

**New England Water Works Association  
Board of Directors Meeting Minutes  
November 16, 2011**

The New England Water Works Association Board of Directors held a meeting on November 16, 2011, at the Hilton Garden Inn in Springfield, MA. President Michael Covellone called the meeting to order at 2:14 p.m. Those present were David Paris, David Harris, Carol Harris, Matt Pearson, David Polcari, Phil Bilodeau, David Kane, Peter Pezanko, Louis Schoolcraft, and Ray Raposa (ex-officio and non-voting). NEWWA Director of Communications Kirsten King and Mark Wetzel, candidate for Mass State Director were also in attendance.

**Item #1 – Consent Agenda & Minutes of September 25, 2011.**

1. Minutes of September 25, 2011
  - 1a. Maine State Leadership Award Nomination – Jeff LaCasse, past MWUA president and member both associations – memo attached.
  - 1b. NEWWA Director on Nominating Committee Recommendation is Ken Booth.
  - 1c. Board of Certification of Backflow Prevention & Cross Connection Control – Increasing Size by 1 Member & Filling Vacancies – See below from memo.
    1. To approve an additional “NEWWA member at-large” position to the Board,
    2. To approve of the move of Tom Cravens from his current “NEWWA at large position as a member of a national organization” to an “NEWWA member at-large” position.
    3. To approve the move of Bill Foley from his current “representative of a community water system” position to the new “NEWWA member at-large” position.
    4. To approve the appointment of Thomas Holder to the “representative of a community water system” position vacated by Bill Foley.
    5. To approve the appointment of Peter McLoughlin (region 1 director ABPA) to the “NEWWA at large position as a member of a national organization” position vacated by Tom Cravens.

**Dave Polcari motioned to accept the consent agenda. Louis Schoolcraft seconded. The motion was passed unanimously.**

The board took item #3A out of order.

**Item #2a – NEWFound Update - Dave Paris.**

Dave reported that the foundation has letters of support from ME, NH, and CT, and Vermont has pledged a letter. He will be moving forward with an exploratory committee. Dave and Ray will invite a representative from each state association (who has endorsed) to sit on the committee. He stated he would also be interested in Dave Kane and Adam Yanulis sitting on the committee as well.

**Item #2b – Mike Garofano Scholarship – Red Dufresne.**

Red could not attend the board meeting but provided a memo with suggestions. This topic will be discussed in more detail at the December 2011 board meeting.

**Item #3 – New Business.**

**Item #3a – Filling Board MA Slot: MWWA recommendation is Mark Wetzel, Wright-Pierce Engineers, Andover, MA.**

**David Polcari made a motion to accept the recommendation that Mark Wetzel of Wright-Pierce Engineers be named Massachusetts State Director. Louis Schoolcraft seconded. The motion was passed unanimously.**

Mark was welcomed to the board.

**Item #3b – Site Selection Committee Recommendations – Dave Polcari.**

1. November 15, 2012: The Westin Providence was selected for the 2012 meeting.
2. January 17, 2013: The Grappone Center in Concord, NH, was selected.
3. January 16, 2014: The Sheraton Hotel in Portsmouth, NH, is recommended.

**Matt Pearson made a motion to accept the Site Selection Committee recommendations as stated above, with the recommendation that the January 16, 2014, location be booked if it becomes available as that property does not book events that far in advance. David Paris seconded. The motion was passed unanimously.**

**Item #3c – The Summer Planning Session recommendation is the North Conway Grand from July 29-31, 2012.**

**Matt Pearson made a motion to accept the recommendation that the 2012 Summer Planning Session be at the North Conway Grand from July 29-31. Louis Schoolcraft seconded. The motion was passed unanimously.**

**Item #3d – Two-year Budget Proposal – Dave Kane and David Polcari.**

Dave Kane and Dave Polcari have had discussions on the prospect of converting NEWWA's budget to a 2-year cycle and are currently working on a proposal to bring to the board. One of the reasons for proposing this is that training revenues tend to be higher in one year as opposed to another mainly due to the recertification cycle in Massachusetts. Another advantage is that it would allow the association to think in a longer-term view instead of a single year.

They are considering impacts to the By-laws and Inc. Constitution. In addition, they are evaluating impacts to the staff bonuses, annual profit, planning processes, etc.

The board had a discussion on how to handle the second year of the budget. Dave and Dave will be working out the details, which will be included in their future proposal. A discussion will take place at the early December Budget sub-committee meeting in Manchester, NH.

**Item #3e – Facilities Committee Building Repair Recommendations – Front Door & Entrance Walk Cost \$21,809 – See Memo.**

Ray summarized the Facilities Committee proposal for the funds, which include fixing the Holliston facility's front door, which leaks during rainstorms and is only single-pane glass, which is not energy efficient. In addition the proposal includes installing a drain in front of the door. Finally, there are three windows in the lobby that have broken seals that need to be fixed.

Dave Kane reported that there is about \$7,000 in depreciation funds.

**Matt Pearson made a motion to accept the Facilities Committee proposal for repairs to NEWWA's Holliston facility and move forward with repairs at an estimated cost of \$22,000. David Polcari seconded. The motion was passed unanimously.**

**Item #3f - Other by Member.**

Mike mentioned setting up ad-hoc committees to help implement some of the ideas brought up at the Summer Planning Session.

**It was suggested that an Ad-hoc Welcome Wagon Committee be formed with Matt Stosse and Lisa Gove as co-chairs. Mike will contact them to discuss.**

Phil also stated that Matt Stosse, Mike Pelletier, and Erica Lotz made a request that on behalf of the Mentor Program and Membership Committee a Mentor Award be established. He produced a memo written by Matt, Mike, and Erica that discussed the value of establishing the award. As chair of the Recognition Council, Phil will explore this idea further. The group would need to establish criteria and decide on how to select an award winner. Ultimately, the formation of the award will need to receive board approval.

**Phil Bilodeau made a motion for the board to endorse the potential formation of a Mentor Award. Carol Harris seconded. The motion was passed unanimously.**

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

David Kane reviewed the income statement. YTD we are seeing a bottom line loss of \$164,000 which is mostly related to a change in our investment balance of \$146,000 since July 1. He did state we have recovered a bit in October.

The general operating loss is only \$18,000 YTD.

The conference income was \$18,000 less than the budget. Typically the budget splits both major conferences by 1/3 for the annual conference and 2/3 for the spring conference, but the numbers do not exactly reflect how the budget breaks out. The Annual Conference this year made \$3,000. The catering came in higher than expected and a lot more staff time went into this year's conference than the previous year. \$7,000 of the budget was staff time, which will in turn be saved in other budget areas.

The Mass SRF revenue and expenses are lower than expected as funding was cut back at the federal level and impacted state funding and related state positions.

We are \$41,000 over budget in training due to the amount of time staff has been putting into developing new programs. Specifically, new programs required for Massachusetts operator new certification exams requirements.

Dave suggested the board wait until December before deciding to take any financial action.

Dave then highlighted training revenue. So far, the YTD training is basically same as the YTD budget. Through September, the budget is about where we were 2 years ago (which was also a Mass. recertification year). We are trending well. He did admit that the budget may be a bit conservative, but from a training perspective we are doing well.

The auditor presented their report and noted that there are no material weaknesses or internal controls. There is limited reconciling of the training database with the financial system. The board previously authorized \$10,000 in training help for staff and to conduct training and a mini audit for next year. We will track this spending amount on the bottom of the monthly financial statement.

With the help from our computer system vendor we can get reports, and tie to the general ledger through cash balances and accounts receivable. We are going to wait another month to see if the process is working.

The board was given the opportunity to review the association's 990 and 990T forms.

This filing indicates that if there is any conflict of interest, individual board members must disclose this to the board on an annual basis. Matt Pearson disclosed that he receives payment for writing the association's newsletter *Currents*. Ray, added for Pat Connelly, Weston and Sampson trainers are hired by staff to do some courses, which was the case prior to Pat's election.

The Investment Committee met recently and reports show returns for the quarter. Each of our funds is less than the benchmark. The Investment advisor's rationale is that our actual portfolio consists of different funds.

The committee, based on the board's direction reviewed the employee's 403b plan to make sure the investment choices employees have are viable. Our advisor thought we should add a few options, which include a World Bond Fund and Emerging Markets Fund.

**David Polcari made a motion to accept the treasurer's report. Matt Pearson seconded. The motion was passed unanimously.**

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

Pat was not able to attend the board meeting, but he did supply a hard-copy report which was emailed to all.

**Item #5b – Fly-In Information.**

Ray will be soliciting members to represent the NE states next March in Washington, DC for the annual Fly-in.

**Item #5c – RMSO Highlights.**

Ray reported that the RMSO meeting in Moncton, New Brunswick, was a success.

Ray provided everyone a copy of a page from the AWWA Strategic Plan that was reviewed at the meeting.

Ray also reported that Tom Curtis of the AWWA DC office updated the group on the progress of WIFIA, which is an effort to have the federal reserve bank loan money to utilities (large loans), and also lend money to states to disburse via the SRF. The advantages are that the funds are not part of the president's budget—as a Federal Reserve Bank program, the lending rates would be low. AWWA is looking for support from the congressional delegation and utilities. NEWWA has written a letter of support. However, one concern—that this fund may affect congress' willingness to fund the SRF has been brought up. Tom Curtis stated that the SRF may eventually going to go away due to annual cuts, and WIFIA provides another mechanism for utilities to get money to implement improvements at a low rate.

Phil stated that NH has a concern that WIFIA is a giant loan program that will provide mega money to mega projects and that smaller systems and smaller programs will become lost.

**Louis Schoolcraft made a motion to accept the AWWA director's report. Dave Paris seconded. The motion was passed unanimously.**

**Item #6 - Executive Director and Staff Reports - Ray & Staff.**

Staff provided a full written report to the board. Highlights included:

**Item #6a – Training – Ted Kenney.**

The training program continues to be strong. There are 60 registrants for the November Monthly Meeting taking place tomorrow at the Basketball Hall of Fame.

**Item #6b – Communications & Grants – Kirsten King.**

Kirsten updated the board that the PR Committee is starting to plan out the YouTube contest idea that was brought up at the Summer Planning Session. Contest “guidelines” are currently being written with the projected launch of the contest in late January 2012 with a winner announced during Drinking Water Week 2012.

The Climate Change Workshops that took place earlier in the week were very successful. Dr. Vincent Covello, an internationally renowned risk communication expert was contracted for both workshops and was very well received.

The Web site is currently being tested and bugs being worked out.

Louis volunteered to write the spring 2012 *The Source* “In the Boardroom” article.

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

Ray reported that the Waterworks Museum in Boston will be the location of the Massachusetts Drinking Water Day ceremony in 2012.

The computer system installation continues to move forward to tie our software on the new website. The Program committee is on schedule to finalize the Spring Conference program by December 15<sup>th</sup>.

Iseult is working on obtaining advertisers for 2012.

We had a drop of 17 members since the last board meeting.

Please note the Board/Staff luncheon on December 14<sup>th</sup>, meet at NEWWA at 11:45 AM.

**David Polcari made a motion to accept the executive director and staff reports. David Paris 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.****Item #7b – This Year’s Major Goals – Reminder (From President’s Plan).**

Encourage and expand opportunities for broader member participation in association programs and committees.

1. Implement new initiatives and expand existing programs that NEWWA can work collaboratively with other organizations where there already exists a commonality of interests or where new bridges may be formed.
2. Expand NEWWA programs and activities designed to assist and enable water suppliers to be more proficient in their efforts to increase awareness of water supply issues to the general public.

3. Utilize information learned from the membership survey to better provide “value” to our membership and deliver to them the type of association that they expect and deserve going forward into the future.
4. Provide, through our membership, input into discussions that explore evolving technical aspects of water supply as they relate to water quality and the environment in our region.

**Item #8 – Committee Reports.**

The Water For People Committee update was taken out of order. There was no objection by the board.

**Item #8a – Water For People Committee Gala Update – Larry Durkin & April Kelly.**

Larry Durkin and April Kelly visited the board to discuss the Water For People Gala. The last two galas have raised \$50,000 each. Larry has approached anchor sponsors from previous galas. CH2M Hill is a good possibility as a future anchor sponsor as Elisa Speranza (current WFP President and past NEWWA board member) is president in the operations group. AECOM may not be able to come in at the anchor level again. He has also reached out to CDM, with Mike Walsh and Adam Yanulis being the principal contacts. The committee is looking to raise between \$30,000 and \$50,000 at the 2012 gala. The venue cost is typically \$20,000. The committee wants to make sure enough money is committed before signing a contract with a venue.

April reported that the proposed venue for 2012 is the New England Aquarium (May 5). They are already in discussions with the NE Aquarium and the cost is similar to the event at Fenway. The committee plans to meet with them in the next 3 weeks. Typically the gala is 200 attendees at \$100pp.

Larry reported that the gala committee is strong this year. They are having a face-to-face meeting on December 6 at the CH2M Hill office in Boston.

**Matt Pearson made a motion to authorize the Gala Committee to move forward and work with the NE Aquarium to establish a contract for the 2012 gala. David Harris seconded. The motion was passed unanimously.**

NEWWA will also review the MOU between NEWWA and NEWEA for the event planning/execution.

Larry also stated that they are looking to expand the gala to be a New England-wide event, above and beyond the standard sponsors and water community. He asked that if any board members have contacts with large corporations, etc. to please assist with securing a potential sponsor.

He is also looking to establish a WFP New England Web site. He wants to have a Web/social media meeting with NEWWA staff and Web site contractors.

The Water For People Committee will also be having their annual raffle at Lantana again.

**Item #8b – Legislative Update – With State Associations – Dave Paris.**

Dave reported that NEWWA met with the state associations at our Annual Conference in Newport. Discussion topics included fire suppression systems in homes and staffing of utilities with regards to SCADA systems.

Carol inquired about NEWWA’s support with regards to the Mass. state proposed legislation regarding putting a limit to water and sewer rate increases. NEWWA tends to not become heavily involved with state initiatives. That specific proposed legislation still needs to obtain 70,000 signatures in support in order to move forward.

We have been in contact with MWWA and will assist them as possible.

**Item #8c – Sustainability Committee Update – Ken Booth.**

Ken was not able to attend the board meeting. The Committee is planning a meeting in late November.

**Item #9 – Announcements and Meetings.**

- a. Budget Sub-committee – Dec. 1 @ 10:00 AM – NEWWA
- b. Personnel Sub-committee – Dec. 14, 2011 @ 9:45 AM – Pennichuck Conference Room, NEWWA
- c. Board of Directors and Staff luncheon - Dec. 14, 2011 @ 11:55 AM – Meet at NEWWA
- d. Board of Directors meeting – Dec. 14, 2011 @ 2:40 PM – SEA Consultants, Board Room, NEWWA
- e. December Holiday meeting – Dec. 15, 2011 @ Lantana, Randolph, MA

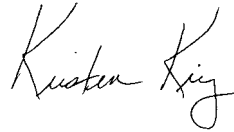
**Item #10 – Adjourn.**

**David Polcari motioned to adjourn and Louis Schoolcraft seconded at 5:30 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