NHWPCA February 19, 2015 BOD Meeting Minutes

Attendees: Kevin MacLean, David Mercier, Ken Conaty, Peter Goodwin, Andrea Martel, Kurt Robichaud, Noelle Osborne, Elizabeth Harrington, Fred McNeill, Tim Vadney (via phone)

Guests: Ray Gordon, MaryJane Meiers

The Meeting was held at the Hall Street WWTF in Concord and started at 10:00 a.m.

Comments on the January 15, 2015 Minutes: Kevin made a motion to approve minutes, seconded by Ken. Vote was unanimous to accept.

Trade Fair/Spring Meeting

Announcement has been mailed out. There will be two technical sessions. MaryJane will provide sign-in sheets for auditing for CEUs, both at door and at technical sessions. We will re-issue NEWEA Awards in addition to Poster Contest winners. Fred will ask Mike Formica to attend, Gene Forbes will attend and these two will present awards.

Association Name Change

Per Elizabeth, 307 members through 2/15/15. Only 197 have voted. Current vote tally vs. 129 Yes, 68 No, Question 1; 111 Yes, 86 No, Question 2.

Based on numbers, both ballot questions failed to pass. Note: Over 100 members did not vote (left ballot blank). It was noted quite a few ballots were blank as a result of larger plants’ administrative staff sending in renewals on behalf of operators.

Budget

See attached historical budget information. Noelle would like to purchase QuickBooks Premier 2015 to assist in generating budget. Fred made a motion to purchase for $280. Motion seconded by Kurt. Vote was unanimous. Dave to
send Noelle and Elizabeth copies of event summary reports Sean Greig had drafted for future use. Kevin made a motion to accept the proposed 2015 Budget (attached). Motion seconded by Noelle. Vote was unanimous.

Organizational Guide/Manual

Peter will take first shot at drafting guide/manual. Once it is complete, Peter will solicit volunteers to assist taking it to completion.

Poster Contest

Voting to occur to choose poster winners after this meeting.

NH Fish & Game Day

April 18. Ray said everything is on track. This will be a big one as it is F&G’s 150th Anniversary.

COMMITTEE REPORTS:

Discussion was held on how to assign Committee Board Liaisons. Consensus was that having the same liaison year-to-year makes sense. This is preferred to switching each year. Open liaison positions to be assigned in January each year.

NEWEA State Director’s Report: Fred

See attached report. NEWEA Operator Exchange this year will be with Massachusetts. Given that NH is the host state for the NEWEA Spring Meeting in June, we should identify potential speakers for the Operators Forum.

Activities: Noelle

See attached report. Golf Tournament is August 6. Fred is on top of this.

Communications: Dave

See attached report.

Education: Andrea

See attached report.

Legislative: Peter

Refer to NEWEA State Director’s Report attached. Recently multiple people testified with regard to bill to pay Delayed and Deferred SAG. Tim Fortier at NHMA is heading this effort.
**Membership: Paul**

No report. Need to work on corporate membership and corporate sponsorship.

**Newsletter: Kurt**

See attached report. Elizabeth provided an updated vendor email list to Stephanie. Currently sending out 420 newsletters but membership is only 307 +/- ?. Committee is concerned with budget and thinking some money collected at Trade Fair was earmarked for them.

**Permit: Peter**

NEWEA did not write letter of support to John Hall’s request either. Rather they wrote a letter supporting “good science” be applied to permitting. Peter will be working on Permit Committee website page.

**Safety: Ken**

See attached report.

**Scholarship: Tim**

See attached report.

**Ops Challenge: Tim**

Paula is working to pull a team together but no team yet. Tim to draft text for eBulletin to drum up interest.

**NEW/OTHER BUSINESS:**

- Andrea is working on draft Corporate Sponsorship. This needs to be dealt with. Peter has sent helpful sample for Andrea to reference in developing ours. Paul will contact Andrea to help complete.
- Dates: **Legislative Breakfast** on March 25, 2015; **Trade Fair** on April 9, 2015; **NH F&G Day** on April 18, 2015; **Summer Meeting** on June 26, 2015 (to be confirmed); **Golf Outing** on August 6, 2015.
- Board wants new booth. Want a new tabletop pull up display and a banner table skirt. Need to get in budget this month and assign person to do next month.
- NEWEA Award plaque updates. Dave to take care of this.
- Next month the Board needs to discuss assigning awards (NEWEA, POTY) to a committee.
• Kevin brought up the Association’s 50th Anniversary. Need to start discussing possibilities/ideas. Fred will find a 50th seal to start using.
• Granite State Rural Water requested if they will be comp’d at Trade Fair. Decision was yes as they comp us at their annual show in September.

Meeting adjourned at 12:35 p.m. upon motion made by Peter and seconded by Tim.

Next meeting to be held on March 13 at 10:00 a.m. at the Concord, WWTF.
NHWPCA Director’s Meeting  
Friday: February 19, 2015  
Location: Concord Hall Street WWTF  
Time: 10:00 a.m.

Agenda

➢ Current Business:

- Approval of last meeting minutes
- Spring Meeting
- Association name change
- Budget
- Poster Contest (move to end)
- Other

➢ Committee & State Director Reports:

- NEWEA State Director
- Activities
- Communications-Dave Mercier
- Education-Andrea Martel
- Legislative & Regulatory Affairs-Peter Goodwin
- Membership-John Adie/Elizabeth Harrington
- Newsletter-Kurt Robichaud
- Permit-Peter Goodwin
- Safety- Ken Conaty
- Scholarship-Tim Vadney
- Ops Challenge- Tim Vadney
- Certification Committee-Kevin Mclean

➢ Next Board meeting at Concord WWTF
COMMITTEE/BOD REPORT

NHWPCA
PO BOX 1382
LONDONDERY, NH 03053
nhwpcad.ellizabeth@gmail.com
603 321-7012

GUIDELINES FOR COMMITTEE/BOD REPORT

BOD MEETING DATE: 2/19/2015

BOD NAME: Fred McNell

COMMITTEE CHAIR NAME: NEWEA State Director

RECENT ACTIVITIES: Wrote an article for The Collector on award winners at recent NEWEA Annual Conference. Writing an article for The Collector on the NEWEA Operator Exchange Program. Working w/ Leg. Affairs Committee on Legislative Breakfast. Secured speakers, finalized agenda, and sent out invitations. Working w/ Leg. Affairs Committee on NEWEA Congressional Breakfast in Washington, DC on April 13th – 15th. Working with NEWEA to secure keynote speakers for Spring Conference at Mt. Washington Hotel June 7th - 10th. Lastly, as host state, we should have booth at NEWEA Spring Conference with special NH theme.

DECISIONS MADE: Click here to enter text.

MEETINGS HELD/ATTENDED: Attended NEWEA Annual Conference in Boston in January. Next NEWEA BOD meeting is at NEWWA Annual Conference in April in Worserer.

ACTION PLAN COMMITTEE/BOD ASSIGNMENTS: Will re-award NEWEA/EPA awards from NEWEA Annual Conference at our Trade Fair in April. Need to identify candidates for 2016 NEWEA/EPA awards. Need to Identify candidates for NEWEA Operator Exchange program this fall. Determine unique host state activities/display for NEWEA Spring Conference.

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: Click here to enter a date.

OTHER RECOMMENDATIONS:

REPORT SUBMITTED BY: Fred McNell

DATE SUBMITTED: 2/16/2015

DISTRIBUTION: NHWPCA Affiliate Liaison
BOARD OF DIRECTOR Meeting
Other: Click here to enter text.

NEWSLETTER
Click here to enter text.
Please check if item should be expanded for external release. □
COMMITTEE/BOD REPORT

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603 321-7012

GUIDELINES FOR COMMITTEE/BOD REPORT

BOD MEETING DATE: 2/20/2015

BOD NAME: Click here to enter text.

COMMITTEE CHAIR NAME: ACTIVITIES COMMITTEE, MIKE THERIAULT

RECENT ACTIVITIES: DEPOSIT MADE FOR SUMMER MEETING AT ELLACOYA STATE PARK ON FRI 6/26/15. FLYER FINALIZED FOR SKI DAY ON FRI 3/27/14 AT SUNDAY RIVER.

DECISIONS MADE: Click here to enter text.

MEETINGS HELD/ATTENDED: N/A

ACTION PLAN COMMITTEE/BOD ASSIGNMENTS: 1. SKI DAY FLYER TO BE DISTRIBUTED IN EMAIL BLAST, ON WEBSITE, AND WITH SPRING MEETING MAILER. 2. ELIZABETH TO PROVIDE MIKE THERIAULT A COPY OF MEMBERSHIP LIST FOR SKI DAY REGISTRATION. 3. MIKE THERIAULT TO SOLICIT SKI DAY SPONSORS. 4. MIKE THERIAULT TO PROVIDE A MEMO TO BOD SUMMARIZING ALTERNATIVE SUMMER MEETING LOCATIONS FOR THE FUTURE AND COST IMPACTS. 5. MIKE THERIAULT TO SETUP PLANNING MEETING FOR SUMMER MEETING, TO BE IN APRIL 2015.

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: Click here to enter a date.

OTHER RECOMMENDATIONS: STILL LOOKING INTO OTHER PHILANTHROPY EVENTS SUCH AS HABITAT FOR HUMANITY (W/ NH ASCE) OR NH FOOD BANK DAY

REPORT SUBMITTED BY: MIKE THERIAULT

DATE SUBMITTED: 2/11/2015

DISTRIBUTION: NHWPCA Affiliate Liaison
BOARD OF DIRECTOR Meeting
Other: Click here to enter text.

NEWSLETTER

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COMMITTEE/BOD REPORT

NHPCA
PO BOX 1382
LONDON DERRY, NH 03053
nhwpca.elizabeth@gmail.com
603 321-7012

GUIDELINES FOR COMMITTEE/BOD REPORT

BOD MEETING DATE: 2/19/2015
BOD NAME: David Mercier
COMMITTEE CHAIR NAME: David Mercier

RECENT ACTIVITIES: Sent email to all past committee members letting them know the ComCom will be meeting monthly again. Only 4 active members at this point. Meetings to be held at Underwood Engineers office in Concord, NH. Teleconferencing in will be an option. Geri is asking all members to stop by the Nashua WWTF the week of 2/16 to vote to narrow poster entries down prior to final voting by BOD.

DECISIONS MADE: None this month
MEETINGS HELD/ATTENDED: None this month
ACTION PLAN COMMITTEE/BOD ASSIGNMENTS: None for now
NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: 3/13/2015
OTHER RECOMMENDATIONS: None for now
REPORT SUBMITTED BY: David Mercier
DATE SUBMITTED: 2/17/2015

DISTRIBUTION:
- NHPCA Affiliate Liaison
- BOARD OF DIRECTOR Meeting
- Other: Click here to enter text.

NEWSLETTER
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COMMITTEE/BOD REPORT

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GUIDELINES FOR COMMITTEE/BOD REPORT

BOD MEETING DATE: 2/19/2015

BOD NAME: Kurt Robichaud

COMMITTEE CHAIR NAME: Stephanie Rochefort/Newsletter

RECENT ACTIVITIES: Meeting 1/22/15

DECISIONS MADE: Click here to enter text.

MEETINGS HELD/ATTENDED: 1/22/15

ACTION PLAN COMMITTEE/BOD ASSIGNMENTS: Put newsletter on agenda for Feb. mtg.

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: 2/13/2015

OTHER RECOMMENDATIONS: Click here to enter text.

REPORT SUBMITTED BY: Kurt Robichaud

DATE SUBMITTED: 2/10/2015

DISTRIBUTION: NHPCA Affiliate Liaison
BOARD OF DIRECTOR Meeting
Other: Click here to enter text.

NEWSLETTER
Several issues were discuss, updated mailing list, bulk mail permit and several others that will be discuss during our next BOD mtg. on Feb. 19th.
Please check if item should be expanded for external release. □
COMMITTEE/OFFICER REPORT

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GUIDELINES FOR OFFICER/COMMITTEE REPORT

EXECUTIVE COMMITTEE MEETING DATE: 2/16/2015

COMMITTEE/OFFICER NAME: Safety Committee – Kevin McLean

CHAIR/OFFICER NAME: Ricardo Cantu

RECENT ACTIVITIES: Held a meeting on Friday 2/13/2015. Introductions of new member (Patrick Harrington of Focusing Safety). Discussed the planned spring training class on AED/CPR/First Aid. The class is scheduled for May 7, 2015. Reviewed the high priority topics for the fall class. Committee will look at holding an electrical safety class in the Keen/Lebanon/Claremont/Hanover area. The committee is trying to get a specialized class in each region to try to overcome the travel obstacles. Joel and Roxanna will look at re-energizing the plant visits to determine individual plant safety needs and get the word out on the extent of the Safety Committee’s tasks.

DECISIONS MADE: Coordinate the AED/CPR training in May. Looking ahead to the spring of 2016 looking to sponsor a chemical-hazards with respirator training for those specific hazards. Submitted Kevin’s “Near Miss” Article to the Collector for publishing.

MEETINGS HELD/ATTENDED: Next meeting is scheduled for Friday, April 17, 2015.

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: The plan continues to be to implement the results of the Safety Survey for future training programs. Continue to have a “Near Miss” article available for each ensuing Collector.

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: 2/13/2015

OTHER RECOMMENDATIONS: Click here to enter text.

REPORT SUBMITTED BY: Ricardo Cantu
DATE SUBMITTED: 1/5/2015

DISTRIBUTION: NHWPCA Affiliate Liaison
Executive Committee Meeting
Other: Safety Committee Members

NEWSLETTER

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COMMITTEE/BOD REPORT

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GUIDELINES FOR COMMITTEE/BOD REPORT

BOD MEETING DATE: Click here to enter a date.
BOD NAME: Click here to enter text.
COMMITTEE CHAIR NAME: Michael Carle
RECENT ACTIVITIES: Currently waiting for applications to come in
DECISIONS MADE: None
MEETINGS HELD/ATTENDED: None
ACTION PLAN COMMITTEE/BOD ASSIGNMENTS: None
NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: 3/5/2015
OTHER RECOMMENDATIONS: None
REPORT SUBMITTED BY: Michael Carle
DATE SUBMITTED: 2/17/2015

DISTRIBUTION: NHWPCA Affiliate Liaison
BOARD OF DIRECTOR Meeting
Other: Click here to enter text.

NEWSLETTER
As a reminder, this year's scholarship is being made available to college students enrolled in water or wastewater related majors. If you know of any deserving student, send them to our website. All the information is there, including the online application. The deadline is coming up on March 6th! Please check if item should be expanded for external release. ☑
COMMITTEE/OFFICER REPORT

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603 321-7012

GUIDELINES FOR OFFICER/COMMITTEE REPORT

EXECUTIVE COMMITTEE MEETING DATE: 2/19/2015

COMMITTEE/OFFICER NAME: Education Committee

CHAIR/OFFICER NAME: Andrea Martel

RECENT ACTIVITIES: Spring 2015 class topics that require NHWPCA funding include 7 classes: Hach’s Process Instrument Verification the fee is $2,900 to bring the speaker from CO; Ray Gordon’s Biosolids class in conjunction with NEBRA $600; What’s Flushable class $750; Time Management class thru Bureau of Ed $650; Basic Math class $300; FOG Programs for Success $800; Safety Committee class First Aid, CPR and AED $35 /student and speaker fee funded by Safety Comm budget estimated $800. Total = $ 6,800. To cover these costs, 9 classes in the 2015 training program requires registration fees made payable to NHWPCA. Also we generated $5,622 in Fall 2014 registrations collected.

DECISIONS MADE: Nothing to note

MEETINGS HELD/ATTENDED: Meeting held Jan 8, 2015 at Franklin Training Center

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: Developing the slate of courses for advertisement/distribution

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: 7/1/2015

OTHER RECOMMENDATIONS: none

REPORT SUBMITTED BY: Mary Jane Meier
DATE SUBMITTED: 2/10/2015
DISTRIBUTION: NHWPCA Affiliate Liaison
Executive Committee Meeting

Other: Click here to enter text.

NEWSLETTER

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Please check if item should be expanded for external release. ☐
**NHWPCA Final Financial Report for 2014**

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

### NHWPCA Checking Account Status

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<td>Ending Balance 1/1/15</td>
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### NHWPCA Budget vs Actual for REVENUE

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<td>$2,800</td>
<td>$2,325</td>
<td>$3,500</td>
<td>$5,456</td>
<td>$4,000</td>
<td>$4,275</td>
</tr>
<tr>
<td>Travel and Training</td>
<td>$2,000</td>
<td>$450</td>
<td>$3,500</td>
<td>$684</td>
<td>$2,000</td>
<td>$1,170</td>
<td>$2,500</td>
<td>$1,561</td>
</tr>
</tbody>
</table>

| Total Expenses                | $75,521      | $65,370     | $80,400      | $80,196      | $78,832      | $87,534      | $82,300      | $67,882      |

Income Vs. Expenses           $ (1,665.44)  $ 3,192.12  $ 778.00  $ (19,269.94) $ 93,500

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