NHWPCA February 10, 2017 BOD Meeting
Minutes

Attendees:  Kevin MacLean, David Mercier, Ken Conaty (at end), Sean Greig, Dustin Price, Mike Carle, Amy Pollock

Guests:  Ray Gordon, MaryJane Myer, Elizabeth Harrington, Mike Theriault

The Meeting was held at the Concord Hall Street WWTF and started at 10:05 a.m.

Comments on the January 13, 2017 Minutes: Dustin made a motion to approve minutes, seconded by Mike. Vote was unanimous to accept.

Budget
Kevin made a motion to accept budget (see attached). Motion was seconded by Mike and the vote was unanimous.

Board Member Contact Updates
Kevin passed around a contact list. Board members updated (see attached).

Trade Fair
Tim is handling. All is well. Mailing sent out this morning. DES attendees confirmed. Presentations and rooms (3) confirmed. People can set up 6:00 to 9:00 p.m. the night before.

50th Anniversary Updates
Spring Collector mailing included Sponsorship Request and 50th apparel order form. Promo table at Trade Fair. Ski Day flyer went out. Will make anniversary banner after sponsorships come in. Ted Diers is working on history presentation at 50th event.

Construction Career Days (CCD) (9/28-9/29)
Need four volunteers each of two days. Mike and Patty C. can do; need two more. Dave to ask Ransom to send e-Bulletin looking for volunteers for CCD, WNHD, GSRWA, and DC Fly-In. Kevin to be the contact.
Legislative Breakfast
Board attendees: Kevin, Tim, Dave, and Sean. Ray will be there for DES. E-Bulletin to be sent out for members to call legislators.

DC Fly-In (3/21-3/22)
Dustin is a maybe; he will ask Tim to go in his stead. E-Bulletin to say others that are interested in going to contact Shelagh Connelly.

Wild NH Day (4/29/17)
Need volunteers. Ray will be going for DES. Dave will get poles (20?) and get to Ray. No volunteers at this point. Need to send e-Bulletin.

GSRWA (9/12/17)

Fall Meeting
Ken is handling. At Manchester WWTF. Lunch at Puritan.

Winter Meeting
Kurt is handling. At Newmarket WWTF.

Ski Day
Flyer went out. Ski packages available if you mention NHWPCA.

Aerial Photos
Dave to see what UE can offer. Kevin to check with Tim for W-P photos.

COMMITTEE REPORTS:

NEWEA State Director’s Report (Sean Greig):
No report. Sean attended several meetings at NEWEA (Ops Challenge, Awards, Government Affairs). NH will get Founders Day Award this year. Dustin to fill out on-line application for NHWPCA. Need to identify Operator Exchange candidate for Maine (send e-Bulletin). Need award nominees by June 1.

Activities (Noelle Osborne):
No report. See 50th Anniversary text above.

Communications (David Mercier):
See attached report. Concensus of Board is that e-News broadcast should NOT be cut back to only current membership. Voted on Poster Contest winners today.

Education (Ken Conaty):
See attached report. Spring training program done. Starts early March.

Legislative & Regulatory Affairs (Dustin Price):
No report. See Legislative Breakfast above.
Membership (Mike Carle):
See report. 268 members as of 2/10/17. Renewal reminders to go out 2/10/17.

Newsletter (Kurt Robichaud):
No report.

Permit (Dustin Price):
No report. Committee’s future viability is in question.

Safety (Amy Pollock):
No report.

Scholarship (Mike Carle):
See attached report. One application in so far and one Management School application.

Ops Challenge (Tim Vadney):
No report. Still no 2017 team.

NEW/OTHER BUSINESS:

- Corporate Membership and Sponsorship. Dave to take over lead from Paul Casey.
- Legislative Breakfast 3/8/17.
- Ski Day 3/24/17.
- Trade Show 4/6/17.
- Summer Meeting 6/23/17.
- Golf Day TBD (8/3/17).
- Need to discuss using rest of SEP Fund.
- NEBRA donation to be done in February after budget is approved.
- Legislative Breakfast attendance. Dave, Tim, Sean, Ray.
- John A. will do POTY again. Dave to ask John to ask Dennis Greene to assist him.
- Kevin and Dan to stay on Certification Committee. Dan is being deployed in May; need to fill position when opened. Send e-Bulletin.
- Dustin will head up NEWEA Awards.
- NHLOW. Adam says they will meet in early March.
- Constitution was discussed at length (see attached).

Motion to adjourn made by Dave and seconded by Dustin. Meeting adjourned at 12:18 a.m.

Next meeting to be held on March 10, 2017 at 10:00 a.m. at the Hall Street WWTF in Concord, NH.
<table>
<thead>
<tr>
<th>DATE OF MEETING</th>
<th>BRIEF DESCRIPTION OF MOTION</th>
<th>BOD VOTE</th>
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<tr>
<td>Friday, November 13, 2015</td>
<td>NHWPCA 50TH ANNIVERSARY: Kevin motioned that $5,000 be taken out of the Association's CD to be earmarked for 50th Anniversary events. No funds to be spent without the Board's approval. NEWEA has offered support and attendance during 50th. Motion seconded by Kurt.</td>
<td>Vote was unanimous in favor.</td>
</tr>
<tr>
<td>Friday, January 8, 2016</td>
<td>NEWEA Conference: Peter motioned to make a $90 payment out of the Scholarship Fund to pay Rob Lauricella's NEWEA membership fee so that he could attend conference to get his award. Motion seconded by Kevin.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>Friday, January 8, 2016</td>
<td>EDUCATION: Marketing Ideas Class: Cost would be $150 pp and NHWPCA would be asked to put up $500 towards class. Dave made a motion to put $500 of Education Committee surplus towards the Marketing ideas class. Motion seconded by Kurt.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>Friday, February 12, 2016</td>
<td>2016 BUDGET: Noelle made a motion to approve the 2016 Budget ($90,550 Expenses; $90,500 Revenue). Motion was seconded by Peter.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>Friday, February 12, 2016</td>
<td>LEGISLATIVE: Noelle made a motion to approve $250 sponsorship to Green Eggs and Ham. Motion was seconded by Ken.</td>
<td>Vote was unanimous.</td>
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<tr>
<td>Friday, March 11, 2016</td>
<td>WILD NH DAY 2016: Tim made a motion for the Association to buy lunch for the volunteers (Andrea, John, Kristin, and Ken) at this year's Wild NH Day. Motion was seconded by Kevin.</td>
<td>Vote was unanimous.</td>
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<tr>
<td>Friday, May 13, 2016</td>
<td>SCHOLARSHIP AWARD: Dustin made a motion to approve Samuel Lantener for this year's Scholarship Award and Tim seconded the motion.</td>
<td>Vote was unanimous.</td>
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<tr>
<td>Friday, May 13, 2016</td>
<td>MEDIA POLICY REVIEW: Kevin made a motion to accept proposed social media policy presented by ComCom. Motion was seconded by Noelle.</td>
<td>Vote was unanimous.</td>
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<tr>
<td>Friday, May 13, 2016</td>
<td>CANCEL POLICY REVIEW: 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.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>Friday, July 8, 2016</td>
<td>50th ANNIVERSARY: Mike Theriault requested authorization to spend up to $1,500 to purchase 50th Anniversary pins. Dustin made a motion to approve, motion was seconded by Kurt.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>Friday, July 8, 2016</td>
<td>Tim made motion to donate $1,000 towards the &quot;NH Tapped&quot; public television segment; motion was seconded by Kevin.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>Friday, October 7, 2016</td>
<td>2016 WINTER MEETING TICKET PRICES: Sean Greig made a motion for $45 members/$50 non-members/$60 late ticket prices. Motion seconded by Dustin.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>Friday, February 10, 2017</td>
<td>BUDGET: Kevin MacLean made a motion to accept the 2017 Budget. Motion was seconded by Mike Carle.</td>
<td>Vote was unanimous.</td>
</tr>
</tbody>
</table>
New Hampshire Water Pollution Control Association  
PO Box 1382  
Londonderry, New Hampshire 03053  

NHPCA Director's Meeting  
Friday, February 10, 2017  
Location: Concord Hall Street WWTF  
Time: 10:00 AM

AGENDA

➢ Current Business:

- Vote to accept minutes 01/13/17
- Vote on Budget for 2017
- Board member contact information updates
- Trade Fair status-04/06/17-Tim V.
- 50th Anniversary update-06/23/17-Mike T.
- CCD-need 4 volunteers-09/28-29/17
- Legislative breakfast attendance-03/08/17
- DC fly in-03/21-22/17-Tim V. DP?
- Wild NH Day-need volunteers-04/29/17
- GSRWA Operator Field Day-need volunteers-09/12/17
- Fall Meeting-Ken C.-Manchester
- Winter meeting-Kurt R.-Newmarket
- Ski Day-Mike T.
- Aerial photos-Kevin M.

➢ Committee & State Director Reports:

- NEWEA update State Director-Sean G.
- Activities-Mike T.
- Communications-Dave M.
- Education-Ken C.?
- Legislative & Regulatory Affairs-Dustin P.
- Membership-Mike C.
- Newsletter-Kurt R.
- Permit-Dustin P.
- Safety-Amy P.
- Scholarship-Mike C.
- Ops Challenge-Tim V.
- NHLOW-Adam Y.
- Awards-Dustin P.
- NEWEA State Director discussion with Board-Sean G.
New Hampshire Water Pollution Control Association
PO Box 1382
Londonderry, New Hampshire 03053

FEBRUARY BOARD OF DIRECTOR MEETING GOALS

- Vote on new budget for the current year
- Confirm which Board members will be attending the Legislative Breakfast
- Discuss the Trade Fair and confirm what technical sessions are to be offered
- POTY Award team to be confirmed and application to be updated and made available
- Obtain photos and bios for new Board members for website and Collector
- Vote on Poster Contest winners
- Confirm who will be going to the DC Fly-In
- Discuss who will be attending the Ski Day
- Schedule late Membership notice mailing
- Schedule Legislative breakfast announcement mailing and bulletin
- Complete any tasks from the January goals not yet completed
- Treasurer to make donation to NEPA this month
- Solicit volunteers for WNWID, GSRWA, and CP.
- Review NWWPCA Constitution

NHWPNA Checking Account Status

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NHWPNA Budget vs Actual for REVENUE

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### NHWPCA Budget vs Actual for EXPENSES

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### Income Vs. Expenses

- **(15,500)**
- **10,270**
- **(9,000)**
- **(262)**
- **150**
- **9,178**
- **6,396**
- **(12,500)**
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: 2/10/2017

COMMITTEE/OFFICER NAME: Communications Committee

CHAIR/OFFICER NAME: Ransom Horner-Richardson

RECENT ACTIVITIES: Communication Committee met in January. Poster contest preliminary judging has been done and finalist are provided to Board of Directors for Final judging. Communication Committee is working closely with NHDES to plan this years poster contest winners celebration. The current eNews mailing list has a lot of names of people who have been members in the past but are not current members. The committee would like to ask the board of Directors if they are OK with removing past-members from the email list?

DECISIONS MADE: See above.

MEETINGS HELD/ATTENDED: 1/20/2017

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: None

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: 3/17/2017

OTHER RECOMMENDATIONS: None.

REPORT SUBMITTED BY: Ransom Horner-Richardson

DATE SUBMITTED: 1/31/2017

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. □
EXECUTIVE COMMITTEE MEETING DATE: 2/10/2017

COMMITTEE/OFFICER NAME: Mary Jane Meier

CHAIR/OFFICER NAME: Ken Conaty

RECENT ACTIVITIES: Continuing to develop the Spring 2017 Training program and finalize preparations for the 2017 Drinking Water & Wastewater Managers School

DECISIONS MADE: Trade Fair tech sessions #1 & 3- Orenco Pumps and #2 & 4 Operator Challenge Team. Info provided to Tim Vadney and Elizabeth for the flyer 1/25. Elizabeth verified sufficient rooms rented for Trade Fair. (I incorrectly reported the Pump session would be Gorman Rup in January report) 13 classes will be invoiced to pay NHWPC. Dates selected for training, contacting trainers for input.

MEETINGS HELD/ATTENDED: 12/16/16

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: prepare flyers for publication & distribution by Feb 17, 2017

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: none planned

OTHER RECOMMENDATIONS: none

REPORT SUBMITTED BY: Mary Jane Meier

DATE SUBMITTED: 1/31/2017

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
LONDONDERRY, NH 03053
nhw pca.elizabeth@gmail.com
603 321-7012

GUIDELINES FOR OFFICER/COMMITTEE REPORT

EXECUTIVE COMMITTEE MEETING DATE: 2/10/2017

COMMITTEE/OFFICER NAME: Membership Committee

CHAIR/OFFICER NAME: Michael Carle

RECENT ACTIVITIES: Discovered there is no one on the committee

DECISIONS MADE: Recruit members

MEETINGS HELD/ATTENDED: None

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: Recruit members

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

OTHER RECOMMENDATIONS: Click here to enter text.

REPORT SUBMITTED BY: Michael Carle

DATE SUBMITTED: 2/1/2017

DISTRIBUTION: NHWPCA Affiliate Liaison
Executive Committee Meeting
Other: Click here to enter text.
GUIDELINES FOR OFFICER/COMMITTEE REPORT

EXECUTIVE COMMITTEE MEETING DATE: 2/10/2017

COMMITTEE/OFFICER NAME: Scholarship Committee

CHAIR/OFFICER NAME: Michael Carle

RECENT ACTIVITIES: In the month of January, the scholarship committee awarded Matt Miller a $250 scholarship for the Management School. Being the only applicant, there was some discussion as to how much to award him. In the end we decided to award ½ and set aside the other $250 for something else. We also received one High School application and a couple of inquiries.

DECISIONS MADE: See above

MEETINGS HELD/ATTENDED: E-mail exchanges

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

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

OTHER RECOMMENDATIONS: Click here to enter text.

REPORT SUBMITTED BY: Michael Carle

DATE SUBMITTED: 2/1/2017

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. ☐
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
Article I Establishes Association Name

New Hampshire Water Pollution Control Association
Hampshire water resources.

Article II Association Purpose

1. Acquisition and Dissemination of Knowledge

2. Promotion of Good Public Relations and Sound
   Design and Operation of Wastewater Systems

3. Advancement of the Status of Personnel

4. Improvement of Wastewater Collection and
   Treatment and thereby the quality of New
   England in the control of water pollution

Legislation Relating to Wastewater Systems

a. Collection and Disposal of Water
b. Carried Wastes
Article III Membership

Active or Honorary

Only active members can vote or hold office.

Active or Honorary

2. Honorary Member is any member chosen by the
Honorary Awards Committee to receive special

a. Active Member

C. Personnel directly involved in the administration of wastewater in NH.

b. Personnel directly involved in the direction or
treatment of wastewater in NH.

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

d. Any person that is interested in pollution control
whether or not they are residents of NH.

2. Honorary Awards Committee to receive special
Article IV Dues

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

privileges in the association.

after second notice shall lose all rights and December meeting and payable by March.

Anyone who is more than 90 days in arrears

1.) Dues for active members shall be set at the
 Directors at-Large

3rd Director

2nd Director

1st Director

Treasurer

Secretary

Vice President

1st President

Officers and Board of Directors – Voting Privileges

Article V Officers/Board
2c.) The BOD may consist of up to 3 members that represent consulting engineers or equipment vendors.

2b.) The BOD may consist of up to 3 members that represent consulting engineers or equipment vendors.

2a.) Immediate past president shall be a director ex officio.

Article V Officers/Board
Article V Officers/Board

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 each officer shall be 1 year.
5. The association shall consist of one operator representing operators representing Grade V and Grade IV or higher operators holding a Grade III or lower license and one holding a Grade IV or lower license. It shall have Grade V and Grade IV licenses.

Article V Certification Board
3. Nomineations will also be accepted from the three most recent past presidents.

2. The nominating committee shall consist of all elected officers, directors, and certificating board members, representing the association.

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

Floor.
Article VIII Association Meetings

1. Annual meeting in December

2. Three additional meetings (Spring, Summer, Fall)

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

4. All meetings will be held at such a time and place as may be determined and notice will be mailed to all members at least five days prior to such meetings.

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

Other active members.
Article VIII Board Meetings

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 Constitution Change

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

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

debts will be paid, and the remainder of the

In the event that the association dissbands, all

Article X Dissolving the Association