NHPCA September 9, 2011 BOD Meeting
Minutes

Attendees: Gerry Curran, Dave Lovely, David Mercier, Nancy Lesieur, Kristin Noel, John Adie (left at 9:20 a.m.), Sean Greig, Kevin MacLean.

Guests: Ed Rushbrook, Mary Jane Meier, Ray Gordon, Linda Gaudette, Ray Vermette (9:30 a.m.).

The Meeting was held at the Hall Street WWTF in Concord and started at 9:10 a.m.

Comments on the August 12, 2011 Minutes: Only three Board members present. Nothing voted on. Dave Lovely made a motion to approve minutes, seconded by Kristin. Vote was unanimous to accept.

Manager Boot Camp

Per Ray Gordon, recent meeting decided future program will invite existing Managers, not just new trainees. Decision was made today to skip a year and do it next in 2013. This should help maintain a quality pool of students. Plan is to shorten program to 9 months (March-November) and just make classes a little longer. May move program from Concord to Franklin. It is likely fee will increase. Total program cost per student is $500-$600 per Ray Gordon. Ray Vermette will inquire if NEWEA would subsidize fee.

Scholarship

Check got out a little late to this year’s recipient but made it to Montana. Received thank you letter from recipient (see attached). Linda is looking to send out the scholarship mailing for next year on 12/12/11, upon approval by the Scholarship Chair Mike Carle.

Summer Outing

The Activities Committee will be meeting the morning of the Fall Meeting to discuss recent Summer Outing.
Awards

Dave Lovely will be getting new awards and will get plaques updated.

Ops Challenge/POTY/Operator of the Year/Past President/Peloquin/Hatfield. Tags have not been updated since 2007. Sean Greig will deal with POTY awards from past years and this year.

Dave Mercier made a motion that the Awards responsibilities be assigned to the Director-at-Large serving their second term, seconded by Kristin. Vote was unanimous in favor.

Jason Beckwith of Jaffrey WWTF was discussed for Operator of the Year this year. Jason was then nominated by Sean Greig, seconded by Kristin. Vote was unanimous in favor. POST MEETING CORRECTION: John reminded Board after meeting that Ray Vermette had already been nominated for this award back in June. Directors to discuss at next meeting.

Kevin Maclean then nominated Peter Rice for the Peloquin Award, seconded by Kristin. Vote was unanimous in favor.

Fall Meeting/Operator Exchange

To date, 30 people have responded – typical for being this early per Linda. A new procedure will be in place in the form of a sign-in sheet at the plant tour to keep track of attendees for CEUs due.

John said he is still working on coordination for Operators Exchange, considering tours at Nashua/Manchester/Concord (Wednesday), Seacoast (Thursday), and Allenstown (Friday).

Planning on Common Man for dinner on Thursday, the 22nd, at 6:00 PM. John needs a headcount. Mary Jane asked John to ask participant for an article on his experience here for the Newsletter.

Winter Meeting

Kristin asked Board for decision on member/non-member cost decision. Sean made a motion $35/members and $50/non-members and late registrations, Dave Mercier seconded. Vote was unanimous in favor.

Nancy made a motion that for Winter Meeting registration we put in an option for non-members to register and $30 member fee will get them next year’s membership and lower cost for Winter Meeting, seconded by David Lovely. Vote was unanimous in favor.

Still undecided as to who will be presenting on Hooksett project at luncheon.
Plant Of The Year

John said they are still scoring and need to do tours of plants. The two applicants this year are Allenstown and Hanover.

Garofano Memorial Fund

Board asked Ray Vermette to get details for Memorial Fund plans from NEWEA. Ray Vermette to send details to Gerry for distribution to Board. Board needs to decide if we will go in with NEWEA or contribute separately.

Corporate memberships

This topic was tabled until a later date.

Recent/pending retirements

This topic was tabled until a later date.

COMMITTEE REPORTS:

Activities: Nancy L.


Communications: Kristin N.

Motion made by Sean to stay with last year's version of letter to the Governor for Poster Contest, seconded by Kristin. Vote was unanimous in favor. Board would like ComCom to include scoring criteria with letter to schools. Dave Mercier to bring up with Geri C.

Education: Kevin M.

Mary Jane thanked Association for our assistance/partnering with Education Committee costs and provided a summary of recent committee discussion points (see attached). Discussion points were not discussed for expediency.

Legislative: John A.

Legislative Breakfast set for February 15, 2012. Shelagh wants to know if Board wants to do combined breakfast with other Public Works groups. The consensus of the Board is not at this point. Linda to pass on to Shelagh.
**Membership: Dave L.**

Sean Greig made a motion that late membership fee be raised to $40, seconded by David Lovely. Vote was unanimous in favor.

**Newsletter: Nancy L.**

Out to printers, should be mailed out next week. Committee is always looking for articles.

**Safety: Gerry C.**

Last met in August; next in October. Trying to host two classes each year. Looking for new members.

**Scholarship: John A.**

See earlier in minutes.

**Ops Challenge: Sean G.**

Team is practicing twice a week. Fundraising is going well. Second week of October is WEFTEC. Competing in Division 2.

**NEW/OTHER BUSINESS:**

- **NHPW Memorial**
  
  No report.

- **NHWPCA Permit Committee**
  
  David Mercier made a motion to establish new committee based on guidelines/mission statement as proposed by Sean Greig, seconded by David Lovely. Vote was unanimous in favor. Gerry asked for suggested Chairperson; none identified. David Mercier to send out e-Bulletin asking for members.

- **Concord PO Box**
  
  This address is dead. Everyone to make another effort to remove references to this address.

- **Open Board Positions**
  
  Director-At-Large and Third Director are open. Kevin MacLean moving to Certification Committee at DES.

Meeting adjourned at 12:15 a.m.

Next meeting to be held on October 14, 2011 at 9:00 a.m. at Hall Street WWTF, Concord.
NHWPCA New Hampshire Water Pollution Control Association  
PO Box 1382  
Londonderry, New Hampshire  
NHWPCA Director's Meeting  
September 9, 2011- Concord WWTP 9:00 am – 12:00pm

Agenda

➢ Accept minutes from 8/11 meeting

➢ Current Business:
  • Manager Boot Camp: Ray Gordon/M.J. Meyer
  • Scholarship: Payment sent?
  • Summer Outing results (Committee meeting @ Allenstown)
  • Awards: Plaques/Recent past recipients
  • Fall Meeting/Operator Exchange (dinner)
  • Winter Meeting
  • POTY: Hanover?!
  • Garofano Memorial Fund
  • Corporate memberships
  • Recent/Pending retirements

➢ Committee Reports:
  • Activities-Nancy Lesieur
  • Communications-Kristen Noel
  • Education-Kevin Maclean
  • Legislative & Regulatory Affairs-John Aide
  • Membership-Dave Lovely
  • Newsletter-Nancy Lesieur
  • Safety-Gerry Curran
  • Scholarship-John Aide
  • Ops Challenge...

➢ New/Other Business
  • NHPW Memorial
  • NHWPCA Permit Committee - mission approval
  • Concord PO Box
  • Dues Increase

➢ Schedule next meetings: October___, 2011?
12 July 2010

NHWPCA
PO Box 1382
Londonderry, NH 03053-1382

Subject: Thank You

Dear Board of Directors,

Thank you very much for the generous scholarship that you have recently awarded me with. I will be using it to study Civil and Environmental Engineering at Montana State University in Bozeman. Thank you once again for the scholarship and support.

Sincerely,

Jefferson R. McNeill,

31 Ellis Avenue
Manchester, NH 03019
Home Phone: (603) 669-1149
Email: mcneillj64@yahoo.com
Lesieur, Nancy

From: McNell, Fred [fmcnell@manchesternh.gov]
Sent: Friday, August 12, 2011 1:34 PM
To: Linda Gaudette
Cc: Michael R. Theriault; LesieurN@nashuanh.gov; Gerald Curran; Lesieur, Nancy
Subject: 2010 NHWPCA Golf Tournament - Draft Financial Statement

Many thanks for your support and contributions to the 2011 NHWPCA golf tournament.

Below is our 2011 golf tournament draft financial statement. I am meeting with Linda on August 25th to finalize all the paperwork and will issue a final financial statement to the Board of Directors at that time. I have attached all the receipts for the four NHWPCA checks.

100% of the golfers have paid. We made a profit of $1,461.98. We pledged the $460 we raised from the Patriots/Bruins raffle and putting contest to the Sewer Snakes, which still leaves us a profit of about $1,000.

2011 Revenues

1. Golf fees - $7,430
2. Sponsors - $1,750
3. Patriots/Bruins raffle and putting contest - $460

Total 2011 Revenues = $9,640

2011 Expenses

1. Check No. 442: City of Concord for golf and cart fees - $3,840
2. Check No. 443: Ed Deshaies PGA Golf Professional for tournament winner prizes - $660
3. Check No. 444: Beaver Meadow Bar and Grill for breakfast and lunch - $1,794
4. Check No. 445: Fred McNell raffle prizes and operating expenses - $1,664.02
5. Mailings - $220

Total 2011 Expenses = $8,178.02

9/6/2011
September 9, 2011

Governor John H. Lynch
Office of the Governor
State House
25 Capital Street
Concord, NH 03301

Subject: 2011 Clean Water Week Poster Contest

Dear Governor Lynch,

In each of the past 21 years, in recognition of Clean Water Week, the NHDES, the NHWPCA and the National Education Association of NH have sponsored a poster contest amongst elementary and middle school age children from across NH. This effort helps to raise awareness of water pollution control measures and water quality issues.

Attached for your signature is the transmittal letter to distribute the poster featuring the 2011 contest winners drawings and the announcement requesting contestants in the 2012 poster contest. Please contact Geri Ciardelli at 603-589-3563 to arrange pick up of the signed Governor letter or email it to ciardelli@nshuanh.gov

The winning entries from the 2012 contest will be announced at the NHWPCA Trade Fair, which will be held in April 2012. Please consider attending the Trade Fair to present awards to the six artists whose posters are chosen for recognition.

Thank you for your assistance

Sincerely,

[Signature]

Gerald Curran, President
NHWPCA

Gerald Curran
President

David Lovely
Vice President

David Mercier
Secretary

Nancy Lesieur
Treasurer

Kristen Noel
1st Director

John Adie
2nd Director

Peter Goodwin
3rd Director

Kevin Maclean
Director-at-Large

Joseph Laliberte
Director-at-Large
Re: New Hampshire Clean Water Week Poster Contest

Dear Principal and Staff of New Hampshire Elementary and Middle Schools

It is with great pleasure that I am sending you the enclosed poster celebrating New Hampshire Clean Water Week, June 5-11, 2011. The two drawings depicted on the poster won first prizes in the two grade categories in last year’s contest for our state’s elementary and middle school students. The contest is sponsored annually by the New Hampshire DES, the New Hampshire Water Pollution Control Association and the National Education Association of New Hampshire. This poster distribution of last year’s winners coincides with the kick-off for the 2011 poster competition campaign for Clean Water Week, June 3-9, 2012.

I am inviting you to take part in New Hampshire’s annual poser contest to celebrate Clean Water Week. It is my hope that this poster will be helpful in elevating student awareness about water pollution and in encouraging entry into this year’s contest. The 2011 Poster competition theme is The Power of Water.

In the last thirty years, great strides have been made in reducing water pollution. Our success can be measured by the clean up of hundreds of miles of rivers, thousands of acres of lakes, and the continued excellent water quality that all N.H. citizens enjoy. Citizen initiatives and governments at all levels have played a critical role in these achievements. The New Hampshire Department of Environmental Services and The New Hampshire Water Pollution Control Association also play a vital role in clean water efforts by promoting public awareness of water quality issues and by encouraging professionalism and education in the pollution control industry.

I hope that you and your students will enjoy participating in the poster contest and, most importantly, will take time to learn about your community’s water resources and state and local clean water efforts. Should you have any questions regarding the 2011 poster contest or require further information, please contact the Geri Ciardelli, of the NHWPCA at 589-3563, or visit their website at nhw pca.org. Together we can keep our rivers, lakes and waters clean, and ensure clean water for current and future generations of New Hampshire’s citizens.

Sincerely,

John H. Lynch
Governor

Enclosures
Education Committee Discussion Points:

Expected Costs for Fall 2011:

1) 2011 Fall class with Greg Kidd- again NHWPCA collects the reg fee, and Greg invoices for travel and copying costs. Different class topic- PVC CPVC pipe joining and LOT O in one day. Expected fee to be around $280.00. DES will prepare invoices for those who do not pre-pay registration.

2) October 19 class with Mike Cherniak speaker from Woodard & Curran. Special guest speaker Doug McKeown- CEO Woodard & Curran. We would like to get NHWPCA okay to run this seminar as we did for Toni Glymp series in June 2011. Costs to cover by NHWPCA are for food only. Speakers fees were paid by other. Registration checks would be payable to NHWPCA. Invoicing by DES. We expect to charge $40 for the one-day training. We hope to register 60 people, and expect the food bill to be roughly $1,100. Collect $2,400 and pay $1,100 with $1,300 cash supplement to NHWPCA Ed Fund. DES will prepare invoices for those who do not pre-pay registration.

3) Each year we offer the Franklin Training Center class presenters a free lunch – paid by NHWPCA as a token of our gratitude for the presenter’s time. Expected costs for Fall 2011 food delivered to the Training Center from Al’s Village Pizza in Franklin is $500.00. This is generally a $1,000.00 per year charge that we would like to continue to offer if NHWPCA will oblige.

4) Oct 27- Safety Comm arranged for a Welding and Cutting Safety Class- checks will be payable to NHWPCA to recoup some money toward the speaker fee of $1,370.00. DES will prepare invoices for those who do not pre-pay registration.

Results of Spring 2011 Classes:

1) Status of funds collected for the June 2011- Glympse seminars- To date collected $1,995.00 and still to collect $275 (unpaid). Expense to NHWPCA = $1,421.00 for food. Total "profit" is $574 with a potential to $849. Balance of payments expected by October 1, 2011.

2) Al’ Village Pizza charges for Spring 2011 - Last payment was $467.72 made to Al’s Village Pizza on Aug 11.

3) Greg Kidd’s costs for the May 12 & 19, 2011 Basic Math Class $287.79. Total registration fees collected = $540.00 (No unpaid). Total NHWPCA profit $252.21

Wastewater Management Candidate School 2012:

Wastewater Manager Candidate School- thoughts on 2012 class year- start in June of 2012, or maybe take a year off and re-start in 2013? Shorten course length to 9 months from 12; discuss registration fee to $500, or possibly $750 since Maine has increased their fee.

Notes on Other New England State Programs:
MA and ME begin their next class in October 2011- Sept 2012.
ME program is combining Water & Wastewater Operators for the second year.
MA is charging $500 per student and ME is charging $750 per student.
Neither ME nor MA registration fee includes the cost of the Sacramento Book Manage for Success or the exam- value of $100 per student for both the book + exam.

Lunch Costs: Not sure if MA and ME include lunch for the students.

Both ME & MA programs offer education credit of 72 hours or 7.2 CEUs

Options for NH’s 2013 program:
Modify the name to Wastewater Manager School
Offer Logo shirts and a hat with a graduation gift (organizer?)
9 month program – class hours would be 7 am to 3 pm
Further options: 1 hour lunch on their own- total credit for the course is 69 hours = 6.9 CEUs

OR

½ hour lunch on their own- total credit for the course is 72 hours = 7.2 CEUs
Provide Lunch but do not include the cost of the Sac Book and exam
Provide Lunch and the Sac Book and exam and add $100.00 per student registration fee to $400
Explore a 45 minute lunch to boost the education credit to 73.5 hours or 7.35 CEUs
Agreement for Services
NHWPCA Administrative Assistant

Whereby Administrative Assistant Services are required by the New Hampshire Water Pollution Control Association (NHWPCA) as the CLIENT and whereby Linda Gaudette as a contracted VENDOR has agreed to provide such services, the following conditions are hereby agreed to between:

VENDOR
Linda GR Gaudette
8 Boulder Drive, Hudson, NH 03051
Home: 603-883-6409
Cell: 603-930-1420
chacospirit@comcast.net

CLIENT
New Hampshire Water Pollution Control Association
(NHWPCA)
PO Box 1382
Londonerry, NH 03053-1382
www.nhwPCA.org
Tax ID No. 22-2897457

Hereby mutually agree, along with Attachment A, as follows:

1. Linda Gaudette (Vendor) will perform services as outlined in the attached document (Attachment A) on a contract basis to the NHWPCA, Membership database and dues related activities will be provided on an ongoing basis. Other services will be provided on an as-requested basis.

2. The Vendor will provide these services utilizing Vendor owned equipment and software, and will be reimbursed for materials used and mailing expenses.

3. VENDOR Invoices for services rendered will be submitted monthly via email to: Nancy Lesieur, NHWPCA Treasurer, at Nancy.Lesieur@des.nh.gov

4. VENDOR fee is $20.00 per hour: January 1, 2011 through December 31, 2012.

5. This agreement expires on December 31, 2012. A review will be conducted prior to this date by the NHWPCA and VENDOR to determine if the contract will be continued for calendar year 2013, and if so what changes should be implemented.

6. The Vendor will be responsible for all IRS related matters related to income received under this contract.

7. This agreement may be terminated by either party given 30 days advanced notice in writing.

Accepted:

Linda Gaudette (VENDOR)  Date: 9-9-11

Gerry Curran (NHWPCA)  Date: 9/9/11