

**New England Water Works Association
Board of Directors Meeting Minutes
November 17, 2010**

The New England Water Works Association Board of Directors held a meeting on November 17, 2010, at NEWWA's headquarters in Holliston, MA. President David Paris called the meeting to order at 2:11 p.m. Those present were Christopher Woodcock, David Paris, David Kane, David Polcari, Carol Harris, Michael Covellone, Sarah Pillsbury, Craig Douglas, Robert Beaurivage, Peter Pezanko, David Harris, Red Dufresne, and Ray Raposa (ex-officio and non-voting). NEWWA Deputy Executive Director Ted Kenney, NEWWA Director of Communications Kirsten King, PR Committee Chair Jeanne Richardson, and PR Committee member Kathy Pedersen were also in attendance.

Item #1– Consent Agenda & Minutes of September 19, 2010.

Dave Paris began the meeting by showing board members videos of campaigns done by other utilities and states about the value of drinking water. He challenged board members to bring a video to each board meeting during his term.

Dave also encouraged board members to be interactive and participative to discussions, etc.

Item #2 – Consent Agenda – Changing 503(b) plan to match new provisions of the Heroes Earning assistance and Relief Act of 2008.

Chris Woodcock made a motion to accept the consent agenda. The motion was seconded by Dave Polcari. The motion passed unanimously.

Carol had edits to the minutes of September 19, 2010. Under section 5B, she suggested the third paragraph to read: “Carol Harris also suggested reconsidering Burt Tighe, Ken Johnson, and Bob Koopman be nominated as well or considered to be re-nominated in the coming year.”

In addition, under Item #8A, second paragraph, last sentence to read: “Carol suggested that the name of the person who took advantage of the offer be given to the Membership Committee and added as a mentee.”

Chris Woodcock moved to accept the minutes with the changes. Craig Douglas seconded. The motion was passed unanimously.

Item #3 – Old Business.

Item #3A - Vermont State Director.

Dave Harris introduced Robert “Red” Dufresne as the new Vermont State Director. Red has been in the water business for many years and has held a position on the GMWEA board and AWWA Standards Committees. He was unanimously recommended by GMWEA to take over Dave's duties as VT State Director.

Dave Harris made a motion to accept Red's nomination as the new Vermont State Director. Chris Woodcock seconded the motion. The motion was passed unanimously.

Item #3B – Other by Members.

Dave Paris introduced Ali Armstrong to the board as a new staff member. She was previously with Andover Water. She will work in NEWWA's Education Department.

Dave also introduced Sarah Pillsbury, who was elected to the board in September at the Annual Conference as a Director at Large.

Item #4 – New Business.

Item #4A – Ad-hoc Value Committee meeting – Michael Covellone.

Mike reported that the committee met on November 15, and that the member survey is the primary charge of the committee. We have received three bids from vendors. Two were much higher than the lowest bidder, and we will now interview two of the firms to ensure we are all on the same page. The committee will have a recommendation to the board at the December meeting. In addition, the low bidder came recommended from some member utilities.

Item #4B – Public Relations Committee Recommendations for “Only Tap Water Delivers” program – Jeanne Richardson.

Jeanne gave a presentation of the PR Committee’s proposed initiatives. Sarah suggested maybe working with the wastewater side on some of the larger ticket initiatives.

Dave Paris asked for board members to think about the proposed initiatives and where FY2012 funding would come from to support them. Ray asked for any suggestions/ideas to come back to him or Dave.

Item #4C – Ad-hoc Committee on the Nomination Process – Dave Paris.

Dave asked Bob Beurivage to chair the committee that will review the association’s nomination process. Article 7 in NEWWA’s bylaws, which has eight sections, describes the nomination process. The board should expect a report by the Worcester conference. They will then vote on any suggestions or recommendations. This will not affect this year’s nominating committee.

Chris Woodcock will chair the Nominating Committee this year. Additional members include Pat Connelly, Adam Yanulis, Mike Covellone, and David Polcari.

Bob has recruited people to sit on this ad-hoc committee and is waiting to hear back from potential members.

Any changes in NEWWA’s bylaws will have to be approved by the board, voted on by the membership, and then approved by AWWA.

Item #4D – Appointment of Director David Polcari to Serve on Nominating Committee – Dave Paris.

Bob Beurivage made a motion to appoint David Polcari to sit on the Nominating Committee. Mike Covellone seconded the motion. The motion was passed unanimously.

Item #4E – Site Selection Monthly 2011 Meeting Recommendations – Dave Harris.

Dave Harris reported on the Site Selection Committee recommendations for the November Monthly Meeting to be on November 17, 2011, in Springfield, MA, at the Basketball Hall of Fame and the December Monthly Membership Meeting to be on December 15, 2011, at Lantana in Randolph, MA.

Dave Polcari motioned for the 2011 November Monthly Membership Meeting to be at the Basketball Hall of Fame in Springfield, MA, with an extra \$10 charge per ticket passed on to attendees as well as the 2011 December Monthly Membership Meeting to be at Lantana in Randolph. Bob Beurivage seconded the motion. The motion was passed unanimously.

Item #4F – Other Business.

Dave Paris said that Executive Committee meetings are open to all board members. He encouraged all board members to attend.

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

Dave Kane reminded the board of the computer conversion, and this new report is from NEWWA’s new system. As a result, we were only able to have financials through August 2010. Staff is still working to bring all data up to date in the system.

The association had a \$74,000 loss through August 2010. \$10,000 was from investments, and \$64,000 from operations. This is not atypical since 2010 is not a Massachusetts certification renewal year. In addition, the MA SRF grant did not get renewed until later in the year.

Dave highlighted two charts. The "Training Revenue" compares the current year revenue to the two previous years. We are following the same trend as 2 years ago.

The second chart is MASRF revenue. This is also following the same trend as 2 years ago. We are projecting about \$100,000 more than 2 years ago in revenue. We will have a better handle on revenue and expenses once we receive more financials deeper into the year.

On front page, the other item to note is that investments experienced a loss of \$10,000 through the end of August. In September we did well, and are now \$50,000 to the positive at the end of September.

Under the scholarship line item we are showing an \$8,000 loss. This is because we paid them out in September this year while last year we paid them out in August.

Ray explained that with all the conversions going on, they missed deferring revenue from newsletter advertising collected prior to June 30. The association places ads by calendar year. Half of last year's number should have been deferred to this fiscal year. The full-year income is projected to be \$6,000 less than what was in last year's budget. We claimed it last year.

We anticipate having a full, up to date report by next board meeting.

Investment Committee meeting minutes were also included. So far YTD we are doing well and have returns of between 5-8 percent; \$1.2 million in money invested. Returns are almost exceeding benchmark.

The board asked the Investment Committee to assist in fiduciary responsibility to oversee employee's 403b plan to make sure investment choices employees have are good ones. The committee looked at a proposed policy and will be reviewing it again in January then brought to the board in January. They will propose putting the investment option on a "watch" list.

Dave Paris said that the Executive Committee was concerned about computer issues with the upgrade. Staff have been working weekends to resolve issues. The board, in December, should have financials through October that will be more reflective of where we are. But in looking at graphs of previous years, the association's training income is on track.

Chris Woodcock made a motion to accept the treasurer's report. Dave Polcari seconded the motion. The motion was passed unanimously.

Item #5B – Recommendations for Investing of FY10 Year-end Surplus.

Dave Kane presented a memo to distribute the year-end surplus.

The front page of the memo lists various designated funds that we currently have: capital or building and expansion fund, scholarship, awards, drinking water week, social functions, and operating contingency fund. All funds have benchmarks determined by previous boards.

On the back of the memo lists funds and balances that existed as of 6/30/10 in our audited financial statement. The total was adjusted for projects the board has requested to be done. More than half of the \$2.6 million in revenue has been designated and we have a building loan of \$871,000.

Dave proposed to designate the remaining funds as follows:

Dave Kane motioned to place \$87,986 into the contingency fund; pay down \$100,000 of the building loan (saves about \$4,000 per year in interest, and reduces the building balance down to \$771,854); and transfer \$51,666 from FY2010 depreciation line item to building sinking fund. Craig Douglas seconded the motion.

Discussion – regarding the proposed member survey costing approximately \$20,000. Ray explained that the ad-hoc Value Committee will be coming back to the board in December with a number between \$20,000 and \$30,000 out of the contingency fund in order to fund the survey in this fiscal year.

The depreciation for the year was \$65,000. We spent about \$14,000 from the capital fund for building repairs. Actually \$14,000 was cut from the operating fund and was paid after 6/30/10 from the capital fund. Dave Kane stated that as of 6/30/10 the balance was \$696,994.

The motion was passed unanimously.

Item #6 – AWWA Update – Pat Connelly, AWWA Director.

Pat was not able to make the meeting, but e-mailed his report to Ray. Pat did include candidates for AWWA vice president, and he is requesting comments to bring back to AWWA.

Chris Woodcock made a motion to accept the AWWA Director report. David Polcari second. The motion was passed unanimously.

Item #7 – Executive Director and Staff Reports.

Ted

During the summer we had operator review courses and excavation training as well as contract training with FEMA and other entities. The summer review class had 88 participants.

The three operator exam review course tracks yielded 295 students across the calendar year. We have seen an increase in summer attendance since Mass. changed its exam to a computer, appointment format.

In 2012 the Mass. exams will become sequential in that you must move up in sequence (T2, T3, etc.) when you take an exam. Maine also recently made the switch. This will be a 2012 training requirement for everything but Grade 1 exams in Mass.

Mike asked how utilities feel about the requirement as Providence struggles with finding qualified and licensed crew members. Ted said this process is a plus/minus – it is raising the bar to obtain more qualified people, but the downside can be a workforce shortage. The sequential implementation is taking effect immediately on January 2011. The course requirement before sitting for an exam above Grade 1 will start on January 1, 2012. NEWWA is helping with curriculum development for the preparatory course.

Paul and Ted did a presentation in November of 2009 on this new rule. NEWWA and MWWA have both run articles in their respective newsletters to inform the membership of the new rule. DEP has also announced it in “In the Main.”

Red asked if the 36 hours of preparatory courses are available online? Currently, no – the content is specified but the delivery method will be instructor-based classroom. A student only has to do the course once. There is one for distribution and one for treatment. The full policy is included in the executive director and staff report.

We have also just finished excavator training and backhoe training with 166 attending throughout the calendar year. The 2011 schedule is done and classes will begin again the first week of May 2011.

The cross connection control program is still active across the 6 New England states. Jim Holeva oversees the program and the 2011 schedule is in place.

The Filtration Committee has been working on the 2011 Water Quality Symposium. It will be on May 11, 2011, at the Doubletree in Milford. Ted spoke with Tom Curtis, who will keynote the morning session. They have also extended an invite to Cynthia Doherty from EPA to speak on emerging contaminants. David Reckhow from UMASS will talk about emerging contaminant removal. There is also a case study on Aqua Maine detailing how they chose technology for their 6mgd plant and membrane technology.

Paul Riendeau is working with the Lab Operations Committee on the symposium which will be on March 3, 2011.

The 2010 Water Resources Symposium was a success with close to 100 attendees.

Ted also detailed the contract training report from over the summer and into 2011.

A sampling program just for EPA staff was conducted in September to bring them up to speed within the region.

Joint training with the CT Section was finished in December, with spring sessions starting in 2011.

Work at the satellite drinking water training centers (Springfield, CWD, Franklin) also continues.

Regarding our IACET reauthorization, Ted has completed the application in draft form. Exhibits are currently being assembled with the goal to be completed by 2/1/11. The application is due on 4/30/11.

Kirsten

A number of trainings in conjunction with the U.S. EPA are underway. Two MAWARN trainings are scheduled for December 2 and 9 and will involve classroom instruction as well as a tabletop. A similar exercise will take place in Connecticut with the CTWARN on December 1. The MAWARN, which NEWWA manages, currently has 65 members. Its Web site is also currently being updated to be more interactive for members and include a resource list for each member utility.

Funds in the amount of \$31,890 have been approved and put into the Mass. small systems grant for NEWWA to assist each New England state with SDWA compliance

The December 2010 Journal is nearing completion and will be sent to the printer by the end of the year. The article deadline for the March Journal is January 10. Iseult is still soliciting advertisers for 2011.

The winter 2011 *Source* is in production and will be sent to the printer by Christmas. This issue will also include the Sponsor Services calendar, which is also in production. The spring 2011 *Source* deadline is February 11. Iseult is wrapping up solicitation for advertisers in 2011. Bob Beurivage volunteered to write the Spring 2011 "In the Boardroom" article.

Currents information, for the January mailing, is due on January 7.

The E-Source continues to go out every other Friday with an approximate open rate of 32.1 percent, which is well above the non-profit average of 20 percent.

We are now soliciting advertisers for 2011.

The new Web site is in production and we are currently working with Gomembers to ensure a single sign-on as well as integration with Q. Since September 19, the current Web site has had 8.457 hits.

The Facebook page is holding strong with 283 fans. The page is updated once to twice each week with photos, event news, news releases, and general information.

NEWWA is also on Twitter and can be found at @newwaterworks. We currently have 76 followers.

We exhibited at the New England Public Works Expo at the end of September, and will be exhibiting at the MMA and RI League of Cities and Towns in January.

News releases detailing NEWWA's award winners as well as the annual conference and fire protection week were all sent out this fall.

The PR Committee finalized and will be presenting a PR plan to the board at the November meeting. It will include a proposed budget for the remainder of the year as well as for activities for subsequent years.

The ad-hoc Value Committee received proposals to conduct a member survey and will have a final budget request at the December board meeting. Interviews of potential vendors will take place on November 29.

Ray

The final number for the Annual Conference at the Samoset was 349. There are 105 registered for the November Monthly Meeting.

We are currently scheduling nine classes for the MCSSA program. A significant amount of time has been put into site visits for the program. We still need to iron out issues that have arisen. The grant is also funding 40 interns.

Regarding NEWWA's staff, we are refocusing Jeanne's time to do scheduling but can't yet because of the Q upgrade.

We picked up three new sponsors this week. There are still calls out to three or four more potential sponsors.

The Facilities Committee has not met and has not gone on to Phase 2 of the approved capital plan. They are meeting on December 14 and CDM has volunteered an architect to assist with projects.

NEWWA also organized the first New England Drinking Water Caucus meeting with all New England states, which brings each state around the table to discuss how we can be more active in public policy. The group has also established a LinkedIn Group to communicate.

NEWWA's current membership sits at 2,833.

Dave Kane asked for an update on mission sharing. Mass, NH, Maine, and VT have all applied. CT and RI did not submit requests. VT asked for funds for a legislative breakfast, legislative affairs, and some training.

Iseult and Ray will be doing a 2011 Annual Conference visit to the Newport Marriott on December 3.

Craig Douglas made a motion to approve the executive director and staff reports. David Polcari seconded. The motion was passed unanimously.

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

Item #8A – November Council Meeting – Review and Comments – Mike Covellone.

Mike reported that he finished the Strategic Plan and it will be on the December agenda for approval.

Item #8B – Council Director's Review - Committee Updates – Council Directors.

Dave Paris informed Red that there are a lot of vacancies for the Standards Committees. He can work with Kirsten to help fill empty spots.

Item #8C – Reminder of this Year's Goals.

Expanding membership options are a big goal for Dave. He will be working with the Membership Committee on incentives.

He also is trying to bridge common areas of interest, especially with other groups via liaisons, etc., and said we need to work to shape perception.

Item #9 – Committee Reports.

Item #9A – Executive Committee – Mike Covellone.

The committee met on November 5. Most of the items discussed have already been talked about at the board meeting, including the budget, surplus allocation, computer system upgrade, survey, and PR presentation.

Ray distributed the summary report from AWWA on the RMSO that took place in Saratoga Springs, NY at the end of October.

Item #9B – ad-hoc Social and Environmental Committee Update.

Chris provided an oral report on the findings of committee, and recommended it be disbanded. He will provide a written report for association records on the committee's findings.

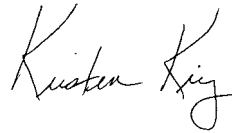
Item #11 – Adjourn.

Craig Douglas motioned to adjourn and Dave Harris seconded at 10:52 a.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