NHPCA November 16, 2012 BOD Meeting
Minutes

Attendees:  Dave Lovely, David Mercier, Kristin Noel, Peter Goodwin, Tim Vadney, Ray Vermette, John Adie, Sean Greig, Nancy Lesieur, Gerry Curran

Guests:  Todd Gionatti, Mike Trainque, Ray Gordon, Shelagh Connelly

The Meeting was held at the Hall Street WWTF in Concord and started at 11:08 a.m.

Comments on the October 19, 2012 Minutes:  Tim made a motion to approve minutes, seconded by Kristin.  Vote was unanimous to accept.

Winter Meeting

Per John, we are good.  Ray said contract includes screen and projector.  We do have a head table.  Currently booked for 125 people.  Linda will have to take a count at the door for those that want to take Redhook tour after meeting.

Dave L. prepared an agenda for meeting – see attached.  Ray Gordon asked if new Management Training candidates’ names can be announced – Kristin to do.

NEWEA Awards

Letters have been sent to winners by NEWEA.  John will acknowledge winners at Winter Meeting.

2013 Legislative Breakfast

Shelagh would like announcement made at Winter Meeting for Breakfast.  Dave M. to send eBulletin announcing Breakfast and providing legislator list and asking membership to call for attendance.  2013 Breakfast theme will be “Water Matters”.  Four articles were recently put in Town and City Magazine regarding water infrastructure issues that will be featured at Breakfast.  Date is set for March 6.  No dams this year.  Legislative Affairs Committee wants to buy pin/buttons again.  Tim of LGC is really pushing delayed and deferred SAG
payment and also sustainable funding. Discussions ongoing to author legislation for a 5-cent/bottle tax to fund water/wastewater/solid waste infrastructure. Tim will be closing speaker at Breakfast. Another planning meeting is scheduled for right after Winter Meeting. John motioned that the Board authorize $400.00 for the purchase of buttons/pins for the Breakfast. Seconded by Kristin. Vote was unanimous. Four articles in *Town and City Magazine* can be seen on LGC's website. Geri to add link to this on NHWPCA website.

**Website**

Dave M. reworked the Website Maintenance contract and sent out to Board for review. Several comments on duties were voiced at meeting which will be incorporated into final version (see attached). Tod Gionatti of Newmarket WWTF is willing to take on website maintenance duties for 2013.

**Budget**

See last month's minutes. Nancy has a group of checks from Linda to deposit that include some dues for next year. Consensus was to stick with doing new budget after the new year.

**POTY Award**

Dave L. called Kevin MacLean at Hanover so that the plaque can be presented for last year at the Winter Meeting.

**Board Members**

Dave L. and Dave M. both spoke to both Kurt Robicheau and Kevin MacLean regarding open Board positions. Kurt is interested; Kevin is on the fence for 3rd Director.

Gerry Curran, Sean Greig, and Mike Sullivan will work with this information and present nominees to Board before Winter Meeting.

**WSI Presentation**

WSI is the Association's website hosting company and website is generated with WSI's WordPress software. A presentation was given by Mark E. Patton to the Board to explain services that can be purchased. Mark has been asked to take over Bob Shaughnessy's accounts as Bob has left WSI. We currently have no contract with Mark and need to negotiate a new one. Mark suggests we consider a contract for a 10-case agreement at $1,000/12 months. Otherwise, it is pay-as-you go at $200/hour for tech support; minimum charge is one hour.
COMMITTEE REPORTS:

Activities: Nancy

No report.

Communications: Kristin

See Website. Poster Contest entry deadline is January 18.

Education: Andrea

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. Vote was unanimous.

Legislative: Peter

See Legislative Breakfast.

Membership: John

No report.

Newsletter: Joe

Todd Gionatti said next issue is at printers.

Safety: John

Hosted class yesterday. It was well attended and went well.

Scholarship: Tim

No report.

Ops Challenge: Tim

One new member needed for next year to replace Max Driscoll.
Permit: Peter

The Permit Committee met recently and is meeting again on 11/30. Committee is trying to plan next symposium; theme to be determined. Metals likely to be a focus. Also, Committee would like a page added on the website.

NEW/OTHER BUSINESS:

- Ryan of T&B told Dave L. he would like to be on a committee.
- Draft Sponsorship Program. Tabled until next meeting.
- David M. to coordinate with Gerry about getting Board roles binders to scan and put on website. Dave M. is working on this.
- Nancy was notified by State that they have property that is Association’s. She will find out what it is.
- Shelagh brought up the NEWEA video on Water Matters. A link should be put on our website to this video.
- Peter still looking into getting t-shirts with logo for Association advertising.
- Peter would like Association to participate in Women in Construction Business Career Day hosted in Hopkinton, NH in September each year. Try not to set Fall Meeting on same dates.

Meeting adjourned at 2:20 p.m.

Next meeting will be the Winter Meeting.
New Hampshire Water Pollution Control Association
PO Box 1382
Londonderry, New Hampshire

NHWPCA Director’s Meeting
Friday November 16th
Location: Concord WWTP
Time: 11:00

Agenda

➢ Current Business:
  • Winter Meeting
  • Newea Awards
  • 2013 Legislative Breakfast
  • Web Site
  • Budget
  • Plant Year / Last Year
  • Board Members

➢ Committee Reports:
  • Activities-Nancy Lesieur
  • Communications-Kristin Noel
  • Education-Andrea Martel
  • Legislative & Regulatory Affairs Peter Goodwin
  • Membership-Dave Lovely/ John Adie
  • Newsletter-Joe Laliberte
  • Safety- John Adie
  • Scholarship-Tim Vadney
  • Ops Challenge- Tim Vadney

➢ Next Board Meeting
2012 WINTER MEETING

Welcome everyone to the 2012 Winter Meeting
Thank the City of Dover for their hospitality and tours of their facility.
Thank the vendors for the showcasing of their process equipment
Introduce Deborah Mahoney on behalf of the City of Dover and Marc Morin of AECOM to speak on the dewatering upgrade from pilot study to project start up.
Lunch Buffet / Raffle tickets
Introduce John Adie
Committee updates membership/ Newea Awards
Introduce Nancy Lesieur
Committee report/ budget
Introduce Gerry Curran
Nomination of new board members / election of new board members
Present POTY Award to the town of Hanover
Congratulate the Operation Challenge team for their 1st place finish in process control.
Outgoing Presidential speech
Incoming Presidential speech
2013 event dates
Introduce Santa
Raffle with Santa
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 ________________ , as a contracted VENDOR, has agreed to provide such services, the following conditions are hereby agreed to between:

VENDOR
NAME
ADDRESS
HOME #:
CELL #:
E-MAIL:

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

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

1. ________________ (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, 2013 through December 31, 2013.

5. This agreement expires on December 31, 2013. 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 2014, 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:

______________________ VENDOR          Date: ____________________

______________________ NHWPCA          Date: ____________________
The New Hampshire Water Pollution Control Association is a non-profit, environmental association that provides a forum for water pollution control professionals from New Hampshire to promote a positive image of the industry while sharing knowledge of the latest technology at NHWPCA-sponsored meetings and seminars.

The services to be provided are considered to be separate contracted services, and an IRS Form 1099 will be issued to the Vendor. Duties are described below:

**Duties Include:**

1. Maintain membership database (approx. 400 records).

2. Develop and distribute membership mailings (approx. 6 per year).

3. Send renewal notices and receive membership dues and forward monies received to NHWPCA Treasurer.

4. Maintain vendor database (approx. 400+/--records).

5. Receive and process registrations and checks for meetings and/or other events as requested. Checks to be forwarded to the Treasurer in a timely manner.

6. Develop and distribute notices for periodic specialty training seminars (one or two per year).

7. Check the Association’s post office box bi-weekly on an ongoing basis and more frequently around major Association events.

8. Any other assigned duties within the realm of the position.

9. Prepare monthly requisition for Administrative Assistant position time and expenses in a format acceptable to the Board. Invoices shall be detailed and contain a breakdown of tasks completed, the date, and associated hours. Invoices shall be submitted to the President prior to each Board of Directors’ meeting.

This position is anticipated to require between 150 to 250 hours over the course of the year.

The President, Vice President, Secretary, and Treasurer of the Association will evaluate performance and the time requirements annually in November and consider re-negotiating the contract, if considered appropriate.
Agreement for Services
NHWPCA Website Maintenance

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

**VENDOR**

NAME
ADDRESS
HOME #: 
CELL #: 
E-MAIL: 

**CLIENT**

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

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

1. __________________ (VENDOR) will perform website maintenance services for www.nhwpca.org as outlined in the attached document (Attachment A) on a contract basis to the NHWPCA. 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, 2013 through December 31, 2013.

5. This agreement expires on December 31, 2013. 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 2014, 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:**

_________________________ VENDOR Date: ________________________

_________________________ NHWPCA Date: ________________________
The New Hampshire Water Pollution Control Association is a non-profit, environmental association that provides a forum for water pollution control professionals from New Hampshire to promote a positive image of the industry while sharing knowledge of the latest technology at NHWPCA-sponsored meetings and seminars.

The services to be provided are considered to be separate contracted services, and an IRS Form 1099 will be issued to the Vendor. Duties are described below:

**Duties Include:**

1. Update the website on a weekly basis to include new information provided by the NHWPCA or obtained from the NHWPCA. As a minimum, updates should include new information presented in eNews and eBulletin documents put out by the Communications Committee, Board of Directors’ Meeting minutes once approved by the Board, and membership mailings sent out by the Administrative Assistant.

2. Keep the website information fresh regarding NHWPCA Meetings, Events, Scholarships, and Contests.

3. Regularly review each page of the site and test, identify, and fix all broken leaders/links.

4. Send emails to the President, Secretary, Communications Committee chair, and Administrative Assistant if information has not been provided in a timely manner to allow weekly updates to occur. The emails should be cc’d to the President.

5. On at least an annual basis, request updates from each Committee chair for current committee members and contact information. New Board of Director information must be updated by mid-January each year.

6. Coordinate with web-hosting company to rectify problems that develop with the site in terms of updating content or in the event of virus or security breech issues.

7. Attend Board meetings to brief Board members on website issues as requested.

8. Any other assigned duties within the realm of the position.

9. Prepare monthly requisition for Website Maintenance position time and expenses in a format acceptable to the Board. Invoices shall be detailed and contain a breakdown of tasks completed, the date, and associated hours. Invoices shall be submitted to the President prior to each Board of Directors’ meeting.
This position is anticipated to require between 120 to 180 hours over the course of the year.

The President, Vice President, Secretary, and Treasurer of the Association will evaluate performance and the time requirements annually in November and consider re-negotiating the contract, if considered appropriate.