

**New England Water Works Association  
Board of Directors Meeting Minutes  
December 18, 2013**

The New England Water Works Association Board of Directors held a meeting on December 18, 2013, at NEWWA's Headquarters in Holliston, MA. President David Polcari called the meeting to order at 2:33 p.m. Those present were Phil Bilodeau, Jim DeCelles, Craig Douglas, Red Dufresne, Carol Harris, David Harris, Lisa Gove, David Kane, Gregory Leighton, Sarah Pillsbury, Jeff Racicot, Louis Schoolcraft, Mark Wetzel, Adam Yanulis, and Ray Raposa (ex-officio and non-voting). NEWWA Director of Communications Kirsten King, Deputy Executive Director Ted Kenney, and AWWA Director-at-Large Sean Osborne were also in attendance.

**Item #1 – Consent Agenda & Minutes of November 20, 2013.**

Phil noted a typo on page 4 of the November 20 minutes.

**Phil Bilodeau motioned to accept the consent agenda with one correction to the November 20 minutes. Louis Schoolcraft seconded. The motion was passed unanimously.**

**Item #2 – Treasurer's Report – Financial Update.**

David presented the paper report. The association, year-to-date, has made approximately \$130,000, mostly from investments. The Operations account has seen a \$7,000 loss for the year. We have distributed \$8,000 of the \$12,000 of mission sharing funds and are still waiting on requests from ME, RI, and CT. MA, NH, and VT have already submitted their request letters.

In addition, Dave noted that traditionally, investments have shown as operating income, but they should stay in reserve investment accounts. He has made this change in the budget report. A new line at the bottom of the budget report shows funds that are being kept in the investment account and not in the operating side.

**Craig Douglas motioned to accept the treasurer's report. David Harris seconded the motion. The motion was passed unanimously.**

**Item #3 – Old Business.**

**Item #3a - Ad-hoc Stormwater Collaborative Committee Update – Dave Polcari.**

Dave reported that Zach Henderson (NEWWA Rep) has taken the lead on this initiative. The collaborative is moving along nicely. They have developed a survey that will be distributed in January to members of all three partner associations. A Web page for the collaborative has also been developed and will reside on NEWWA's Web site.

They will have a poster at the NEWWA meeting in January to send people to the survey and members will also promote the effort at the MWUA meeting in Portland in February as well as at MMA and RI League of Cities and Towns in January.

**Item #3b – NEWWA Strategic Plan Update & Report – Carol Harris.**

Carol reported that everything is moving forward from the Planning Session. There will be a kickoff Alumni Club meeting at Lantana for the first time, Craig and Lisa have reached out to colleges, and the Speed Networking event will take place at the January meeting. ACE marketing is also moving along.

There was a question about online training. It will be reviewed for budgeting purposes and a preliminary study will be conducted for feasibility.

**Item #3c – Other- by Members.**

Ray showed the board the new April Conference registration form to hopefully keep things simpler for those who want to attend.

Ray also presented a draft letter to state legislators regarding support of the SRF program along with WIFIA. The letter's premise is to state that we do not want the SRF program to be dissolved in the instance WIFIA is passed through the house due to the fact that WIFIA only supports large projects and most projects in New England do not meet the financial requirement for WIFIA.

Discussion.

There was a suggestion to ask the state associations to send individual letters to their state legislatures, or letters with multiple signatories.

There was also a suggestion to send a form letter to utilities and ask them to sign and place on their own letterhead to send to their own representatives.

It is important to note in the letter that ratepayers will take the brunt of budgetary cuts and SRF monies bring in jobs. There aren't enough larger projects in New England to adequately utilize WIFIA.

Sarah will work with Dave Paris on editing the letter and vetting it back through the Legislative and Regulatory Affairs Committee.

State directors will then be asked to contact their state associations to encourage distributing the letter to their members.

**Phil Bilodeau made a motion to send the pro-SRF and WIFIA letter to state legislators after suggested edits have been made and approved. Carol Harris seconded the motion. The motion was passed unanimously.**

**Item #4 – New Business.**

**Item #4a – Scholarship Committee Rule Changes Recommendations – Craig Douglas.**

Craig presented a memo to the board from the Scholarship Committee with suggested changes to the rules to specify that the applicant must reside and/or attend a college/university in New England.

**Mark Wetzel motioned to accept the proposed language changes to the Scholarship Committee rules. Phil Bilodeau second. The motion was passed unanimously.**

**Item #4b – Other by Members.**

None.

**Item #5 – AWWA Director Report/AWWA Update – Adam Yanulis.**

**Item #5a – Update.**

**Item #5b- Date Note: ACE 2014 June 8-12, 2014 Boston Convention Center.**

Regarding ACE14, committee assignments have been made and committee chairs have taken over their responsibilities and planning for the conference.

There is an exhibitor preview from Feb 24-26, 2014, at the exhibition center in Boston.

In addition, NEWWA worked with AWWA on offering a 20% discount to individual members if they register for both ACE and NEWWA's spring conference. Full details will be sent out in January.

There were 13 entries for the pin contest and the committee will vote in Jan/Feb on a winner.

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

**Item #5c – Other by Members.**

None.

**Item #6 – Council Business – Updates.**

**Item #6a – Board of Directors Committee Outreach – Dave Polcari.**

Dave continued to encourage all board members to stay in touch with their council committees.

**Item #6b – Council Reports by Council/Director Assignments.**

Louis Schoolcraft reported on his council committees (Professional Development):

Board of Certification of Backflow Prevention Device Testers: They currently have no succession plan. Regarding budget needs, they have discussed relief for speakers and/or mileage reimbursement for out-of-state people. They have approximately 10-12 people on the committee and meet three times a year.

Laboratory Operations has approximately 8-9 members (with one YP) and they meet 6-7 times a year. They are currently focusing on the March Laboratory Operations Symposium.

The Education Committee is in need of members. Al Renzi, the chair, is retiring in 1.5 years. They are currently focusing on an online primer for new commissioners, are reviewing the Certificate Program for any changes, and inquiring about online learning.

Sarah Pillsbury reported on her council committees (Environmental Stewardship):

The Water Resources Committee recently had a conference call to debrief the joint symposium that took place in October. The symposium went well. Mike Metcalf will be taking over for Brian Goetz as full chair – they were co-chairs together.

Red Dufresne reported on his council committees (Water Quality/Treatment):

The Residuals Committee recently had a meeting in Manchester and is planning an on-site session in southern NH for a training program.

The Filtration Committee is very active and is currently working on the Water Quality Symposium taking place in May.

The Fluoride Committee has had no activity in the past year.

The Disinfection Committee is working on two courses: Disinfection and Distribution System Water Quality and Chloramine Disinfection in Drinking Water Systems.

The Corrosion Committee has had no activity in the past year.

Phil Bilodeau reported on his council committees (Recognition):

The Younger Member Recognition Award Committee is doing fine.

The Operator Meritorious Service Award Committee needs applicants and members.  
The K.O. Hodgson Distinguished Service Award meets 2 times a year and has 6 members.

**Item #7 - Executive Director and Staff Reports – November 8 – December 10, 2013.**

NEWWA staff provided verbal reports of the below.

**Item #7a – Training – Ted Kenney.**

Ted reported that we are currently finishing the 12-week exam prep classes and that 2013 is the end of two renewal cycles in MA and NH.

NEWWA has run 28 classes in 12 days across 5 states to finish off the year.

There is a lot of last-minute activity this year.

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

Kirsten reported that work continues on a \$7,000 grant with MassDEP on sea level rise and a \$63,000 grant with ASDWA that will include sanitary survey roundtables and curriculum development for the Revised Total Coliform Rule.

All publications continue to be on-time and the Winter 2014 *Source* is finalized. We are waiting on the 2014 calendar in order to go to press.

The PR Committee is hard at work on the “Only Tap Water Delivers” campaign for 2014, and plans to incorporate “The Value of Water” coalition messages as well this year. They plan to extend the campaign by two weeks to encompass both Drinking Water Week and ACE14. The budget and tactics will be finalized at the Lantana meeting on the 19<sup>th</sup>.

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

Ray reported that there are 300 pre-registered attendees for Lantana. The New Member Breakfast is taking place in the morning. Also new for this year is the Alumni Club; seven people agreed to come and meet and discuss future goals for this new group.

The January Meeting will also include speed networking. We will also be launching bar codes on badges to track TCHs while at the meeting. This is new software that we are incorporating into our system.

The first site visit to the Samoset Resort to start planning the next fall conference happened last week. The overall layout for the conference was agreed to.

The MWUA conference is from February 4-5 in Portland. Both the Executive Committee and Board will have meetings.

RH White has completed renovations to the building.

The new Spring Conference program cover complies with AWWA’s new branding. There is also a new registration form to make things easier for registrants.

DEP has also agreed to move the DEP staff that was housed under the MCSSA grant to the NEIWPC payroll.

**David Harris made a motion to accept the executive director and staff reports. Mark Wetzel seconded. The motion was passed unanimously.**

**Item #8 – 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 #9 – Other by Member.**

None.

**Item #10 – Committee Reports.**

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

Topics already covered previously in meeting.

**Item #10b – Alumni Club Organizational Meeting – December 19 at Lantana – Carol Harris.**

Topic already covered previously in meeting.

**Item #10c – Speed Networking – January 16, 2014 – Redhook Brewery, Portsmouth, NH – Craig Douglas.**

Topic already covered previously in meeting.

**Item #10d – AWWA ACE14 Host Committee Update – Adam Yanulis.**

Topic already covered previously in meeting.

**Item #10e – Other by Members.**

Craig reported that July 28, 2014, is the next Planning Meeting back in Salem, MA. He is looking to create a long-term plan and look more into the future of the association. He encouraged all board members to attend.

**Item #11 – Announcements and Meetings.**

**December 19<sup>th</sup> Monthly Meeting 2013 – Lantana**

**Committee Meetings**

Membership Committee - 7:30AM – 8AM - Regis Room  
Program Committee - 7:30AM – 9:00AM - Essex Room  
Small Systems Committee - 8:00AM – 8:30AM - Colony Room  
New Member Breakfast - 8:00AM – 9:30AM - Regis Room  
Security and Emergency Preparedness Committee Meeting  
8:30AM – 9:30AM - Colony Room  
Filtration Committee - 9:30AM – 11:00AM - Essex Room  
YP Committee - 9:30AM – 10:30AM - Regis Room  
Alumni Club - 10:00AM – 11:00AM - Ballroom  
PR Committee - 10:00AM – 11:00AM - Colony Room

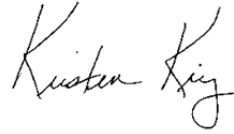
Item #12 – Adjourn.

Greg Leighton motioned to adjourn and David Harris seconded at 3:52 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