NHWPCA August 16, 2013 BOD Meeting
Minutes

Attendees: Kristin Noel, David Mercier, Andrea Martel, Kevin MacLean, Kurt Robicheaud, Tim Vadney, Sean Greig, Dave Lovely

Guest: Ken Kessler

The Meeting was held at the Hall Street WWTF in Concord and started at 9:05 a.m.

Comments on the May 17, 2013 Minutes: Kristin made a motion to approve minutes, seconded by Andrea. Vote was unanimous to accept.

Trade Fair

There have been many emails regarding switching venues to keep things “fresh”. Attached is a comparison of Central NH venue costs. Loon Mountain is next lowest cost venue after The Margate. Peter and Kevin will investigate Loon Mountain further and report back at the next BOD meeting. KEY: We will need to raise vendor fees and registration fees to cover additional costs if Fair is moved.

NEWEA Nominations

Kristin will call Fred to make sure he has all nominations in place with NEWEA.

Summer Meeting Recap

Attendance was very low. Quite a few registered that did not show up. Should we consider new location? YES. Dave to talk to Mike about proposing new locations for Board to consider.


**Permit Symposium Recap**

Lower turnout than last year. Still was a money maker. Sean is stepping down as Permit Committee President. Sean suggests moving the date in the future. Need to find one good topic each year to draw people in.

**Golf Outing Recap**

Outing was a success. Event made money.

**Fall Meeting**

Andrea has stayed on top of arrangements. She handed out a summary of expenses and expected revenues (attached). Speakers are all lined up.

**Operator Exchange**

Work needs to be done by Board to coordinate this. Kristin will contact Peter to see if he will do this. Dinner at Red Blazer in Concord. Andrea will call the Blazer. NOTE: Jason Young from Franklin wants to be NH’s 2014 candidate.

**Winter Meeting**

Location is Nashua. John is working on setting up meal at Crowne Plaza. Date: December 6 or 13? Go with December 6.

**Website**

Todd has investigated new web hosts. In an email to Kristin, he has recommended IPage. Dave has reviewed and IPage gets good ratings. Andrea motioned to approve Todd moving forward with moving website to IPage; seconded by Tim; vote was unanimous.

**COMMITTEE REPORTS:**

**Activities: Nancy**

See Summer Meeting.

**Communications: Kristin**

Poster Contest: Kristin to speak to Geri about printing fewer posters next year and to have posters ready for Wild NH Day in 2014.

**Education: Andrea**

Fall class list finalized; will go out in mail next week.
Legislative: Peter

No report.

Membership: John

No report.

Newsletter: Kurt

Meeting scheduled for 8/27/13.

Permit: Peter

See Permit Symposium.

Safety: John

No report.

Scholarship: Tim

Committee would like to talk to Webmaster about setting up on-line application for scholarship for next year.

Ops Challenge: Tim

Paula is working on setting up funding for WEFTEC.

NEWEA State Director's Report: Fred

No report.

Certification: Kevin

Operator Certification Rule changes have been formally adopted.

NEW/OTHER BUSINESS:

- We have been asked to contribute $500 toward travel for Stockholm Junior Prize candidate. Dave motioned funding it this year to a maximum of $500; seconded by Andrea; vote was unanimous.

- Budget summaries were produced for golf outing, permit symposium, poster contest, and newsletter (attached). Much discussion ensued. Board wants to look at each event, identify highest cost items, and see where money can be saved.
• Ken Kessler came to speak on Industrial Operator Certification move. A proposed certification program has been generated (attached). It was distributed by George Carlson back in April. Much discussion has occurred since. Bottom line is industry is concerned this will hinder competitiveness for industry in NH. Industry has asked for more than current “outline”. They want line-by-line proposed rules that they can review and comment on. Ken asked if a NHWPCA representative would like to start sitting in on committee meetings (approx. 4 meetings per year).

• Association Name Change: This is a major undertaking. Will require year-long campaign and formal vote of the entire membership. Dave to confirm how many votes are needed to make change for next meeting. Concept: In 2014, at each meeting, ask attendees to vote for name change. Want to bring up at Winter Meeting. Tim made motion to start campaign to change name to New Hampshire Water Environment Association; seconded by Kristin; vote was unanimous.

• Dave Lovely is looking for nominations for next year’s Board. We need two (2): one at-large and one 3rd Director.

Meeting adjourned at 10:56 a.m.

Next meeting to be held on Friday, September 13, 2013 at 9:00 a.m. at the Hall Street WWTF in Concord.
<table>
<thead>
<tr>
<th>DATE OF MEETING</th>
<th>BRIEF DESCRIPTION OF MOTION</th>
<th>BOD VOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 13, 2012</td>
<td>TRADE FAIR: Peter made a motion to spend $90 per VW Boot Camp student for gift, frame, and lunch admission at Trade Fair with NHWPCA logo on bag; seconded by John.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>January 13, 2012</td>
<td>TRADE FAIR: Mary Jane brought up that Chuck Conway of NEIMWPC is retiring. Would like Harry to present plaque to Chuck that day. Peter motioned to give Chuck a free ticket; seconded by John.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>January 13, 2012</td>
<td>OTHER: Tim made motion to take $5,000 out of Association's $30,000 CD to put in account to improve cash flow; seconded by Kristin.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>February 8, 2012</td>
<td>TRADE FAIR: Dave Lovely also made a motion to raise the admission to the trade fair by $5.00 to $35.00 and this was seconded by John Adie.</td>
<td>Vote was unanimous to accept. All felt that with the increase in the number of technical sessions that membership was getting an increased benefit.</td>
</tr>
<tr>
<td>February 8, 2012</td>
<td>BUDGET: Projected revenues for 2011 were set at $54,000 but the actual revenues were 67,035.59. Our expenses exceeded our revenues by only $1,162. Not a bad year. As discussed under NEWEA $500 will be taken from Scholarship for Stockholm Jr. Water Prize. And an increase of $300 for the website was also added. Peter motioned for the BOD to accept the two changes to the budget and to approve the remainder of the budget as is at $71,600 which was seconded by Tim Vadney.</td>
<td></td>
</tr>
<tr>
<td>March 9, 2012</td>
<td>WEBSITE: John made motion to enter into contract with WSI to convert website to WordPress for one time fee of $350 plus $25 more per year to maintain security of site. Seconded by Tim. Board will go on-line and review templates and vote for favorite. Dave M. to resend e-mail with link to templates.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>March 9, 2012</td>
<td>NEWEA AWARDS: Ray V. needs nominations by April 30th but he is trying to get it done by April 1st. Ray formally submitted a nomination package for Fred McNeil for the Peloquin Award to the Board. Tim motioned for Fred to be nominee. Seconded by Kristen.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>March 9, 2012</td>
<td>OTHER: Don Chesebrough recently passed. Dave L. made a motion to donate to his memorial on behalf of the Association, $75 to each of two funds. Kristin seconded.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>April 6, 2012</td>
<td>OPS CHALLENGE: April 20th is Ops Challenge Training Day at Franklin Training Center. Peter made motion to spend $100 for pipe for Ops Challenge. Seconded by Nancy.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>May 11, 2012</td>
<td>FALL MEETING: Gerry has set up tour at Plymouth WWTF. Date is September 21. See attached meal selections for lunch at Common Man. Peter motioned for lunch to be at Common Man at $35.00/person. Seconded by Nancy.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>May 11, 2012</td>
<td>OPERATOR EXCHANGE: There was no response back from membership to eBulletin requesting candidates. Ray McNeil from Dover has expressed interest to Ray Vermette. Peter motioned for Ray McNeil to be candidate, seconded by Kristin.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>June 1, 2012</td>
<td>WINTER MEETING: John/Ray said we are right on budget with 125 people. Could cut cost a little if dessert is dropped. Plan is to tour Dover plant from 8:30 to 11:00. Multiple tours set up at Redhook. Arrive 11:00; Lunch 12:00; 1:00 Presentation; Tour 2:00; and Tour 3:00. Tim made a motion which was seconded by Andrea for John/Ray to proceed to lock in with Redhook.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>DATE OF MEETING</td>
<td>BRIEF DESCRIPTION OF MOTION</td>
<td>BOD VOTE</td>
</tr>
<tr>
<td>-----------------</td>
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</tr>
<tr>
<td>September 14, 2012</td>
<td>OTHER: Nancy's laptop is having problems. John motioned to buy Nancy a new laptop and latest version of Quicken for the Treasurer's position. Seconded by Andrea.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>October 19, 2012</td>
<td>EDUCATION: Each year we talk to NH State Teachers Association to promote Stockholm Prize. NH has an applicant this year. Event is this Sunday and Monday, October 21 &amp; 22. We usually have a booth. Peter made a motion to spend $75 to register and have booth. Motion seconded by Kristin. John and Geri C. to man booth.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>November 16, 2012</td>
<td>2013 LEGISLATIVE BREAKFAST: John motioned that the Board authorize $400.00 for the purchase of buttons/pins for the Breakfast. Seconded by Kristin. Four articles in <em>Town and City Magazine</em> can be seen on LGC's website. Geri to add link to this on NHWPCA website.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>November 16, 2012</td>
<td>EDUCATION: Ray Gordon said next meeting will be in December. Greg Kidd will be doing all the training again. Committee has 12 applications for Management Training School. May get one more. Only six of the candidates are NHWPCA members. Ray thinks only 2 or 3 will apply for a scholarship. Board agrees candidate must be a member to get scholarship. Kristin made motion to give one year free membership to candidates after program begins. Seconded by Nancy.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>January 18, 2013</td>
<td>2013 LEGISLATIVE BREAKFAST: Big push is for people to reach out to their legislators. Kristin wants people to make phone calls and write emails. Legislative Affairs Committee asked if Board would consider prizes for member who contacts most legislators and who has most attend. John motioned that Board establish the two $50.00 prizes, seconded by Nancy.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>January 18, 2013</td>
<td>INDUSTRIAL CERTIFICATION: Mike Butler and Ken Kessler summarized goal and potential schedule for establishing industrial certifications (could be as much as 7 years). A request has been made that if NHWPCA supports this idea, that Board write a letter stating that. A draft letter is out and is currently under review (see attached). John motioned that Board accept the draft letter. Dave Lovely seconded.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>January 18, 2013</td>
<td>WASTEWATER MANAGEMENT SCHOOL: Ray Gordon said that they are getting an EPA grant to help pay for some of the speakers at the classes and books are all paid for already. Money being requested for 14 students from the Association will be up to $5,000 but after grants and other income, the net result should be a surplus of about $1,700 back to the Association (see attached estimated budget). Nancy made motion to spend up to $5,000 for WMS. Seconded by Kevin.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>January 18, 2013</td>
<td>OTHER: Andrea made a motion to buy pizza for Concord WWTF next month for hosting meetings. Seconded by Nancy.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>January 18, 2013</td>
<td>OTHER: NHSTA Conference. Association sponsors a booth. Dave Mercier made a motion to split fee with NEWEA. Seconded by John.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>February 15, 2013</td>
<td>BUDGET: Nancy provided a draft 2013 Budget for review and discussion. The Board thoroughly reviewed the proposed revenue and expenses and made adjustments. Tim made a motion to approve the amended budget (see attached). Motion seconded by Peter.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>DATE OF MEETING</td>
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</tr>
<tr>
<td>-----------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>February 15, 2013</td>
<td>WEBSITE: Board discussed web hosting. We have been unhappy with WSI. Contract will run out with WSI in October 2013. Motion was made by Peter to pursue a transition towards a different web hosting group such as Yahoo. Motion seconded by Tim.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>February 15, 2013</td>
<td>OTHER: Peter suggested that we start keeping a separate running log of all motions that are made and voted on that would then be distributed to Board members at least once a year. Board agreed, Dave M. to start.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>March 14, 2013</td>
<td>BUDGET: Sean discussed creating an event summary (see handout). Tim made a motion to finalize spreadsheet, have Linda review it, and use it moving forward with each person responsible for event/committee. Motion seconded by Peter. Peter asked Linda to send checklist for each event.</td>
<td>Passed, unanimous.</td>
</tr>
<tr>
<td>March 14, 2013</td>
<td>COMMUNICATIONS: Kristin made motion to allow Webmaster full authority to change website theme. Motion seconded by Tim. After discussion, Peter amended motion to require Webmaster to ask President's permission each time before proceeding. Amended motion seconded by John.</td>
<td>Vote on amended motion was unanimous.</td>
</tr>
<tr>
<td>August 16, 2013</td>
<td>WEBSITE: Andrea made a motion to approve Todd moving forward with moving website to IPages. Motion seconded by Tim.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>August 16, 2013</td>
<td>STOCKHOLM JUNIOR PRIZE CANDIDATE: Dave made a motion to contribute funding for travel this year to a maximum of $500. Seconded by Andrea.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>August 16, 2013</td>
<td>ASSOCIATION NAME CHANGE: Tim made a motion to start campaign to change name of Association to New Hampshire Environment Association. Seconded by Kristin.</td>
<td>Vote was unanimous.</td>
</tr>
</tbody>
</table>
New Hampshire Water Pollution Control Association  
PO Box 1382  
Londonderry, New Hampshire

NHWPICA Director’s Meeting  
Friday: August 16, 2013  
Location: Concord WWTP  
Time: 9:00 a.m.

Agenda

➢ Current Business:
  - Trade Fair – Alternatives or Margate?  
  - NEWEA Nominations  
  - Summer Meeting Recap  
  - Permit Symposium  
  - Golf Tournament  
  - Fall Meeting  
  - Operator Exchange  
  - Winter Meeting  
  - Website

➢ Committee & State Director Reports:
  - Activities-Nancy Lesieur  
  - Communications-Kristin Noel  
  - Education-Andrea Martel  
  - Legislative & Regulatory Affairs-Peter Goodwin  
  - Membership-John Adie  
  - Newsletter-Kurt Robichaud  
  - Permit-Peter Goodwin  
  - Safety- John Adie  
  - Scholarship-Tim Vadney  
  - Ops Challenge- Tim Vadney  
  - NEWEA State Director  
  - Other Business

➢ Next Board meeting at 9:00 a.m. on Friday Sept. 13, 2013  
At Hall Street WWTF Conference Room
# NH Water Pollution Control Association
## Venue Options for Spring Trade Fair

(Updated 7/31/2013)

<table>
<thead>
<tr>
<th>VENUE</th>
<th>DATE AVAILABLE</th>
<th>ROOM RENTAL</th>
<th>TABLE RENTAL</th>
<th>COST OF LUNCH &amp; TAX/GRATUITY</th>
<th>CATERING TOTAL</th>
<th>TOTAL VENUE COST</th>
<th>HOTEL ROOM RATE &amp; TAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Court, Manchester, NH</td>
<td>10-Apr-14</td>
<td>$1,250.00</td>
<td>($10.00 ea.)</td>
<td>$23.49</td>
<td>$3,523.50</td>
<td>$5,373.50</td>
<td>$118.81</td>
</tr>
<tr>
<td>Waterville Valley, Campton, NH</td>
<td>10-Apr-14</td>
<td>$4,500.00</td>
<td>included</td>
<td>$23.55</td>
<td>$3,532.50</td>
<td>$8,032.50</td>
<td>$103.55</td>
</tr>
<tr>
<td>Margate, Laconia, NH</td>
<td>10-Apr-14</td>
<td>$2,027.90</td>
<td>n/a</td>
<td>$6.99</td>
<td>$1,048.50</td>
<td>$3,076.40</td>
<td>$97.01</td>
</tr>
<tr>
<td>Mt Club on Loon Resort &amp; Spa, Lincoln, NH</td>
<td>10-Apr-14</td>
<td>$604.00</td>
<td>n/a</td>
<td>$26.16</td>
<td>$3,924.00</td>
<td>$4,528.00</td>
<td>n/a</td>
</tr>
<tr>
<td>Radisson Hotel, Manchester, NH</td>
<td>17-Apr-14</td>
<td>$2,997.50</td>
<td>($15.00 ea.)</td>
<td>$29.60</td>
<td>$4,440.00</td>
<td>$8,337.50</td>
<td>135.16</td>
</tr>
<tr>
<td>Grappone Center/Marriott, Concord, NH</td>
<td>17-Apr-14</td>
<td>$1,962.00</td>
<td>included</td>
<td>$22.57</td>
<td>$3,385.50</td>
<td>$5,347.50</td>
<td>$129.71</td>
</tr>
</tbody>
</table>
Monadnock Country Club, Inc.

Contract Agreement
This Agreement contains the complete terms and conditions that apply to an individual’s or entity’s rental of Monadnock Country Club (the “Club”). As used in this Agreement, “we” means Monadnock Country Club, Inc. and “you” means the applicant.

Date, Time & Size of Function
You wish to rent the ______ at the Club for a ______ on ______
(function Hall, Porch or Kitchen)
Time of Function: ______
(Max. of 5 hours, unless prearranged)

Rental Fee Schedule
The fee for the use of the Club facilities will be $320, which is payable as follows: 1) $120 deposit due upon execution and return of this Agreement by ______, and 2) $195 balance due by ______. Agreement is for a 5 hour time period. The Club reserves the right to access a $100 per hour fee for events exceeding 5 hours. Bar Service fee of $50 due day of function. A fee of $75.00 is charged if the ceremony takes place on the premises.

Cancellation
In the event you desire to cancel this contract, you must submit written notice to that effect. If the Club receives such notice at least six weeks prior to the above function date, and if the facilities can be rented to another party for the same date, the full amount of your use fee will be returned following the date of the function. Otherwise, only one-half of your use fees will be refunded.

Security Deposit
In addition to the use fee, you must submit a security deposit (separate check) of $200 no later than ______. If you fully comply with all your obligations under this contract, your security deposit will be refunded in full within forty-eight hours following the conclusion of your function. If you fail to comply with any of your obligations, the Club will have the right to apply your security deposit against any charges, damages, injuries or other expenses for which you are responsible under this contract, this right being in addition to any other rights or remedies the Club may have at such time, including the Club’s right to collect court costs and reasonable attorney’s fees in connection with enforcement of its rights under this contract.
Catering
You may cater your own function, or you may employ a caterer of your choosing, subject to Club approval and the Club's right to require that the caterer provide proof of license and a certificate of acceptable liability insurance coverage.

Alcoholic Beverages
If your function involves the serving of alcoholic beverages, they will be sold and dispensed solely by the Club, and you will not be permitted to bring into the Club any other alcoholic beverages or to receive any portion of the proceeds of the sale. No alcoholic beverages will be served to persons under twenty-one years of age or to persons who appear, in the Club's sole discretion, to be unfit to consume such beverages. Nevertheless, the Club assumes no liability whatsoever concerning persons who are served alcoholic beverages at your function, and, as stated below, you agree to assume and Indemnify the Club and its personnel against all such liability.

Furniture
The Club has a supply of tables and chairs, which you are welcome to use for your function, subject to the liability described below for any loss or damage to them. The Club will provide basic arrangements of tables and chairs at no additional cost to you, if you advise the Club of your requirements at least one week prior to the date of your function. If you bring other tables, chairs, furnishings, decorations, or other property to the Club for use in connection with your function, you will be solely responsible for delivering, arranging, and removing them, and you will bear all liability for loss or damage that may occur to them.

Disclaimers
By executing and returning this letter, you agree to assume liability for any and all personal injury or property damage resulting, directly or indirectly, from your use of the Club's facilities for your function. Furthermore, you agree to indemnify and hold harmless the Club and its agents and employees from any all liabilities, obligations, claims, costs and expenses, including reasonable attorney fees, arising out or in connection with your use of the Club's facilities and the presence of your guests at your function.

Inspection
Prior to executing this contract, you have made a full inspection of the Club's facilities, and assume full responsibility for its suitability for use for your function by your guests.

Provisions
Any additional provisions must be submitted in writing to the Club.

Notice
For the purposes of written communication, correspondence shall be addressed to: Monadnock Country Club, Inc., PO Box 97, Peterborough, NH 03458

Authorized Club Official (Signature)    Client Signature
Assorted finger sandwiches, Greek salad, butternut & sweet potato soup, chicken rice & vegetable soup, fresh fruit platter, dessert bars, and beverage (canned & bottled, & coffee)

$15.00 per person & 9% food tax
75 – 100 ppl.
2 or 3 servers @ $20.00 per hour

Sherry Williams
Fiddleheads Cafe
PO Box 44, Hancock, NH 03449
(603) 525-4432
www.fiddleheadscatering.net
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue:</strong> Tickets $30 x 75</td>
<td>$2,250.00</td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong> $2,250.00</td>
</tr>
<tr>
<td><strong>Expenses:</strong> Monadnock Country Club</td>
<td>$370.00</td>
</tr>
<tr>
<td>Fiddleheads Catering</td>
<td>$1,315.00</td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong> $1,685.00</td>
</tr>
<tr>
<td><strong>Profit/(Loss):</strong></td>
<td>$565.00</td>
</tr>
</tbody>
</table>
Many thanks to the NHWPCA Board of Directors for your continued strong support of the golf tournament.

Below is our 2013 golf tournament financial statement. All sponsors have paid in full and we have only one outstanding payment for golfing. All revenues and expense receipts were submitted to Linda who will forward them to Nancy. The golf tournament made a profit of $2,098 this year. We pledged the $680 we raised from the Red Sox/Bruins raffle and putting contest to the Sewer Snakes.

We look forward to working with you on next year’s golf tournament that will be held on August 7, 2014 at the Beaver Meadow Golf Course in Concord.

Thank you,

2013 Revenues

1. Golf fees - $10,210
2. Sponsors - $2,950
3. Red Sox/Bruins raffle and putting contest - $680

Total Revenues = $13,840

2013 Expenses

1. Check No. 794: City of Concord for golf and cart fees - $4,800
2. Check No. 795: City of Concord for tournament winner prizes - $884
3. Check No. 796: Beaver Meadow Bar and Grill for breakfast and lunch - $2,300
4. Check No. 744: Fred McNeill raffle prizes and operating expenses - $3,757.98

Total Expenses = $11,742
# 2013 PERMIT SYMPOSIUM SUMMARY

## REPORT AS OF 8/2/2013

### SYMPOSIUM RECEIPTS

**Registrations:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/10/13</td>
<td>$100.00</td>
</tr>
<tr>
<td>6/12/13</td>
<td>$1,150.00</td>
</tr>
<tr>
<td>6/30/13</td>
<td>$600.00</td>
</tr>
<tr>
<td>August</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

**Total Registrations** $2,150.00

**Sponsors:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/10/13</td>
<td>$400.00</td>
</tr>
<tr>
<td>6/12/13</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

**Total Sponsors** $1,400.00

**Golf: (Permit Symposium)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/12/13</td>
<td>$385.00</td>
</tr>
<tr>
<td>6/30/13</td>
<td>$105.00</td>
</tr>
</tbody>
</table>

**Total Golf Registrations** $490.00

### PERMIT SYMPOSIUM EXPENSES:

Paid The Derryfield by ck#742 6/13/13 $1,188.72

### OUTSTANDING RECEIPTS:

<table>
<thead>
<tr>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
</tr>
</tbody>
</table>

### LUNCH COUNT: (count to Derryfield was 50)

- **50**
- **NO SHOWS** -6

**NET RECEIPTS TO DATE** $2,851.28
<table>
<thead>
<tr>
<th>date</th>
<th>expense</th>
<th>Vendor</th>
<th>2012-13</th>
<th>2011-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>winter</td>
<td>poster printing</td>
<td>Evans printing</td>
<td>1846.86</td>
<td>1824.06</td>
</tr>
<tr>
<td>winter</td>
<td>poster framing</td>
<td>Rainbow Art</td>
<td>449.08</td>
<td>333.30</td>
</tr>
<tr>
<td>trade fair</td>
<td>Student prizes</td>
<td>NHWPCA</td>
<td>350</td>
<td>350</td>
</tr>
<tr>
<td>trade fair</td>
<td>teacher</td>
<td>NHWPCA</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>May</td>
<td>post meeting lunch</td>
<td>NHWPCA</td>
<td>120</td>
<td>139.83</td>
</tr>
<tr>
<td>trade fair</td>
<td>lunch tickets</td>
<td>9 kids @ 15, 12 adults @ 35</td>
<td>555</td>
<td>540</td>
</tr>
<tr>
<td>May</td>
<td>gov reception</td>
<td>Geri</td>
<td>51.83</td>
<td></td>
</tr>
<tr>
<td>winter</td>
<td>postage for poster return</td>
<td>Geri</td>
<td>26.09</td>
<td></td>
</tr>
<tr>
<td>winter</td>
<td>paper</td>
<td>monadnock</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>fall</td>
<td>initial mailing postage</td>
<td>NHDES/Nashua</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>fall</td>
<td>paper and envelope supplies</td>
<td>contributions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3598.86</td>
<td>3387.19</td>
</tr>
</tbody>
</table>
# 2013 Newsletter Budget Report

## Revenues

<table>
<thead>
<tr>
<th>From</th>
<th>For</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newsletter Sponsors</td>
<td>Year Long Sponsorship</td>
<td>$1,400.00</td>
</tr>
<tr>
<td>Trade Fair Advertising</td>
<td>Trade Fair Issue Ads</td>
<td>$1,950.00</td>
</tr>
<tr>
<td>Late Sponsorship</td>
<td>Last 2 issues of year</td>
<td>$50.00</td>
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</tbody>
</table>

## Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>For</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr-2013</td>
<td>Spring Newsletter Printing - 20 pg 450 Copies</td>
<td>$1,400.00</td>
</tr>
<tr>
<td>Apr-2013</td>
<td>Spring Newsletter Mailing</td>
<td>$85.00</td>
</tr>
<tr>
<td>Jun-2013</td>
<td>Summer Newsletter Printing - 20 pg 450 Copies</td>
<td>$1,261.22</td>
</tr>
<tr>
<td>Jun-2013</td>
<td>Summer Newsletter Mailing</td>
<td>$85.00</td>
</tr>
<tr>
<td>Sep-2013</td>
<td>Fall Newsletter Printing - 20 pg 450 Copies</td>
<td>$1,261.22</td>
</tr>
<tr>
<td>Sep-2013</td>
<td>Fall Newsletter Mailing</td>
<td>$85.00</td>
</tr>
<tr>
<td></td>
<td>Winter Newsletter Printing - Copies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Winter Newsletter Mailing</td>
<td></td>
</tr>
</tbody>
</table>

|              |                                              |          |
| Winter Newsletter Total Cost | $1,346.22 |

## Additional Information

- **2013 Total Newsletter Revenues**: $3,400.00
- **2013 Total Newsletter Expenses**: $4,177.44
- **2013 Newsletter Budget Remaining**: -$777.44
PROPOSED

INDUSTRIAL WASTEWATER OPERATOR CERTIFICATION PROGRAM

George Carlson
NHDES

Industrial Pretreatment Operator Training Course
April 10, 2013

Applicability

- Any industry having a industrial process discharge to groundwater or either directly or indirectly to surface water
  - Permitted Direct discharge to surface water (NPDES)
  - Significant Indirect discharge to surface water (Pretreatment)
  - Permitted groundwater discharge

Purpose

- Ensure Compliance through knowledge and demonstrated ability
- Provide Management & Technical Training
- Assist with proper Management, Operation and Maintenance of wastewater systems
- Qualified Operators
- Protect Environment

Basic Certification

- Everyone
- Full day training
- Test
- Minimal Cost
- Training by DES & EPA staff, vendors
- Operator Grade I-I
Advanced Certification

- Similar to Municipal Wastewater Operator certification program
- Reciprocity, grandfathering
- Testing
- Cost for testing & training courses
- Continuing education required
- Operators Grades I-2, I-3, I-4

Considerations:

- Certification Committee
  - DES, Municipal & Industrial Representation

- Implementation
  - Voluntary Basic Certification (First year?)

BASIC CERTIFICATION

- One Day Training Course with Test
  - Environmental Managers
  - Industrial Waste Handlers
  - Industrial Waste Treatment Plant Operators
  - Contract Operators
  - Attend every two years to maintain or
    - Train for and get Advanced Certification

Topics (for basic training class):

- Regulations
  - Local, NH, EPA
    - NPDES
    - Pretreatment
    - Groundwater

- Program Components
  - Permits
  - Record Keeping
  - Inspections
  - Sampling & Monitoring
  - Reporting
  - BMPs / Pollution Prevention
- Basic Treatment Components
  - Flow Measurement
  - pH
  - Pumps
  - Samplers

- Typical Treatment Systems
  (For which Advanced training offered & Certification required)

- Water Quality Standards
  - Surface Water
  - Groundwater

- Related Program Introductions & Contacts
  - Hazardous Wastes
  - Pollution Prevention
  - Storage Tanks
  - Solid Wastes
  - Air Permits
  - Other

ADVANCED CERTIFICATION (for advanced training course)

- Basic Certification is Prerequisite
- Industrial Treatment Plant Operators
  - Training
  - Testing
  - Continuing Education
  - Two year renewal cycle
  - Minimum of 1 Certified Operator on duty
  - Back up On Staff or Contract Certified Operator
- Grades 2 & up
  - Based on complexity/size of treatment system
  - Established Point System
- Training (Pre - Approved by Certification Committee)
  - DES Franklin Training Center
  - On Line
  - NEIWPCC, .........
- Alternate Requirement Considerations
  - Grandfathering
  - Reciprocity
PROPOSED INDUSTRIAL WASTEWATER OPERATOR
CERTIFICATION PROGRAM

Certification Study Committee Members

- Phil Appert       City of Nashua Wastewater
- Mike Butler      Monadnock Paper
- George Carlson    NHDES Pretreatment
- Chris Crowley    Manchester DEP
- Ken Kessler      NHDES Operations
- Heidi Marshall   CLD Engineers
- Mary Jane Meier  NHDES Operations
- Doug Starr       Jaffrey Town Engineer
- Eric Swope       Keene Wastewater