NHWPCA October 11, 2013 BOD Meeting
Minutes

Attendees: Kristin Noel, Nancy Lesieur, Peter Goodwin, David Mercier, Kurt Robicheaud, Tim Vadney

Guest: none

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

Comments on the September 13, 2013 Minutes: Kristin made a motion to approve minutes, seconded by Tim. Vote was unanimous to accept.

Trade Fair

Fred has asked the Manchester Executive Court to hold April 10 for our Trade Fair. Cost for the Executive Court is similar to The Margate. May have to increase booth/meal costs slightly to make up small difference. Peter made a motion to lock in the Executive Court for the 2014 Trade Fair on April 10. Seconded by Kristin. Vote was unanimous. Also discussed concept of getting CEUs via discussions with vendors and signoffs. Kristin will talk to MaryJane about this.

Fall Meeting

Turnout was good – about 75. Andrea created a summary sheet. Meeting made approximately $500 (see attached).

Operator Exchange

Nate LaVallee seemed to enjoy his time with us. He visited Hanover, Lebanon, Manchester, and Concord. This was the first recent year we didn’t provide a host to travel around with candidate. Consensus was we should go back to sending a host around; typically NEWEA State Director.
**Winter Meeting**

John emailed Kristin. Planning is going well. John is coordinating with Linda on mailing.

**Association Name Change**

Word of proposed change will go into Fall Collector. Will also discuss at Winter Meeting. Name change question will go on 2014 Membership renewal form. Results and additional voting (if need to) to be announced at Trade Fair.

**Website**

Todd has informed Kristin that webhost change will occur this weekend pending some information he needs from WSI. Also, ask Todd to put link on website to EPA Region 1 NH NPDES permit renewal page.

**Poster Contest**

Geri sent out an update email – see attached.

Questions:

**How many of each type of poster should be made up?** Board feels we should only do the new calendar style; stay with 400 as we want to distribute at Wild NH Day.

**What rule changes are proposed by Committee?** Board discussed contest at length. We need to find a way to get more participation. Need to get letters out in August each year. Need to have letters ready even earlier for April each year for the Wild NH Day. Also, Board feels Committee should contact National Education Associate of NH to see if they can help get the word out as they are a sponsor.

**COMMITTEE REPORTS:**

**Activities: Nancy**

Nancy said committee wants to meet this Fall to discuss potential change in venue.

**Communications: Kristin**

See Poster Contest.
Education: Andrea

MaryJane has made a request to get class schedule sent out to members via website and eNews.

Legislative: Peter

Shalegh will be holding meeting soon. Washington trip is already scheduled for April 2014.

Membership: John

No report.

Newsletter: Kurt.

At last meeting, Kurt mentioned Board’s desire to have Committee look at expenses (printing) to see where costs can be cut.

Permit: Peter

Sean has stepped down as Chair. Rick Cantu is likely successor but a vote is needed. Probably will not have a symposium in 2014. Dave Mercier is getting new permit notices from EPA. Dave to forward to Permit Committee Chair in future.

Safety: John

No report.

Scholarship: Tim

We received a nice letter from school of last recipient. Committee not likely to meet until the new year.

Ops Challenge: Tim

Chicago competition went well. Got second in Process Control in Division 1. Maine got first in Process Control in Division 2.

NEWEA State Director’s Report: Fred

Fred sent an email in his absence – see attached. Fred is looking for photos from Fall Meeting for NEWEA Journal. NEWEA President is asking for members to: 1) hold WWTP tours and 2) visit schools to do presentations on Water’s Worth It!
Certification: Kevin

No report.

NEW/OTHER BUSINESS:

- NH Public Works Memorial. Still looking for money. Peter handed out the latest brochure (see attached).
- Consider having Linda request update from Committee chairs a week before each Board meeting.
- Request was made for President to send Webmaster’s monthly report out to whole Board.

Meeting adjourned at 10:51 a.m.

Next meeting to be held on Friday, November 8, 2013 at 9:00 a.m. at the Hall Street WWTF in Concord.
New Hampshire Water Pollution Control Association  
PO Box 1382  
Londonderry, New Hampshire

NHWPCA Director’s Meeting  
Friday: October 11, 2013  
Location: Concord WWTP  
Time: 9:00 a.m.

Agenda

➤ Current Business:
  • Trade Fair – Alternatives?  
  • Fall Meeting - Recap  
  • Operator Exchange - Recap  
  • Winter Meeting  
  • Association Name Change  
  • Website  
  • Poster Contest

➤ 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 Nov. 8th, 2013  
At Hall Street WWTF Conference Room
<table>
<thead>
<tr>
<th>DATE OF MEETING</th>
<th>BRIEF DESCRIPTION OF MOTION</th>
<th>BOD VOTE</th>
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<tbody>
<tr>
<td>January 13, 2012</td>
<td>TRADE FAIR: Peter made a motion to spend $90 per WW 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>
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<tr>
<td>January 13, 2012</td>
<td>TRADE FAIR: Mary Jane brought up that Chuck Conway of NEWWPC 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>
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<td>January 13, 2012</td>
<td>OTHER: Tim made motion to take $6,000 out of Association’s $30,000 CD to put in account to improve cash flow; seconded by Kristin.</td>
<td>Vote was unanimous.</td>
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<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>
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<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 Vaideney.</td>
<td>Vote was unanimous.</td>
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<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 $850 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 email with link to templates.</td>
<td>Vote was unanimous.</td>
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<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>
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<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>
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<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>
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<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>
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<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>
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<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>
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<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>
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<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>
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<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 Town and City Magazine can be seen on LGC’s website. Geri to add link to this on NHWPCA website.</td>
<td>Vote was unanimous.</td>
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<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>
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<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>
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<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>
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<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>
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<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>
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<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>
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<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>
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<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>
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<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>
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<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 IPage. 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>
<tr>
<td>September 13, 2013</td>
<td>WILD NH DAY 2014: Fred made a motion to fund the purchase of &quot;dispersables&quot; for educational outreach up to $500 from SEP Account. Seconded by Kristin.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>September 13, 2013</td>
<td>2014 Board Member Nominations: Kristin made a motion to nominate Ken Conaty as Director-at-Large. Seconded by Andrea.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>October 11, 2013</td>
<td>2014 Trade Fair: Peter made a motion to lock in the Executive Court for the 2014 Trade Fair on April 10. Seconded by Kristin.</td>
<td>Vote was unanimous.</td>
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New Hampshire Water Pollution Control Association

CONSTITUTION

Article I

The name of this association shall be the New Hampshire Water Pollution Control Association.

Article II

The purposes of this association shall be:

(1) The acquisition and dissemination of knowledge concerning the nature, collection, treatment and disposal of water-carried wastes and the design and operation of wastewater systems.

(2) The promotion of good public relations and sound legislation relating to wastewater control systems.

(3) The advancement of the status of personnel engaged in the control of water pollution.

(4) The improvement of wastewater collection and treatment and thereby the quality of New Hampshire's water resources.

Article III

Members of this association may be active, associate or honorary members. Only active members may vote or hold office.

(1) Active members shall include the following:

a) Personnel directly involved with the collection and/or treatment of wastewater in New Hampshire.

b) Personnel directly involved in the direction or administration of pollution control in New Hampshire.

c) Personnel directly involved in education in the wastewater field.

d) Any other persons interested in pollution control whether or not they are residents of New Hampshire.

(2) Honorary members shall include the following:

(a) Any person chosen by the association's awards committee to receive this special distinction.
Article IV

(1) Dues for Active Members shall be set at the December meeting and payable by the following March. Anyone who is more than 90 days in arrears after second notice shall loose all rights and privileges in the association.

(2) Reinstatement shall be automatic upon payment of dues in arrears.

Article V

(1) The officers shall consist of a President, Vice President, Secretary, Treasurer, and Board of Directors.

(2) The Board of Directors shall consist of the officers and five active members designated 1st Director, 2nd Director, 3rd Director and two (2) Directors at-large who shall have voting privileges.

   a) The immediate past President shall be a director ex-officio.

   b) The Board of Directors may consist of up to three members representing consulting engineers and/or equipment vendors.

   c) The 1st, 2nd, and 3rd Directors shall serve one year terms and then proceed up the leadership organization yearly progressing ultimately to the office of President.

   d) The two directors at-large shall serve two (2) year terms.

   e) Should any Board of Director position become vacant, the Officers shall be empowered to appoint any active member of the Association to complete the remainder of the term.

(3) The term of office for each officer shall be one year.

(4) The initial three members elected to the Board shall be elected for terms of three years, two years, and one year respectively, after which a new director will be elected annually for a term of three years.

(5) Certification Board members representing the association shall consist of one operator holding a grade III or lower license and one operator holding a grade IV or higher license.

Article VI

(1) All elective officers, directors and certification board members representing the association will be elected at the annual meeting, which will be held in December of each year.

(2) The nominating committee shall consist of the three most recent active past Presidents.

(3) Nominations will also be accepted from the floor.
Article VII

(1) The annual meeting will be held in December of each year.

(2) Three additional meetings will be held during the Spring, Summer, and Fall months.

(3) Special meetings may be held at the call of the Board of Directors.

(4) All meetings will be held at such time and places as the Board of Directors may determine and notice will be mailed to all members at least five days prior to such meeting.

(5) A quorum shall consist of a majority of the officers and Board of Directors and at least seven active members.

Article VIII

(1) A quorum of the Board of Directors shall consist of a simple majority.

(2) Meetings of the Board may be called by the President upon reasonable notice.

Article IX

(1) This constitution may be amended by letter ballot by 2/3 vote of all voting members in good standing.

(2) Copies of proposed amendments will be mailed to all active members at least 30 days prior to the meeting at which they are to be acted upon.

Article X

(1) In the event that the membership of this association at some future date should vote to disband, all monies remaining after payment of all outstanding debts shall be donated to the New England Water Environment Association.

End of Constitution
There is a BOD meeting Friday and I would like to provide them with an update. I think we should proceed with the idea of a calendar poster, but also make some traditional ones of the top 2 winners for WWTP’s, as they are used to that.

We need to decide how many of each type we will be printing. (BOD and ComCom – 200 enough?)
We need to redo the rules. (Geri)
We need to research printer expense – volunteer needed
We need to get the word out to schools. (after details are finalized) – Mike and Paul

Attached are the list of entrants for the last 2 years. As you can see many are the same.
I need some help getting the word out, AFTER we finalize the details. We are a bit late this year, but I think this can still be a successful contest.

I am still waiting word from Mike Butler that his company can help us change up the paper this year. He is pretty sure it can be done, and since we are printing less, I don not anticipate a problem.

I will draft up a new contest info sheet. In the meantime, can Paul and Mike try to obtain a list of schools from the DOE website?

I would like to get this out to schools by the end of this month, and give them until just after Christmas break to return.

Any other thoughts/ ideas?
Geri

From: Paul D. Schmidt, P.E. [mailto:pschmidt@cmaengineers.com]
Sent: Tuesday, September 24, 2013 11:07 AM
To: Ciardelli, Geraldine; dmercier@underwoodengineers.com; Noel, Kristin; Adie, John; RobT@techsalesne.com; RASlingsby@aol.com; Cantu, Rick; Robert Robinson; Tim Vadney; Mike Witzgall
Subject: RE: Poster Contest update

Geri

Sorry for the delayed response. The Nashua poster is well done and I think shows that your idea can work well.

I’m still working on the list for the schools. Can you forward me the mail list that you have? Please keep me up to date on deadlines packages will need to be sent to the schools.

Thanks
Paul

Paul D. Schmidt, P.E.
Project Manager
A fire erupted yesterday afternoon that I have to extinguish this morning. So, unfortunately, I am unable to make today’s meeting. However, I do have a few contributions/requests:

- **NHWPCA Trade Fair** – Manchester Executive Court Club is tentatively holding April 10th for our trade show. The contact is Missy and her e-mail address is info@executivecourtbanquet.com. I sent her an e-mail this morning noting we were meeting today.

- **NEWEA Journal** – I need contributions to the NEWEA journal’s NIH section. Do we have any pictures of the fall meeting?

- **Operator Exchange** – Ken LeBlanc of Manchester is scheduled to go to VT November 5th to 7th. He will visit six WWTPs and then attend the Green Mountain trade show in Burlington. Our operator exchange went well as Nathan Lavallee of VT spent two days with us and visited five WWTPs and our fall meeting.

Thank you,

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I will make it............

See you all tomorrow.............

Hi All,

Just wanted to get a head count for the meeting this Friday. I know that Kevin and Andrea will not be able to attend. But I would like to hear from the rest of you as to whether or not you will be able to make it here on Friday?

Thanks

Kristin
REPORT AS OF 9/30/13

RECEIPTS:

Registrations:
8/23/13 deposit $210.00
9/30/13 deposit $2,030.00

Total Registrations $2,240.00

Sponsors:
N/A $-

Total Sponsors $-

RAFFLE:
50/50 raffle for OPS Challenge $100.00

EXPENSES:
Monadnock Country Club $-(286.00)
Fiddleheads Café and Catering $-(1,450.30)

Total Expenses $(1,736.30)

OUTSTANDING RECEIPTS:
George Neill $30.00

REFUND: To John Esler since HTA paid his registration $(50.00)

NET RECEIPTS TO DATE $553.70
It is our hope that we will soon be able to break ground on a memorial that commemorates New Hampshire’s dedicated municipal and state public works employees.

ONE OF MANY TRUE STORIES

You may not know Jim Rivers of Concord, but in 1959 at the age of 9 something tragic happened that changed his life forever. His father was killed while working for the New Hampshire Department of Transportation installing lights on the newly constructed General Sullivan Bridge in Newington, New Hampshire. He is not alone. His dad was one of many public employees, before and since, who gave their life while working for their city, town or the State of New Hampshire.

Public Works Employee Memorial
c/o Commissioners Office
NHDOT, PO Box 483
Concord, NH 03302-0483
Website: www.nh.gov/dot/nhmemorial
Email: Bureau58@dot.state.nh.us
Phone: (603) 271-2694
(This Phone Is Linked with NHDOT Bureau of Highway Maintenance)

In remembrance of all the public employees that have died in the course of performing their public duties, the New Hampshire legislature has made it possible for us to create a memorial honoring their dedication and sacrifice.
PUBLICATION WORKS EMPLOYEE MEMORIAL of New Hampshire

The memorial site at 7 Hazen Drive in Concord in front of the State of New Hampshire, Department of Transportation building features a brick walkway encircling the memorial's reflection area, which is a garden of perennials. Four granite benches allow visitors to sit and reflect, with another larger space for group gatherings. The monument features 24 shovels along the roadway signifying the 24 hours in a day that public works employees maybe called upon to work.

ABOUT THE MEMORIAL

Our New Hampshire State Legislators recognized the need to acknowledge the sacrifice of numerous public works employees who died in the course of performing their public duties. On June 15, 2009, Governor Lynch signed into law House Bill 608 (RSA 4:9-j) which established a committee to oversee the design and construction of a memorial for these public works employees. The legislation also established a special account for the deposit of funds donated to the memorial. Will you help us to meet our goal of $300,000 by contributing to build this worthwhile memorial?

IN-KIND DONATIONS

These are donations of goods or services that contribute to the overall project goal such as material and labor to prepare the site, construct and maintain the memorial.

MONETARY DONATIONS

The committee has suggested various levels of giving:

- PLATINUM level ............... $5,000
- GOLD level ..................... $2,000
- SILVER level ................... $1,000
- BRONZE level .................. $400
- GRANITE level ................. up to $399

Those interested in making a tax-deductible charitable contribution to the memorial are urged to contact us via phone or email.