**NHWPCA May 13, 2016 BOD Meeting Minutes**

**Attendees:** Andrea Martel, David Mercier, Elizabeth Harrington, Kurt Robichaud, Kevin MacLean, Sean Greig, Peter Goodwin, Tim Vadney, Paul Casey, Dustin Price, Noelle Osborne

**Guests:** MaryJane Meier

The Meeting was held at the Concord Hall Street WWTF and started at 10:01 a.m.

Comments on the March 11, 2016 Minutes: Tim made a motion to approve minutes, seconded by Noelle. Vote was unanimous to accept.

**Trade Fair Review**

Kevin handed out a recap put together by Elizabeth. Attendance was down a little but financially things went well. Vendor cancellation/no show and request for refund was an issue; need to establish policy. Vendors like the venue; hall had some issues staff wise and coordination wise. Vendors would like to be able to set up night before. Tim will book them for next year (April 6 or 13) but need to let them know about problems this year.

**Scholarship Award**

Mike Carle sent email around on recommended recipient (Samuel Lantenier). Dustin made a motion to approve and Tim seconded. Vote was unanimous. Sean mentioned application needs to clarify whether it is for incoming freshmen or current college students.

**NEWEA Awards/Operator Exchange**

Board needs to nominate Operator of the Year and Alfred E. Peloquin award recipients prior to July 1. Other awards are available. Each Board member should email Sean suggested recipients within next 10 days. Operator Exchange this year is with Rhode Island. Dave to ask Ransom and Todd to advertise Operator Exchange to membership.
50th Anniversary Updates

Another meeting was held recently. Committee will be coming to Board with request for budget to buy commemorative items shortly. Board approved proposed location for 2017 Summer Meeting to be at South Pavilion, Hampton Beach, on June 23.

Past Presidents’ Luncheon is proposed for October 14 at Browns. Peter will propose budget to Board for consideration.

Review Media Policy

See attached. Kevin made a motion to accept proposed social media policy presented by ComCom. Motion seconded by Noelle. Vote was unanimous.

Review Cancel Policy

See attached. Discussion led to changing text to allow cancellation with refund seven (7) days or more prior to event. Refund changed to within thirty (30) days. Also $50 service fee. Also the last bullet was struck. Dustin motioned to approve cancellation policy as revised above. Motion was seconded by Kevin. Vote was unanimous.

COMMITTEE REPORTS:

NEWEA State Director’s Report (Sean Greig):

No report.

Activities (Noelle Osborne):

See attached report. Request made for Board to approve 50th Anniversary logo. Board agreed with Committee’s recommendation. Also see attached Golf Outing update.

Communications (David Mercier):

See attached report. Much discussion ensued regarding the change in venue for the Poster Contest. Board wants to revitalize and continue program. Dave will talk to the NHDES about getting involved again with staff and money to support the program better.

Education (Ken Conaty):

See attached report.
Legislative & Regulatory Affairs (Peter Goodwin):

See attached report. DC Fly-In in 2017 will March 21/22.

Membership (Paul Casey):

No report. Membership is down a bit from last year.

Newsletter (Kurt Robichaud):

No report. Committee needs more membership!

Permit (Dustin Price):

No report. Letter to NH NPDES permit holders is in the works.

Safety (Ken Conaty):

No report.

Scholarship (Tim Vadney):

See attached report.

Ops Challenge (Tim Vadney):

No report. A 2016 Team has been formed!

Safety Committee-Electrical Class/Milford

Milford has requested to host an electrical class. MaryJane will contact Milford to discuss options.

NEW/OTHER BUSINESS:

- Need new people to be authorized signers on Association’s bank account before end of year.
- Corporate Membership and Sponsorship. Paul and Andrea are getting numbers from bigger sponsors to set rates. Need to act on at July meeting.
- NHPWMA Board Position. It was discussed that a municipal person should fill this positon and not someone from the State. Johnna presented on mutual aid at Trade Fair and made a pitch for a member to fill this position. Status? MaryJane to check.
- Wastewater Management School/Training will be run again in 2017.
• Per Noelle, we need to have a Conflict of Interest policy per tax consultant. One needs to be adopted.

Motion to adjourn made by Dustin and seconded by Tim. Meeting adjourned at 11:53 a.m.

Next meeting to be held on June 17, 2016 at Pawtuckaway State Park.
New Hampshire Water Pollution Control Association
PO Box 1382
Londonderry, New Hampshire 03053

NHWPCA Director’s Meeting
Friday, May 13, 2016
Location: Concord Hall Street WWTF
Time: 10:00 AM

AGENDA

➤ Current Business:

- Approval of March meeting minutes
- Safety Committee-Electrical class/Milford
- Safety Committee-Survey Request
- Trade Fair Review
- Scholarship award
- NEWEA Awards/Operator Exchange
- 50 Year Anniversary updates
- Review media policy
- Review cancel policy

➤ Committee & State Director Reports:

- NEWEA State Director
- Activities
- Communications
- Education
- Legislative & Regulatory Affairs
- Membership
- Newsletter
- Permit
- Safety
- Scholarship
- Ops Challenge

Next Board meeting at Pawtuckaway State Park on June 17, 2016.
Trade Fair Results April 8, 2016

Trade Fair Exhibitors
46 Booths - 2016
41 Booths - 2015
44 Booths - 2014

Repeat Vendors from...the 46 total:
27 - Repeat exhibitors from 2014
29 - Repeat exhibitors from 2015

Attendance
79 signed-in under Membership List
56 signed-in under Vendor List (6 Booths had no one sign-in)
135 Total Signed-in

Luncheon
76 Members Registered
49 Vendors Registered
125 Total Registered (First year without Poster Contest participants for Attendance Comparison)

96 Tickets collected at luncheon

$670 CASH Raffle Total

Trade Fair Attendance Comparison 2007-2016

<table>
<thead>
<tr>
<th>Year</th>
<th>Registration Count</th>
<th>Location</th>
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<tbody>
<tr>
<td>2007</td>
<td>183</td>
<td>Sheraton Nashua</td>
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<tr>
<td>2008</td>
<td>149</td>
<td>Margate Resort</td>
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<tr>
<td>2015</td>
<td>130</td>
<td>Executive Court</td>
</tr>
<tr>
<td>2016</td>
<td>125</td>
<td>Executive Court</td>
</tr>
</tbody>
</table>
NHWPCA SOCIAL MEDIA POLICY

New Hampshire Water Pollution Control Association has established an account on social media platforms, including Twitter and Facebook. In order to protect the professional reputations of NHWPCA and affiliated organizations, and for the protection of its members, the following policy has been established to define the organization’s approach to the social media platforms used by the Association. Hereafter, the word “feed” shall refer to the unique social media page (i.e., Twitter, Facebook, LinkedIn, etc…) dedicated to NHWPCA members and its accepted Followers. The word “post” shall refer to a statement or link that is posted on the NHWPCA social media feed.

The objectives of the Social Media Policy are as follows:
- Define the objectives of NHWPCA’s participation in social media;
- Define which NHWPCA members are authorized to administer the NHWPCA social media feed(s);
- Define the checks and balances to be used by NHWPCA members authorized to administer the social media feed(s);
- Describe the content and topics acceptable (and not acceptable) for posts;
- Outline guidelines for interacting with other social media users;
- Establish a Privacy Statement and Disclaimer to appear on the NHWPCA social media feed(s)

Objectives

The objective of each NHWPCA social media feed(s) is to inform members, affiliate groups, and regulatory agencies about resources that NHWPCA can provide to its members, information pertinent to the industry, and the activities of members.

The social media feed(s) will supplement and complement the information NHWPCA publishes on its website (www.nhwPCA.org), in its quarterly newsletter (The Collector), and that is made available at its conferences and events.

The benefits of the dynamic social media feed(s) include:
- Letting NHWPCA Followers know about important events, training, regulations, and conferences that may be of interest, and providing links to those.
- Linking NHWPCA Followers to information about NHWPCA that is published by other sources.
- Providing current, accurate information in a timely manner to a wide audience.
- Communicating with those members that use mobile devices.

Members Authorized to Administer NHWPCA Social Media Feeds

The following NHWPCA members shall share a log-in to each NHWPCA social media feed.
- The NHWPCA President
- The Chair of the Communications Committee and/or the Chair’s designee
- Members of the Communications Committee, with approval from the Chair of the Communications Committee

These members shall be considered authorized to administer the NHWPCA social media feed(s), and
have the responsibility to do so in compliance with the limitations included in this Policy.

Checks and Balances

Authorized administrators of the NHWPCA social media feed(s) shall use e-mail to solicit approval from other authorized members prior to posting a specific post or sending and responding to private messages from the NHWPCA social media account. No post shall be added to the Feed without the agreement of at least two other authorized administrators.

If authorized administrators cannot agree on the appropriateness of a proposed post, the content shall be presented to the Board of Directors in writing at the next scheduled meeting. The Board of Directors Shall vote to accept or reject the proposed post.

Authorized administrators of the NHWPCA social media feed(s) shall discuss on a monthly basis, as needed, in person or by e-mail, any comments, compliments, and/or criticisms received on materials added to the NHWPCA social media feed(s). These discussions shall be used to revise the Social Media Policy over time.

Content and Topics Acceptable for Updates and Posts

NHWPCA will post information on the following:

- Updates from NH DES, NEWEA, and WEF
- New or proposed regulatory changes (federal or regional) related to water quality and wastewater
- Attendance by NHWPCA members at conferences or meetings
- Summary from legislative trips to Washington, DC
- Dates and times of monthly Board of Directors meeting, with link to the agenda
- Link to minutes from Board of Directors meeting
- Announcement of NHWPCA meeting dates and locations
- Requests for speakers and moderators at events
- Changes to members of the NHWPCA Executive Committee
- Presentations done by NHWPCA members
- Project updates (construction start; facility startup) of NHWPCA member facilities
- Requests for assistance (emergency generators, portable pumps, etc…) from NHWPCA member facilities
- Awards or honors given to NHWPCA members
- New Member announcement
- Announcement of promotions, new hires, retirement, etc…
- Licenses and certifications received by NHWPCA Members
- Links to NHWPCA in the media
- Updates to the NHWPCA website
- Abstract deadlines for conferences
- Clean Water Week poster contest
- Community events based on or around New Hampshire’s waters
- News from around the State (i.e., flooding, road closures, etc.)
- Public relation photos from open house events
• Training opportunities

The following content will not be permitted:

• Statements that express political, social, religious, or other similar beliefs or opinions.
• Statements that are racist, sexist, inflammatory, discriminatory, offensive, or otherwise inappropriate.
• Statements that imply or state endorsement of a product, person, equipment, or for-profit entity.
• Advertisements for any product, person, equipment, or for-profit entity.
• Any other content that is determined to be inappropriate by vote of the Executive Committee.

Guidelines for Interacting with other Social Media Users

Members authorized to administer the NHWPCA media feed(s) have sole responsibility for accepting and/or rejecting requests from other social media users to Follow the NHWPCA media feed(s), and for Following other social media users. Acceptable Followers and Feeds to Follow may include, but are not limited to, the following:

• Member organizations and individual Members;
• Local, State, and Federal regulatory agencies;
• National Organizations, such as WEF;
• State or Regional Organizations, such as NEWEA, NEIWPCC, Granite State Rural Water Association; and
• Member Associations in other states.

Authorized administrators of the NHWPCA media feed(s) shall discuss on a monthly basis, as needed, in person or by e-mail, any comments, compliments, and/or criticisms received on materials added to the NHWPCA media feed(s). These discussions shall be used to revise the Social Media Policy over time.

Privacy Statement and Disclaimer

The following Privacy Statement shall appear on the NHWPCA social media feed(s), which shall reference the ‘Help’ features appropriate to that feed:

“Followers shall be aware that this social media feed is a public space on the internet and all interaction is publicly viewable and searchable over time. If you want to keep your channel private, you can protect your updates. For further assistance, go to [[Insert appropriate URL]]. Your user identity or email address is not recorded unless you choose to provide it or include it in your post. Your email address will only be used for the purpose for which you provide it. Please also note the privacy policy of this social media outlet.”

The following Disclaimer shall appear on each NHWPCA social media feed:

“The way in which NHWPCA manages this social media feed will be influenced by the participation of our Followers, and their responses to our feed. If NHWPCA is following you on this social media outlet, and you’d rather we didn’t, please let us know and we’ll stop. NHWPCA will attempt to maintain the currency and accuracy of information published on this social media feed, but the information included in links is subject to change. It is advisable that
users conduct independent research and evaluation before acting on information NHWPCA posts to this social media feed.

Links to external websites and sources of information are provided as a convenience to users. While we aim to provide information and resources that are useful to our followers, the content and management of such sites are not under the control of NHWPCA. The inclusion of any link on this social media feed is provided for the information of users, and does not imply endorsement of that website, agency, service or person. NHWPCA is not responsible for the content or reliability of links, or for any loss or inconvenience arising from their use."

NHWPCA does not commit to replying to all messages or posts. Official correspondence should be addressed to:

New Hampshire Water Pollution Control Association
P.O. Box 1382
Londonderry, NH 03053

Last Revised 04/12/2016 by Dustin Price
New Hampshire Water Pollution Control Association  
PO Box 1382  
London, New Hampshire 03053

EVENT REFUND/CANCELLATION POLICY

Event Cancellation by Vendor:

- Vendor cancellations received within 7 days of event may be eligible to receive a full refund less a $150 service fee.
- Vendor must cancel in writing via email to nhwpca.elizabeth@gmail.com within 7 days of event.
- Refund will be processed to vendor within 10 days after event.
- Should a vendor choose not to show to an event and not send any notice of cancellation, vendor will not be eligible for any portion of event fee.
COMMITTEE/OFFICER REPORT

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

GUIDELINES FOR OFFICER/COMMITTEE REPORT

EXECUTIVE COMMITTEE MEETING DATE: 5/13/2016

COMMITTEE/OFFICER NAME: ACTIVITIES, 50TH ANNIV

CHAIR/OFFICER NAME: MIKE THERIAULT

RECENT ACTIVITIES: SKI DAY – 3/25/16

DECISIONS MADE: 1. 50TH ANNIV. CELEBRATION PROPOSED TO BE 6/16/17 OR 6/23/17 AT HAMPTON BEACH STATE PARK SOUTH PAVILLION. BOD TO APPROVE. 2. BOD TO APPROVE ATTACHED LOGO 1 FOR 50TH. LOGO TO BE REFINED TO LOWER THE BANNER TO SHOW THE ENTIRE STATE. 3. PAST PRESIDENT DINNER TO BE 10/14/16 AT BROWNS LOBSTER POUND. BOD TO APPROVE. 4. BOD TO APPROVE ATTACHED SUMMER MEETING FLYER. SUMMER MEETING WILL NOT HAVE TECH SESSION.

MEETINGS HELD/ATTENDED: 3/31/16 50TH ANNIV. COORD MEETING, 4/28/16 50TH COORD MEETING, 4/22/16 SUMMER MEETING PLANNING MEETING.

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: BOD TO APPROVE DECISIONS MADE

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

OTHER RECOMMENDATIONS: NEXT 50TH ANNIV. COORD MEETING IS 6/2/16

REPORT SUBMITTED BY: MIKE THERIAULT

DATE SUBMITTED: 5/3/2016

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. □
Golf outing update:

- Reconfirmed with Beaver Meadow for our August 4th golf outing
- Registration and sponsorship forms have been finalized and were distributed at the Trade Fair.
- Mailing for the golf outing will go out on Friday July 1st
- We expect about 90 participants

If you have any questions, please feel free to contact us at your convenience........

Thank you,

Frederick J. McNeill, P.E.
Chief Engineer
Environmental Protection Division
City of Manchester
300 Winston Street
Manchester, NH 03103

Office (603) 624-6341
Cell (603) 235-6626
Email: FMcNeill@ManchesterNH.gov

From: Elizabeth Harrington
Sent: Friday, April 29, 2016 7:42 AM
To: Andrea Martel; Dave Mercier; Dustin Price; Elizabeth; Ken Conaty; Kevin MacLean; Kurt Robichaud; Noelle Osborne; Paul Casey; Peter Goodwin; sgreig@newmarketnh.gov; Tim Vadney; Mary Jane Meier; Mike Carle; Mike Theriault; Paul Casey; Ransom Horner-Richardson; Rick Cantu; shelagh.connelly@rmirecycles.com; srochefort@somersworth.com
Subject: NHWPCA Committee Officer Report May 2016

NHWPCA Board Members and Committee Chairs:

Please provide a short email summary of activities that have gone on in the last month, along with the status of your Committee with respect to any upcoming events or meetings. See attached Committee Officer Report May 2016 for your convenience.

Return to Andrea Martel (amartel@allenstownnh.gov) and me (nhwpca.elizabeth@gmail.com) by Friday, May 6, 2016.

Next scheduled Board of Director Meeting
COMMITTEE/OFFICER REPORT

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

GUIDELINES FOR OFFICER/COMMITTEE REPORT

EXECUTIVE COMMITTEE MEETING DATE: 5/13/2016

COMMITTEE/OFFICER NAME: Communications Committee

CHAIR/OFFICER NAME: Ransom Horner-Richardson

RECENT ACTIVITIES: Poster contest: Governors proclamation/award dinner date has been chosen as May 18 (per governor’s office). Award dinner will be held at the Red Blazer in Concord. 4 BOARD MEMBERS SHOULD BE IN ATTENDANCE. Draft Award Dinner program sent to Board Members via email. Social Media: Draft Social Media Policy approved by committee and sent to Andrea via email for Board’s review.

DECISIONS MADE: See above.

MEETINGS HELD/ATTENDED: April 1, 2016

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: None

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: 5/20/2016

OTHER RECOMMENDATIONS: All Board Members are encouraged to attend the Governor’s Proclamation (3:30 PM 5/18/16). It needs to be decided which Board Members will attend the Award Dinner and who can speak (one operator, one engineer, one sales rep, etc) as outlined in the draft program emailed out.

REPORT SUBMITTED BY: Ransom Horner-Richardson

DATE SUBMITTED: 1/29/2016

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

NEWSLETTER

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COMMITTEE/OFFICER REPORT

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

GUIDELINES FOR OFFICER/COMMITTEE REPORT

EXECUTIVE COMMITTEE MEETING DATE: 5/13/2016
COMMITTEE/OFFICER NAME: Mary Jane Meier
CHAIR/OFFICER NAME: Ken Conaty

RECENT ACTIVITIES: Continuing to conduct the Spring classes. All speakers fees will be covered by money generated by registrations. Invoicing will begin in June 2016.

DECISIONS MADE: n/a

MEETINGS HELD/ATTENDED: none

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: n/a

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: 7/1/2016

OTHER RECOMMENDATIONS: none

REPORT SUBMITTED BY: MJ Meier
DATE SUBMITTED: 5/11/2016

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

NEWSLETTER

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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: 5/13/2016
COMMITTEE/OFFICER NAME: Scholarship
CHAIR/OFFICER NAME: Michael Carle
RECENT ACTIVITIES: The scholarship committee has reviewed 6 applications received and chosen a recipient.
DECISIONS MADE: We have chosen Samuel Lantenier
MEETINGS HELD/ATTENDED: Phone meeting held on 4/6/16, attended by Krista Larsen, Jeremy Bouvier and Michael Carle
ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: We intend to meet to discuss how to better advertise our scholarship to college students, and to discuss the possibility of offering two scholarships; one for High School seniors, and one for college students.
NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: 5/5/2016
OTHER RECOMMENDATIONS: None
REPORT SUBMITTED BY: Michael Carle
DATE SUBMITTED: 5/2/2016
DISTRIBUTION: NHWPCA Affiliate Liaison
Executive Committee Meeting
Other: Click here to enter text.

NEWSLETTER

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