NHWPCA March 18, 2011 BOD Meeting
Minutes

Attendees:  Gerry Curran, Dave Lovely, David Mercier, Nancy Lesieur,
Kristin Noel, John Adie, Sean Greig

Guests: Jack Healy, Dana Clement, Andrea Martel

The Meeting was held at the Local Government Center in Concord and started at
9:15 a.m.

Comments on the February 18, 2011 Minutes: None.

The minutes from the last meeting were accepted by the BOD.

Trade Fair 2011

Dave Lovely – HACH doing presentation. Dave Mercier will bring projector.
Dave M. to remind Underwood they are doing morning refreshments. 29 vendors
signed up so far. Dave L. to confirm maximum number of vendors the Margate
can take. John Adie to bring the NHWPCA booth to Trade Fair. Commissioner
Burack will present Poster Contest winners. Dave L. to give Comm. Burack's
office exact time he should be at the Trade Fair.

Poster Contest

Poster contest winners have been notified. Posters to be framed are complete.
John Adie to bring to Nashua for Geri to prepare for Trade Fair. Monadnock
Paper still working on mass production of posters. Next year, may want to clarify
where winning poster checks go and who checks are written out to.

2011 Budget

Nancy will divide ComCom into ComCom and Website Maintenance line items.
Sean made motion that we accept proposed budget but make effort to increase
registration fees to bring projected revenues up. Seconded by Kristin. All Board
members voted in favor to accept proposed 2011 Budget (attached).
Scholarship

Michael Carl has received all applications (13). Committee to review and choose winners. Only one application is from child of a member. Need to see if that application meets all criteria before awarding.

Winter Meeting

Kristin to call Hooksett to get ball rolling.

Newsletter

No report.

Summer Outing

We are on for June 24. Nancy has sent down payment to lock date in. Need DJ. Rick has stepped down as Chairman. Geri C. has volunteered to step in as Chair for this year and Board has decided Linda will assist this year. Nancy will pitch need for new Chair at committee meeting.

POTY Award

Dave Lovely to mention award at the Trade Fair.

2011 Legislative Breakfast

Peter absent so Kristin spoke on this. John Adie will bring NHWPCA booth to Breakfast. Kristin said Peter’s e-mail to Board had attachments with WWTF legislators and sample invite text to be used. In the past years, Board members called plants to ask them to contact their legislators. Dave M. to send out to membership via eBulletin. Dave M. to ask Wes Ripple if he will send out to treatment plant news group also. There are 27? Legislators for non-treatment plant communities. Gerry suggested Board just takes those 27 and make calls. Shelagh asked to have a reminder handed out at Trade Fair. Also, Dave L. to speak about at Trade Fair. Dave M. to bring copies of eBulletin attachments to Trade Fair (100 copies). To be handed out at registration table as members check in.

COMMITTEE REPORTS:

Activities: Nancy L.

See Summer Outing.
Communications: Kristin N.
See Poster Contest.

Education: Kevin M.
No report.

Legislative: John A.
See Legislative Breakfast.

Membership: Dave L.
Dave Lovely said we are at 265 currently.

Safety: Gerry C.
No report.

Scholarship: John A.
No report.

Ops Challenge: Sean G.
Dave Lovely said may have one new candidate. Still one short.

NEW/OTHER BUSINESS:

- Jack Healy of EPA addressed the Board. Mary Jane asked him to come to meeting and pitch an idea he has which would be a video to go on cable access channels to help the industry with “assessment” of their system. Jack is with the EPA assistance group. Training ideas for better data management, finding sources, etc. have been discussed. Jack’s idea is Persuasive Presentations to get Asset Management Programs formed. Board consensus is to support idea.
  1) Does Board support EPA working with DES to issue letter similar to Rhode Island letter (attached)? Kristin will follow up.
  2) Review letter on Comm. With Your Governing Board (attached). Does board support EPA sending out?
  Jack also pitched two upcoming conferences (see attached descriptions).

- March 7, 2011 Science Teachers conference. Geri C. and Deb Mahoney attended all day. Pitched Stokholm Contest to teachers group.
• Normal storage place (home) for NHWPCA booth shall be the Concord Hall Street WWTF.

• Dana Clement and Andrea Martel from Allenstown spoke on hosting the Fall Meeting to be held in late September. No date yet. Try to coordinate with Operator Exchange program. Look for September 16 or September 23. Andrea suggested 3 venues for luncheon at Courtyard, Holiday Inn, or Red Blazer. Red Blazer preferred. Andrea gave John Adie a price package she got from Red Blazer. John will check pricing at all 3 to compare. Dana will approach Hoyle-Tanner and CMT to help host and pay for morning refreshments at tour.

• Wild NH Day. Kristin has purchased fishing poles. Kristin volunteered to man booth. Maybe Sean. Gerry to print flyers off for event to hand out at Trade Fair. Dave Lovely to speak on Wild NH Day at Trade Fair.

• Operator Exchange. Mike Sullivan handled last year. Will he do again this year?

Meeting adjourned at 12:40 p.m.

Next meeting May 10, 2011 at 9:00 a.m. at the Local Government Center in Concord.
NHWPCA Final Financial Report

FY 2010 expenditures and established operating budgets for 2011. Provided below is information detailing 2010 year-end account balance and the proposed 2011 NHWPCA operating budget.

NHWPCA Checking Account Status

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NHWPCA 2010 Budget vs Actual for REVENUE

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<th>2010 Actual</th>
<th>REVENUE Proposed for 2011</th>
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NHWPCA 2010 Budget vs Actual for EXPENSES

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### NHWPCA 2004 Budget vs Actual for REVENUE

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**Total Revenues** $44,992.64 $60,319.06 $51,706.68 $73,491.89 $79,580.00 $55,877.33 $68,048.00

### NHWPCA 2004 Budget vs Actual for EXPENSES

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**Total Expenses** $49,222.72 $54,833.25 $57,656.09 $84,732.54 $80,329.37 $60,260.29 $76,336.57
November 27, 2009

Re: The Health of Your Buried Water Infrastructure Will Ensure the Health of Your Community

DEAR Budget Official/Financial Committee:

Municipal officials have seen great value from programs that assess the condition of their infrastructure assets and from the development of sustainable user rates. These programs preserve the value of the billions of dollars worth of assets that have been constructed with EPA, state, and municipal investments over the past thirty-five years in wastewater treatment facilities. These investments across the nation have improved the quality of our lakes, rivers and streams. The water pollution control program has been extremely successful in restoring our nation’s waters and we should all be proud of what we have accomplished.

One of the greatest challenges we face is sustaining our investment. So much of the process of wastewater collection and treatment takes place out of sight, much of our infrastructure is underground and out of public view. Without the attention-grabbing activities that schools and public safety have, wastewater collection and treatment is often short-changed at budget time. Many of Rhode Island’s treatment facilities have now reached their expected design life, and many sewer systems have exceeded their life expectancy. As our valuable infrastructure begins to show its age, it becomes critically important to engage in preventive maintenance activities and to conduct capital planning activities.

The costs of infrastructure maintenance and repair can be high, but these costs will only continue to mount as aging infrastructures continue to erode. With the average cost to replace a major sewer line at one million dollars per mile, wastewater collection and treatment facilities are easily the most expensive infrastructure for many communities. When these systems fail due to age or maintenance issues, fines can add to the cost of repair or replacement. We hope that you will take a proactive approach to addressing and improving your community’s wastewater treatment system by providing adequate funding during this upcoming budget cycle. Some of the most difficult challenges facing local wastewater facilities are balancing the need to sustain infrastructure while also financing new equipment and capital facilities.

Rhode Island Department of Environmental Management and EPA will continue to reach out to local officials to stress the importance and value of properly maintaining wastewater infrastructure. Viable and reliable infrastructure is also critical to the local economy. While there is little glamour in discussing a community’s wastewater needs, we trust that the sentiment among the local officials and citizenry of Rhode Island is one of support for this basic need of public health and clean waterways.

Sincerely,

Susan Studlien, Director
Office of Environmental Stewardship
U.S. EPA - New England Region
Communication with your Governing Board

One of the best summaries of how to get along with your board members is the article, “The Ten Commandments of Political Engineering.” The Ten Commandments was written by George C. Protopapas, retired County Engineer, San Luis Obispo County, California. He first offered this advice in 1992, and it has been reprinted many times since. We offer it here, in summary, courtesy of the National Association of County Engineers (NACE)

THE TEN COMMANDMENTS OF POLITICAL ENGINEERING

1. First, and foremost, establish a good relationship with your board. This will determine how successful you are in all aspects of your job as the leader of your highway or public works department.

2. Keep your board informed about the operations of your department. This is easier if you develop an advocate on the board, someone who is interested in road and street projects. This person can become your liaison with other board members. Brief this person frequently about your plans, needs, and budget requests.

3. Make yourself available to board members. None of us like interruptions when we are busy. You should make an exception for calls from board members. You may need their cooperation at any time.

4. Fight as hard as you can, with persuasive arguments and plenty of details, for your requests. Do your homework. Prepare not just the facts, but also the “hows” and “whys” of your recommendations. If you are defeated, thank the board for their attention, and then embrace the result with enthusiasm. Nothing sours a relationship more than visible defeat and a bad attitude. Remember, you will have to deal with these folks again.

5. Approach your board with your recommendations in positive language. Avoid asking them what they think or what they want regarding an administrative or engineering matter. Consider their comments, but strongly present your case. They may set policy; you manage your department.

6. Whether you are elected or appointed, your duties should be defined clearly. Make sure all board members know your duties and responsibilities. Whenever new board members begin a term of office, give them this information. This will discourage individual board members from requesting you to do something that is unethical, unprofessional or in conflict with other employees of your municipality.

7. When a board member refers a complaint to you, treat it with the utmost importance. When the issue is resolved, and especially if it is good news, consider informing the board member first, and suggesting the board member contact the complainant. You will look good no matter who delivers the news.

8. Treat all board members in the same manner. Stay away from showing favoritism.

9. When you receive compliments from the public, suggest that people pass them along to the board in writing.

10. Never embarrass board members in public, especially in meetings. If a board member makes a mistake at a public meeting, wait until after the meeting ends to correct the error. Make your board members look good to the public, and expect them to do the same for you.
APWA Framework for Sustainable Communities

The Framework for Sustainable Communities is an APWA guide designed and produced by the Center for Sustainability to help decision makers make economical and responsible decisions regarding public works infrastructure issues within the community.

The Framework is based on three key dimensions:

1. The five legs of sustainability, which include ecology, economy, empowerment, efficiency and health.
2. S.W.O.T. (Strengths; Weaknesses; Opportunities; and Threats)
3. The Stoplight system

Making sustainable decisions means making long term, fiscally and socially responsible decisions. The Framework for Sustainable Communities is a guide to help assess the risk regarding these decisions.

"In order to confront the challenges of the 21st Century, public works professionals must have strong sustainability credentials and commitment so that they can continue to deliver infrastructure and services in an environmentally and socially responsible way that ensures the best economic choice in the long term. The APWA Center for Sustainability provides many guidelines and tools to help public works practitioners accomplish these goals."

- Michael Mucha, Chair (2009-2011)  
  Director of Public Works, Olympia, WA

For more information on the Center for Sustainability, please visit [apwacenter.org](http://apwacenter.org)

For Center for Sustainability queries, please contact Julia Anastasio, APWA Director of Sustainability, at janastasio@apwa.net

APWA Washington, D.C. Office  
1275 K St. NW  
Suite 750  
Washington, D.C. 20005-4683  
Phone 202-408-9541  
Fax 202-408-9542
Sustainability: A New Vision for Public Works

What does the Center for Sustainability do?

1. The Center develops and identifies tools and best practices to assist public works professionals in achieving sustainability in their communities.

2. The Center's Leadership Group develops professional training opportunities, such as Click, Listen & Learn webinars, the Sustainability in Public Works Annual Conference, and the specialized workshops for public works professionals. An important part of the Center's mission is to identify and enter into strategic partnerships with Federal, state and local decision makers and other key associations or groups working on sustainability issues.

3. The Center also advocates for sustainability principles at the Federal, state and local level and develops advocacy priorities and position statements to guide APWA's advocacy efforts.

What does "sustainability in public works" mean?

Sustainability in public works means seeking a balanced approach for a vibrant community today and tomorrow, and it is accomplished by the efficient delivery of infrastructure in an environmentally and socially responsible way that ensures the best economic choice in the long term.

Who leads the Center for Sustainability?

The Center for Sustainability is led by a 13-person Leadership Group of APWA members from across the US and Canada who have demonstrated a commitment to sustainability and are exercising sustainable leadership in their communities.

Mission

The APWA Center for Sustainability builds the skills, knowledge and tools for its members to exercise sustainable leadership in their communities.

Vision

The APWA Center for Sustainability positions APWA and its members to build relationships based on trust and respect to jointly create vibrant, healthy places that enrich all life.

Purpose

The Center for Sustainability provides tools and resources to APWA members and community leaders that allow decision-makers to implement more sustainable, economically sound, and socially responsible long-term solutions. Public works professionals and community leaders, both in the private and the public sector, can benefit from the Center for Sustainability principles and guidelines.

American Public Works Association
The NEWEA Asset Management Committee is excited and pleased to provide this important one-day collaborative conference with EPA Region 1 for your benefit. The conference will take place on Tuesday, April 26, 2011 at the EPA Region 1 Office in Boston, Massachusetts.

The morning will be packed with presentations by quality speakers from New England and across the country who will show us how others just like you have benefited from asset management and why EPA sees it as essential for reducing costly failures.

In the afternoon, it will be your turn to be heard through several breakout sessions that focus on various aspects of asset management and how it can be implemented at least cost.

By the end of the day you will walk away with ideas that will help your organization get started with asset management with minimal investments using information you may already have.

So come join us and the EPA in a collaborative atmosphere where we will learn together how asset management principles can be put to work in your organization to improve cost control while protecting our health and environment.

"Asset management is maintaining a desired level of service for what you want your assets to provide at the lowest life cycle cost. Lowest life cycle cost refers to the best appropriate cost for rehabilitating, repairing or replacing an asset. Asset management is implemented through an asset management program." 

(EPAs Office of Water, fact sheet, April 2005)
This one-day specialty conference on April 26 in Boston, MA is designed to help you get started and realize the benefits of asset management. Participation and discussion from attendees throughout the program will be encouraged.

— Featured Speaker —

Mr. Stephen P. Allbee is the Asset Management lead for the U.S. EPA in Washington, DC. He is an author of the USEPA's, The Clean Water and Drinking Water Gap Analysis. Mr. Allbee's tenure with the USEPA exceeds 30 years where he has been instrumental in the design of water infrastructure financing programs.

HOW TO REGISTER

Register online by visiting www.newea.org

Or fill out the attached registration form and return by fax (781-939-0907) or mail to NEWEA

Registration Fee*: $85.00 (includes lunch/breaks).

Registration Deadline: April 19, 2011

Conference Location:

U.S. EPA Region 1 Office
5 Post Office Square, Suite 100
Boston, MA 02109-3912 (888-372-7341)

Confirmations: A written confirmation including directions will be emailed to all registered attendees.

Training Contact Hours: TCHs will be offered for operator recertification as directed by each state.

Cancellations: Must be received in writing by 4/19/11. Due to agreements and guarantees, no refund will be made after 4/19/11.

AGENDA

7:30 AM  Registration / Coffee
8:00 AM  Welcome & Opening Remarks
          Roger Janson, NEWEA President
          Rod Lovely, Chair, Asset Management
8:15 AM  Keynote Speaker: Stephen Allbee, U.S. EPA
9:00 AM  Asset Management in Action at the State and Local Level - Heather Himmelberger, University of New Mexico Environmental Finance Center
9:30 AM  Coffee Break
10:00 AM Asset Management Collaboration and National Perspectives - John Fortin and Scott Haskins, CH2M Hill
10:30 AM NJ Clean Water Council and Asset Management - Stanley Cach, NJDEP
11:00 AM Asset Management Before and After EPA Consent Decree - Bill Boulianger, Dover, NH
11:30 AM MA Water Infrastructure Finance Commission - Bruce Tobey, Pannone Lopes Devereaux & West LLC
12:00 Noon Lunch (provided)
1:00 PM  Where's the Region Going? Jack Healey and Jackie LeClair, U.S. EPA Region 1
1:30 PM  Workshops - The afternoon session will consist of breakout sessions that focus on various aspects of asset management and how it can be implemented at least cost.
4:45 PM  Closing Remarks
5:00 PM  Adjourn

*Registration fee includes printing and refreshments; provided by the New England Water Environment Association.

ATTENDEE REGISTRATION FORM

Use the form below or register online at www.newea.org

NEWEA/EPA Asset Management Conference
April 26, 2011 • Boston, MA

Name: ____________________________
Affiliation: _______________________
Address: _________________________
City: __________________ State: _______ Zip: __________
Phone: __________________________
Fax: _____________________________
E-mail: __________________________
NEWEA/WEF Member #: ____________________________

Registration Fee (per person):

☐ Registration Fee $85.00 (includes lunch and breaks)

Method of Payment:

☐ Check Enclosed (payable to NEWEA)
☐ Purchase Order # _________________________
☐ AMEX/Discover/MC/Visa

Credit Card # __________________________
Expiry Date ____________  Signature _______________

MAILING INSTRUCTIONS: Mail to NEWEA, 10 Tower Office Park, Suite 601, Woburn, MA 01801. Credit Card or Purchase Order may be faxed to NEWEA at 781-939-0907.

CONFIRMATIONS: A confirmation letter and directions will be sent (email) to all registered attendees.

CANCELLATIONS: Must be received in writing by April 19, 2011. Due to agreements and guarantees no refunds will be made after April 19, 2011.

QUESTIONS: Call NEWEA at 781-939-0908.

REGISTRATION: Deadline is Tuesday, April 19, 2011.