/or holding it back for a year.

Previous motion: 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. The motion was passed unanimously.

Craig continued the discussion regarding obtaining *Journal* articles for publication from conferences since it's becoming an increasing issue.

Craig had a suggestion to offer monetary compensation for abstracts/papers to encourage more participation (e.g., \$100 for a 2-page abstract and \$200 to write an article).

General consensus was that the association needs to market the *Journal* more and its historical value, as it's the oldest *Journal* for water works in America.

There was a discussion on promoting the *Journal* through social media, shorter articles, monetary benefits, and/or changing the *Journal* format/look/feel.

There was a suggestion to organize an ad-hoc committee to discuss where to move forward with the *Journal*.

Dave Polcari will organize the ad-hoc committee. Initial members include Kirsten King, Mark Wetzel, Jim DeCelles, Lisa Gove, and members of the Program, Membership, and Publications Committee (Peter Karalekas, Matt Pearson). Craig Douglas will chair the committee.

Item #6 – New Business.

Item #6a – Water For People Contribution of \$8,900 as Unrestricted from Past Fund Raiser and Water For People Reserve Fund for Seed Money for Future Event – Lisa Gove.

Lisa presented a memo from Katie Chamberlain, Water For People Committee chair. There is \$18,900 in the account that was raised from past events. The recommendation is to take \$8,900 and cut a check to Water For People and hold \$10,000 as seed money for future events. The next event is a fundraiser during ACE at the Whiskey Priest.

Craig Douglas made a motion to send the \$8,900 check to Water For People and retain \$10,000 for seed money for future events. John Storer seconded the motion. The motion was passed by a majority vote.

Item #6b – ADP Total Source Services – Ray Raposa.

Ray presented the memo regarding staff insurance and benefit services. The major goal is to cut down on administrative staff time. The proposal is estimated to save the association \$11,675. Implementation is estimated at approximately 60 days.

David Kane made a motion to authorize Ray to sign the contract to have the association switch to ADP Total Source Solutions. Craig Douglas seconded the motion. The motion was passed unanimously.

Item #6c – Other by Members.

Item #7 – Treasurer's Report – Financial Update.

Item #7a – May Financial Update and Statement – David Kane.

Through April, NEWWA had a net gain of \$360,427, with general operation and investment gains of \$167,805 and \$192,623. Operating income includes \$172,128 of net revenue from the Spring

Conference, which is almost \$15,000 better than budget. Typically, net operating income declines in May and June as training decreases.

Investments are also going well.

Mark Wetzel made a motion to accept the Treasurer's Report. David Harris seconded the motion. The motion was passed unanimously.

Item #7b – Spring Conference 2014 Financial Report – Greg Leighton.

The conference had a net income of \$172,128.09. It was a very good year.

Item #8 – AWWA Director Report/AWWA Update – Adam Yanulis.

Item #8a – AWWA Director's Report.

Not in attendance.

Item #8b – Other by Members.

None.

Item #9 - Executive Director and Staff Reports – April – May 2014.

NEWWA staff provided verbal reports of the below.

Item #9a – Training – Ted Kenney.

Ted provided a written report.

Item #9b – Communications and Grants – Kirsten.

Kirsten reported that a Sea Level Rise workshop, run with a \$7,000 grant with MassDEP, ran on May 22 in Plymouth, MA. This was an invite only program for 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 Summer 2014 *Source* is in progress. John Storer offered to write the "In the Boardroom" article for the Fall *Source*, and articles for that are due in August.

The PR Committee completed the "Value of Water" campaign for 2014. In addition to press releases and Facebook, Twitter, and Web site messaging, the campaign included:

- Transit system ads in ME, NH, VT, MA, CT, and RI.
- Radio station PSAs in VT, ME, NH, and MA
- Billboard messaging on Rte. 93N in MA

Item #9c - Conferences and Meetings – Iseult Morgan.

Iseult reported that the Spring Conference is now selling out annually for exhibit space. Currently, the association discounts multiple booths for the same company, but now with selling out the hall, we need to reduce the discount. Iseult presented a memo that makes a recommendation to reduce the current multi-booth discount to \$835/booth for three or more booths. \$825 represents a \$100/booth price break from the two booth level. Keeping the price per booth the same for three or more booths not only simplifies cost extrapolations but also provides a more level playing field for the association's small to medium sized exhibitors, vs. larger ones.

In addition, the association is considering potentially removing full complimentary exhibitor registrations to clear up confusion as to where people should register in the morning.

Item #9d – Ray’s Report Including Administration, Facility Renovations, Staff Update, & Other
Ray reported that the Facilities Committee is planning on starting construction on second floor renovations on July 1.

Ray also distributed a job description for the board approved new position: “Volunteer Membership Coordinator.” We will be advertising soon.

The MassDEP employees currently under the MCSSA budget will be switching to NEIWPC on June 30.

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

Item #10 – Council Director Updates on Committee Actions – Council Directors.

Dave Polcari encouraged council directors to contact their committees throughout the year to keep up on what is happening within the association. He wants to have a good representation from committee chairs at this year’s Planning Session.

Every council should be receiving June 30 reports from their committees.

Item #10a – Council Director’s Review – Committee Updates – Council Directors.

Red attended the chloramine course put on by the Disinfection Committee and reported it was very well attended.

Lisa reported :

YP Committee has done a cleanup, bowling event, and tours of Pennichuck and the Anheuser Busch brewery. The next event is the Red Sox outing on Thursday night of ACE. Tara McManus is doing an excellent job as committee chair.

Student Activities Committee organizes the student poster session at the April Conference. Ken Lee from WNEC is chair. Three new colleges did presentations this past conference: UNH, UMASS, and WPI.

Youth Education: Lisa has been in contact with a woman who focuses on youth education – Lynn Richard, who presented in Portland at the February MWUA show. The NEWEA Youth Education Committee is currently developing nine different presentations for elementary, middle, and high school. One includes water conservation. Matt Mostoller is working with NEWEA folks to potentially collaborate.

Sarah reported that planning for the combined water resources, conservation, and sustainability symposium this fall is underway.

Item #11 – 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 #12 – Committee Reports.

Item #12a – Planning Committee – Craig Douglas.

Full agenda will be sent out soon for the Planning Session. The goal is to have many chairs there as representation. The session will focus on 10-year horizon of association.

Item #12b – Publications Need Journal Papers – Craig Douglas.

Already discussed.

Item #12c – Executive Committee Update – Carol Harris.

Not in attendance.

Item #12d – Nominating Committee Update – Dave Harris.

A letter was sent to Ray with recommendations from the Nominating Committee. Dave Harris thanked Mike Covellone, Adam Yanulis, Carol Harris, Lisa Gove, Louis Schoolcraft, and Sarah Pillsbury for their participation.

Officer recommendations included: President-Elect Craig Douglas, Vice President Matt Pearson, NH Director Phil Bilodeau, ME Director John Storer, VT Director Randy McQuinn, and Director at Large Dave Putnam.

Item #12e – Other by Member.

Dave encouraged all to submit worthy candidates for award nominations. July 1 is target deadline for committees to consider.

Also, APWA, NEWWA, and NEWEA boards will meet on June 18 at the Cranwell at the Public Works Conference to discuss collaborative efforts.

Item #13 – Announcements and Meetings.

- a. AWWA ACE14 – Boston Convention Center
 - i. NEWWA and CT Section Luncheon June 9th @ Legal Harborside, Boston, MA
 - ii. NEWWA WFP Bash June 9th 8pm – 11 pm @ Whiskey Priest, Boston, MA
- b. Next Board Meeting July 29, 2014 @ 9:00 AM @ Salem Waterfront Hotel, Salem, MA
Compass Room

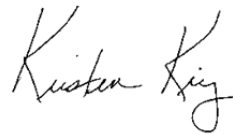
Item #14 – Adjourn.

Louis Schoolcraft motioned to adjourn and Dave Harris seconded at 10:54 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