

**New England Water Works Association
Board of Directors Meeting Minutes
December 15, 2010**

The New England Water Works Association Board of Directors held a meeting on December 15, 2010, at NEWWA's headquarters in Holliston, MA. President David Paris called the meeting to order at 2:38 p.m. Those present were David Paris, Michael Covellone, David Harris, Christopher Woodcock, David Kane (phone), Carol Harris, Sarah Pillsbury, Craig Douglas, Robert Beaurivage, Red Dufresne, Ken Booth, Patrick Connelly, Matt Pearson, Louis Schoolcraft (phone), and Ray Raposa (ex-officio and non-voting). NEWWA Deputy Executive Director Ted Kenney and NEWWA Director of Communications Kirsten King were also in attendance.

Item #1- Consent Agenda & Minutes of November 17, 2010.

Craig Douglas motioned to move the minutes from the consent agenda and stated that the language regarding Red should read that he was a direct appointment by the board instead of a motion.

Item #2 - Consent Agenda - New Chair student Activities Committee. - Ken Lee from University of UMass Lowell

Item #3 - New co-chair of the Water Meters Committee - William J. Shaughnessy, Assistant Superintendent, Town of Wellesley DPW.

Chris Woodcock made a motion to accept the consent agenda without the minutes. The motion was seconded by Bob Beaurivage. The motion passed unanimously.

Craig Douglas motioned to accept the minutes of November 17, 2010 with the change noted. Chris Woodcock seconded. The motion passed unanimously.

Item #4 - Old Business.

Item #4A - Ad-hoc Value Committee - Survey Recommendation - Michael Covellone.

Mike reported that we received three bids to conduct the membership survey. Kirsten and Ray performed interviews with two of the vendors. Mike recommended selecting the lowest bidder, The Center For Research out of Meriden, CT. The firm interviewed well, had a similar scope of services to the higher bidder, and came recommended by other water suppliers who have used them.

The Executive Committee endorses this item.

Ken Booth motioned to amend the current year budget in the amount of \$20,000 to hire The Center for Research, using reserve funds only if necessary to balance budget if we do not have a surplus at the end of the budget year. Bob Beaurivage seconded the motion. Pat Connelly and Red Dufresne opposed. The motion passed by a majority vote.

Item #4B - Report of the Ad-hoc Committee on Corporate/Social/Environmental Responsibility - Chris Woodcock.

Chris stated that the report was given at the last meeting and was reflected in the previous minutes. He distributed a written report to the board.

Craig Douglas motioned to accept the report of the Ad-hoc Committee on Corporate/Social/Environmental Responsibility. Matt Pearson seconded. The motion passed unanimously.

Item #5 – New Business.

Item #5A – Site Selection Committee recommendation for the 2014 Annual Conference is the Balsams Grand Resort in Dixville Notch, NH – Dave Harris.

Dave Harris motioned to accept the Site Selection Committee's recommendation to hold the 2014 Annual Conference at the Balsams Resort in Dixville Notch, NH. Matt Pearson seconded. The motion passed unanimously.

Item #5B – Site Selection Committee recommendation for the 2011 Planning Session is the North Conway Grand in North Conway, NH – Dave Harris.

Dave Harris made a motion to accept the Site Selection Committee's recommendation for the 2011 Planning Session be held at the North Conway Grand in North Conway, NH. Matt Pearson seconded.

Discussion:

Mike Covellone asked if this will require the next fiscal year's budget to be higher? Correct – this item will have to be added back into the next fiscal budget as we will be going back offsite again as opposed to keeping the event local as in the past 2 years to save funding. The committee feels going offsite helps to build camaraderie.

There was a discussion about the capability of people who work for municipalities to have the ability to travel offsite and out of state.

Chris Woodcock stated that he does not feel Planning Sessions held in Holliston have been as effective as offsite meetings.

There was a discussion on the pros and cons of staying on-site versus offsite.

The committee wanted to break the stigma of holding the meeting in Massachusetts.

Chris Woodcock moved to table the motion. Bob Beurivage seconded.

This item will be discussed at the next board meeting in February 2011.

Ken suggested doing a survey of committee chairs to see if they would attend.

This item will be sent to the Planning Committee to be discussed.

Craig Douglas and David Harris opposed tabling the motion. The motion passed by a majority vote.

Item #5C – Site Selection Committee recommendation for the January 2012 Joint Membership Meeting is the Nashua Radisson in Nashua, NH – Dave Harris.

Dave Harris made a motion to accept the Site Selection Committee's recommendation for the January 2012 Joint Membership Meeting to be held at the Nashua Radisson in Nashua, NH Matt Pearson seconded. The motion was passed unanimously.

Item #5D – Strategic Plan for 2011-2016 – Mike Covellone.

Mike Covellone presented his strategic plan that came out of all the Planning Sessions throughout the past year. He has three focuses: value to membership (ad-hoc committee and survey); reaching out and continuing to reach out with the environmental community (Sustainability Committee); and establishing a

positive identity with the general public. He has incorporated all these into the current strategic plan. Pat Connelly suggested he differentiate between “public” and “tap water” supply.

Chris Woodcock made a motion to approve the 2011-2016 Long-Range Strategic Plan. Pat Connelly seconded the motion. The motion was passed unanimously.

Item #5E – Other by members.

Matt Pearson inquired about AWWA ACE coming to Boston in 2014 and if NEWWA needed to do anything special for the conference. Ray explained that we will be asked to provide approximately 200-400 volunteers to support the conference, which obviously needs to be managed. Dave Paris has talked to people about organizing co-chairs between a consulting firm and utility. Adam Yanulis has been asked to co-chair from the consultant side as he was recently involved in the national APWA conference. We are having more difficulty finding a utility representative, which we will continue to work on. All volunteers receive a 1-day pass to the conference.

Item #6 – Treasurer’s Report – Financial Update.

Item #6A – September Financial Update.

Dave Kane reported that we now have financials through October and are currently \$4,189.07 in the black. YTD training numbers are comparable to 2 years ago. There is a slight concern about where we will wind up for operating budget throughout the year.

Dave also distributed the Annual Conference report from Rockport, ME, which netted almost \$17,747, which was less than the budget of \$24,230. We may not be able to make up the numbers anywhere else in the budget. However, the association is showing very similar numbers to 2 years ago.

We are currently running at a \$85,933 loss for the year in the overall operating budget.

We are also still waiting for the full computer system upgrade to be able to generate full details of the budget for examination.

Mike Covellone made a motion to accept the treasurer’s report. Dave Harris seconded. The motion was passed unanimously.

Item #7 – AWWA Update – Pat Connelly, AWWA Director.

Pat Connelly reported that the AWWA board will be voting on a new president, four vice presidents, a new director-at-large, and a new manufacturer representative at its January meeting. There are two presidential candidates – Charlie Anderson and Dean Fritzke. Charlie is from the Texas section and is with CDM, before that he was with Arlington, TX. He was also very involved with the affiliation agreement. Dean Fritzke is with a utility from the Pacific Northwest. This is his second year in a row being nominated. Pat feels that they are both qualified and it should be a close vote. Pat will be casting a vote.

There are six vice presidential candidates for four slots. Pennsylvania and New York, which are both part of our region, each have representatives up for election.

There are three director at large candidates for one opening. Two are utility representatives and one is from a consulting firm.

There are three manufacturer’s representative candidates for the one position.

David LaFrance, AWWA executive director, has completed a reorganization/realignment of four major categories within AWWA. He is reorganizing how functions operate within AWWA. The Executive Committee is recommending dissolving the APC, which will be voted on in January.

The deadline to apply to be a volunteer on a committee or council is January 1. The form is on AWWA's Web site.

The Utility Management Conference is in February in Denver.

The Partnership for Safe Water, of which the Champlain Water District in Vermont is a Phase 4 member, is now starting a Distribution System Optimization program.

Examples of Spreading the Message include:

- Let it Flow – emessages for Water Consumers
- RCAP Annual Conference
- Association of California Water Agencies Annual Conference
- Water Conservation Communications Guide to utilities in early December
- Work for Water and OTWD Koozies to NJ Section for NH Women's Governors Conference
- November OpFlow article highlighting survey results about chloramine use

The CT Section is starting a student chapter with Yale University.

Regarding the Water For People Water Buffaloes, any donations accepted via the buffaloes will be credited to NEWWA as long as we let WFP know how much and when we donated. Pat is still going to talk with Larry Durkin. Larry prefers to keep it simple and give funds raised directly to WFP. Pat is asking for assistance with the WFP Committee as they are looking for members.

AWWA has moved its warehouse into headquarters space.

Atlantic Canada has now signed the affiliation agreement. There are approximately two sections who haven't signed yet.

AWWA is sending an e-mail to late and dropped members, as member numbers have continued to drop over the past 2 years from 59,000 to about 55,000.

Chris Woodcock made a motion to approve the AWWA Director's Report. Dave Harris seconded. The motion was passed unanimously.

Item #8 – Executive Director and Staff Reports.

Staff written report was provided. The following staff members added these highlight comments.

Ted

Ted reported that we have obtained a contract to train UMASS facilities employees in January 2011. He is also finishing the 13th annual Water Quality Symposium agenda, which will be held on 5/11/11. Collaborative programs with other states are still going well.

Kirsten

Kirsten reported that the WARN programs in CT and MA during December were successful with good attendance. The Winter 2011 *The Source* is being finalized and will be sent to print before the New Year. Work also continues on the Web site to merge it with GoMembers. Bob Beurivage will be writing the Spring 2011 *The Source* "In the Boardroom" article.

Ray

Ray reported that staff is still working hard on the "Q" upgrade. GoMembers is working on the I frames to merge with the Web site as well as the ExpoCad software.

We currently have approximately 100 exhibitors for the Spring Conference. The Program Committee will have their final meeting tomorrow morning at Lantana to finalize the program. The last big piece to complete will be the descriptions for the exhibitors.

Dave Harris made a motion to approve the executive director and staff reports. Pat Connelly seconded. The motion was passed unanimously.

Item #9 – Council Director Updates on Committee Actions – Council Directors.

Item #9A – Council Spring meeting and planning process for 2011 – Dave Harris.

Dave reported that he needs to finalize the Planning Committee.

Item #9B – Council Director’s Review - Committee Updates – Council Directors.

Item #9C – Reminder of this Year’s Goals.

Dave Paris added an additional goal, which will be to focus on environmentalism/climate change and how it impacts water resources. The Water Resources Symposium may want to focus around those topics.

Item #10 – Committee Reports.

Item #10A – Executive Committee – Mike Covellone.

Mike reported that the Executive Committee talked about the membership survey and how to fund it. In addition they spoke about the PR Committee proposal. An additional \$80,000 will be necessary to implement all of the things that were proposed. They spoke about how they wanted to approach the plan and had an extensive conversation as to how to implement it. The association will have to come up with a pool of monies to help implement the full strategic plan, some of which could come out of fundraising. Michael is currently using a draft number of \$50,000 for PR Committee activities for the next fiscal year. He will raise this issue with Fundraising Committee co-chairs.

He also said he will ask the YP Committee chair to sit in with the PR chair to discuss fundraising goals, etc. He is looking for the board to endorse this direction.

Craig Douglas suggested focusing the next Planning Session on our outreach efforts.

The general consensus was that we need to make this a priority.

Dave Kane suggested a voluntary assessment on organizations as an option with a fee schedule to raise money for a dedicated fund. The full fundraising mechanism is still to be determined.

Craig reminded the board of unrestricted reserves that may be available. Also, Chris mentioned that some of the expenses are one-time only.

Chris Woodcock made a motion to endorse the PR Committee plan’s current fiscal year 2011 proposal within the budgeted amount of money already established. Matt Pearson seconded the motion. The motion was passed unanimously.

Item #10B – Ad-hoc committee nomination process – Bob Beurivage.

At the November board meeting Dave Paris formed an ad-hoc committee to look at the nomination process. Bob appointed people from each New England State: Matt Stosse (CT), Dave Kane (ME), Dave Polcari (MA), Ken Booth (RI), Red Dufresne (VT), and Bob Beurivage (NH). It has been about 25 years since the process has been reviewed. The purpose of the committee is to try and approve section bylaws. Some issues talked about were transparency, considering more than one individual, and eliminating the “old boy” perception and thinking. He will try and have a recommendation for the March board meeting. Any change in bylaws also has to go through AWWA. The committee has a conference call on December 20, 2011 at 1:30pm.

Item #11 – Announcements and meetings.

Chris Woodcock announced that the Nominating Committee is looking for candidates for vice president, Director at Large, Maine Director, New Hampshire Director, and Vermont Director. Chris asked that if anyone is interested in any of the positions to let him know. Ray will send letters to the state association were the

director position will be on the ballot. The similar letter has been drafted to send to the Sponsor Services Committee as the director at large position that aids in addressing diversity, gender, nationality, and/or work activity is on the ballot. The nomination guidance will be included.

Ray reminded the board of committee meetings tomorrow at Lantana as well as the new member breakfast at 8:00a.m.

Also, the joint meeting in Portland with MWUA is now on Tuesday and Wednesday, February 8 and 9, 2011. The board meeting is on Wednesday, February 9, 2011, at 8:00am. The Executive Committee meeting is on Tuesday, February 8, 2011 at 2:15pm.

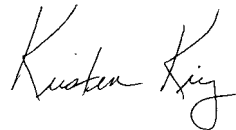
Item #12 – Adjourn.

Matt Pearson motioned to adjourn and Sarah Pillsbury seconded at 5:00 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