NHWPCA May 15, 2015 BOD Meeting
Minutes

Attendees:  David Mercier, Ken Conaty, Peter Goodwin, Noelle Osborne, Elizabeth Harrington, Fred McNeill, Paul Casey, John Adie, Tim Vadney.

Guests: None

The Meeting was held at the Manchester WWTF and started at 9:01 a.m.

Comments on the April 24, 2015 Minutes: Fred made a motion to approve minutes, seconded by Tim. Vote was unanimous to accept.

Summer Meeting

June 26 at Ellacoya State Park. A tech session has been set up; Ted Berry will be presenting.

Fall Meeting

October 8 at Hanover WRF and lunch at Fireside in Lebanon. Tim, Kevin and Dave to collaborate. Underwood to do breakfast, tours, and presentation.

Winter Meeting

December 10 at Merrimack and lunch at Crown Plaza. Kevin and Ken are handling details. Wright-Pierce will do breakfast, tours, and presentation.

Website

Board of Directors’ minutes back to 2011 are available on-line. Dave to see if Todd knows how much storage we have and if we still have enough or need more. Need Todd to work on getting website ranked better on search engines. Need to add NHWPCA in text in more places and add links to other website. BOD would like to see a new website theme. ComCom to come back with cost and 3-5 options for themes to vote on.
NHWPCA Banner

Peter has been working on this. A 5’x5’ banner has been drafted. Switch to 4’x4’. Also need to get a table skirt with logo.

COMMITTEE REPORTS:

NEWEA State Director’s Report:

Will need a new State Director for 2016.

Activities:

See attached report.

Communications:

See attached report and Website above. Peter, John, and David are planning to attend Proclamation signing with Governor.

Newsletter:

See attached report.

Education:

See attached report.

Legislative & Regulatory Affairs:

May need to author letters relative to re-adoption of Water Quality Rules and SRF Rules.

Membership:

Up to 350 per Elizabeth. Paul and Andrea to get together on corporate membership and sponsorship.

 Permit:

A meeting is pending.

Safety:

Recent class went well.
Scholarship:

See attached report.

Ops Challenge:

No report. Getting ready for NEWEA Spring meeting.

Certification:

See attached report.

NEW/OTHER BUSINESS:

- NEWEA Award plaque updates. Dave to take care of this.
- Noelle is working to get Association’s insurance reinstated; it was allowed to lapse last year.
- Dustin Price is interested in starting a Young Professionals Committee; he will be pitching something to the Board.
- Peter sent email to past presidents for 50th Year Committee and has received a good response.

Meeting adjourned at 10:10 a.m. Motion to adjourn made by Tim and seconded by Noelle.

Next meeting to be held on July 17, 2015 at 10:00 a.m. at the Hall Street WWTF in Concord, NH.
EXECUTIVE COMMITTEE MEETING DATE: 5/15/2015

COMMITTEE/OFFICER NAME: ACTIVITIES

CHAIR/OFFICER NAME: MIKE THERIAULT

RECENT ACTIVITIES: SUMMER MEETING COORDINATION

DECISIONS MADE: SUMMER MEETING TECH SESSION - UV CIPP LINER SEWER REHAB BY TED BERRY CO

MEETINGS HELD/ATTENDED: NONE

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: 1. ELIZABETH TO DISTRIBUTE SUMMER MEETING FLYER. 2. NOELLE TO RENEW INSURANCE AND PROVIDE A COPY OF BINDER TO MIKE THERIAULT (FOR NH STATE PARKS) 3. MIKE THERIAULT PROVIDE A MEMO TO BOD SUMMARIZING ALTERNATIVE SUMMER MEETING LOCATIONS FOR THE FUTURE AND COST IMPACTS.

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: 6/26/2015

OTHER RECOMMENDATIONS: MIKE THERIAULT TO ATTEND BOD MEETING IN AUGUST TO RECAP 2015 SUMMER MEETING AND DISCUSS BOD’S EXPECTATIONS FOR FUTURE SUMMER MEETINGS

REPORT SUBMITTED BY: MIKE THERIAULT

DATE SUBMITTED: 5/12/2015

DISTRIBUTION: NHWPCA Affiliate Liaison
Executive Committee Meeting
Other: Click here to enter text.

NEWSLETTER

Click here to enter text.
Please check if item should be expanded for external release. □
COMMITEE/OFFICER REPORT

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

GUIDELINES FOR OFFICER/COMMITTEE REPORT

EXECUTIVE COMMITTEE MEETING DATE: 5/15/2015

COMMITTEE/OFFICER NAME: Communications Committee

CHAIR/OFFICER NAME: Dave Mercier

RECENT ACTIVITIES: No updates since April report: The communications Committee met on 3/27 to discuss pertinent business and to get back on track with accomplishing the tasks given to the committee. Major points of discussion were: 1) allocation of tasks for this year, 2) 2015 Clean Water Week poster contest details and preparation for 2016 poster contest, 3) Updating the ComCom budget to include an expense item for tickets to the annual Trade Fair for poster contest winners and guests, 4) Discussion on holding a vote for changing to the NHWPCA website theme.

DECISIONS MADE: No updates since April report: Tasks were assigned. The poster contest will continue to be headed up by Geri Ciardelli, NHWPCA e-News and e-bulletins to transition from Dave Mercier to Ransom Horner-Richardson. 2016 poster contest theme to be “How Water Shapes Our Planet” – announcements/rules to be handed out at Wild NH Day. Communications Committee approved adding an expense budget item (to ComCom budget) for 22 tickets for the Trade Fair for poster winners and guests. Committee to vote (via email) on authorizing Todd to present suggested templates for website and on changing the website theme annually.

MEETINGS HELD/ATTENDED: None this month. Previous ComCom meeting 3/27/15

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: N/A

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: 5/22/2015

OTHER RECOMMENDATIONS: None

REPORT SUBMITTED BY: Ransom Horner-Richardson

DATE SUBMITTED: 5/8/2015

DISTRIBUTION: NHWPCA Affiliate Liaison
Executive Committee Meeting
Other: Click here to enter text.

NEWSLETTER

Click here to enter text.

Please check if item should be expanded for external release. □
COMMITTEE/OFFICER REPORT

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

GUIDELINES FOR OFFICER/COMMITTEE REPORT

EXECUTIVE COMMITTEE MEETING DATE: May update

COMMITTEE/OFFICER NAME: Newsletter

CHAIR/OFFICER NAME: Stephanie Rochefort

RECENT ACTIVITIES: summer edition completed — currently in final review before heading to printer

DECISIONS MADE: we decided on a 10 questions format for our get-to-know the board feature. Kurt has distributed this and we’ve received several, but not all. We will publish these as space allows.

MEETINGS HELD/ATTENDED: 4/27/15

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: Click here to enter text.

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

OTHER RECOMMENDATIONS: Next two newsletter dates are 8/28 and 10/30 to absolutely receive articles! We’d love to have the cover feature article on the fall meeting location ahead of the 8/28 date!

REPORT SUBMITTED BY: S. Rochefort

DATE SUBMITTED: 5/14/2015

DISTRIBUTION:
NHWPCA Affiliate Liaison
Executive Committee Meeting
Other: Click here to enter text.

NEWSLETTER

Click here to enter text.

Please check if item should be expanded for external release. □
COMMITTEE/OFFICER REPORT

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

GUIDELINES FOR OFFICER/COMMITTEE REPORT

EXECUTIVE COMMITTEE MEETING DATE: 5/15/2015

COMMITTEE/OFFICER NAME: Education Committee

CHAIR/OFFICER NAME: Andrea Martel

RECENT ACTIVITIES: No major changes to report for May- Enrollments are coming in as expected for classes. Spring 2015 class topics that require NHWPCA funding include 7 classes: (actual invoice amount is shown in parenthesis): 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($500 paid); Basic Math class $300($224 paid); 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 ideas for Fall 2015 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: 5/6/2015
COMMITTEE/OFFICER REPORT

NHWPCA
PO BOX 1382
LONDONDERRY, NH 03053
nhwpca.elizabeth@gmail.com
603 321-7012

GUIDELINES FOR OFFICER/COMMITTEE REPORT

EXECUTIVE COMMITTEE MEETING DATE: 5/15/2015

COMMITTEE/OFFICER NAME: Scholarship Committee

CHAIR/OFFICER NAME: Michael Carle

RECENT ACTIVITIES: Scholarships have been awarded. The checks and the announcement has been sent out.

DECISIONS MADE: N/A

MEETINGS HELD/ATTENDED: None

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: The committee plans

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: N/A

OTHER RECOMMENDATIONS: None

REPORT SUBMITTED BY: Michael Carle

DATE SUBMITTED: 5/13/2015

DISTRIBUTION: NHWPCA Affiliate Liaison
Executive Committee Meeting
Other: Click here to enter text.

NEWSLETTER

Click here to enter text.

Please check if item should be expanded for external release. ☐
COMMITTEE/OFFICER REPORT

NHPCA
PO BOX 1382
LONDONDERRY, NH 03053
nhwpcalizbeth@gmail.com
603 321-7012

GUIDELINES FOR OFFICER/COMMITTEE REPORT

EXECUTIVE COMMITTEE MEETING DATE: 5/15/2015

COMMITTEE/OFFICER NAME: NHDES Certification Committee

CHAIR/OFFICER NAME: Mary Jane Meier / Kevin MacLean

RECENT ACTIVITIES: Committee met May 12 and reviewed exam applications and interviewed 4 reciprocity applicants. We have a few new Outside trainer requests to consider for granting continuing education credit requests. Still expect additional input from Mike Carle to consider CEU credit for an Operator Exchange Program. Here’s a repeat summary of our discussion points/advice. The members see merit in opportunities for operators to network and gain insight from other operator’s practices in use across the state and the nation. Officially, simple plant tours are not eligible for continuing education credit. Ideas to consider as you develop details on the operator exchange proposal that could allow ed credit eligibility: 1) If the exchange were to identify a single, focused problem solving effort – like hands on testing of a new lab method, chlorination set up for filamentous control, unique chemical addition strategy, sour digester recovery, etc…something to truly benefit the needs of the facility. 2) How is the relevancy of the education and tour going to be measured? 3) Perhaps the opportunity to attend or prepare for a budget meeting or sewer commission meeting – where the student operator prepares actual documents for the meeting and assists with the presentation. 4) Participants need to be accountable. The host facility would need to attest that the operator performed the hours, and the operator should be required to write about their experiences and turn it in.

DECISIONS MADE: None- still awaiting further info from Mike Carle.

MEETINGS HELD/ATTENDED: Multiple over the past year. Committee makeup for 2015 consists of Mary Jane Meier, Ray Gordon, Ken Noyes, Dan Peterson and Kevin MacLean. {same as 2014}

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: Awaiting info

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: 7/13/2015
OTHER RECOMMENDATIONS: Determine if this committee should continue to be reported to the Board. This form can be problematic when trying to utilize "cut & paste" functions.

REPORT SUBMITTED BY: Mary Jane Meier / Kevin MacLean

DATE SUBMITTED: 5/14/2015

DISTRIBUTION: NHWPCA Affiliate Liaison
Executive Committee Meeting
Other: Click here to enter text.

NEWSLETTER

Click here to enter text.
Please check if item should be expanded for external release. □