NHWPCA August 10, 2018 BOD Meeting
Minutes

Attendees: David Mercier, Sean Greig, Tim Vadney, Mike Carle, Robert Robinson, Amy Pollock, Ken Conaty, Noelle Osborne, Ryan Peebles

Guests: Ray Gordon, MaryJane Meier, Walter Perry, John Adie

The Meeting was held at the Concord Hall Street WWTF and started at 10:02 a.m.

Comments on the May 18, 2018 Minutes: Ken made a motion to approve minutes, seconded by Dave. Vote was unanimous to accept. Noelle and Ryan abstained as they were not present at the May meeting.

Summer Meeting (June 22)
Good attendance this year. Nice job Mike and committee! Costs were kept down this year with no ill effect. Mike will prepare a financial summary.

Ocean Networking (July 13)
Only 15 attended where there was room for 30 but all who attended had a great time. The weather was great and everyone caught fish. The consensus was that we should do it again and should talk it up more to fill the boat. Dave to write article for the Collector. Maybe try a Thursday next year.

Golf Outing (August 2)
Attendance was above average at 96. For the second year in a row we surpassed $15,000 in revenue. We made over $3,600 in profit making this year’s outing the second most profitable in our 29-year history. Please refer to Fred’s email report attached. Fred will write article for the Collector. Thank you to Fred from the Board for all your efforts on this great event!!

Fall Meeting (September 14)
To be held at Concord WWTF. Meal will be at the Red Blazer. Mike T. and Dan D. have presentations ready. Still need to request sponsorships. Mike is trying to set meeting price to break even to keep it low.
Winter Meeting (December 14)
To be held at Keene WWTF. Meal will be at Courtyard Marriott.

Transition of Administrative Duties to Third Party Vendor
Meeting minutes were not generated at either the Summer Meeting (June 22) or the Ocean Networking Event (July 13); however, the transition of administrative duties to a third party vendor were discussed at both of these meetings. On June 22, it was decided that proposals should be solicited from at least three vendors for these services since there had been no individuals expressing interest in the position. Ken took the lead on this. On July 13, the Board met to discuss the proposals received from NEWEA and Cornerstone. The NHMA did not submit a proposal. There was a fair amount of discussion on the desire to support NEWEA but in the end the consensus was that keeping the work in NH as well as going with the best price which also included website maintenance was the preferred option at this time. Ken made a motion to enter into an agreement for the remainder of 2018 with Cornerstone. Dave seconded the motion. The vote was unanimous with Ken, Dave, Kurt, Rob, Mike and Tim being present for the vote. Sean attended but was non-voting.

Today (8/10), Walter Perry of Cornerstone provided an overall explanation to the Board of Cornerstone's history and how they will be helping NHWPCA. Their fees will be on an hourly basis and they will work with the Board members and DES staff to assist with administration, finances, meeting planning, website, etc. Meetings need to be set up with Todd, MJ, and Ray for transitioning. Also, Stephanie for the Collector. Cornerstone can do weekly report on the status of legislation affecting the wastewater community. Cornerstone's address is 53 Regional Drive, Concord, NH 03301 TEL (603) 228-1231. wperry@cornerstone.com

COMMITTEE REPORTS:

NEWEA State Director's Report (Sean Greig):
Operator Exchange – with Vermont this year. Mike is making all arrangements for tours, lodging, and dinner.

Activities (Ryan Peebles):
No report.

Communications (David Mercier):
No report.

Education (Ken Conaty):
See attached report. Management School applications for 2019 will be mailed out shortly.

Legislative & Regulatory Affairs (Rob Robinson):
No report.
Membership (Mike Carle):
No report.

Newsletter (Kurt Robichaud):
See attached report.

Permit (Rob Robinson):
No report.

Safety (Amy Pollock):
No report.

Scholarship (Mike Carle):
No report. $500 will be available for 2019 Management School.

Ops Challenge (Tim Vadney):
No report. No Team.

POTY (Tim Vadney):
Per John, no applications received this year. Dave to send out eBulletin to extend deadline one month.

OLD/OTHER BUSINESS:

- Corporate Membership and Sponsorship. Mike and Dave got together to discuss. Mike is drafting a suggested policy for BOD to review.
- Need to discuss using rest of SEP Fund.
- Noelle to get new signers for Association’s bank account. New signers to be Kurt and Ken.
- Nominations Committee. Tim to contact to get discussions going.
- Constitution Committee. Dave to initiate a meeting in September.
- Member Volunteer Award? Consider recognition if individuals at every Winter Meeting.

Motion to adjourn made by Noelle and seconded by Mike. Meeting adjourned at 11:16 a.m.

Next meeting to be held on September 14, 2018 at 10:00 a.m. at the Concord WWTF.
### NHWPCA Board of Directors' Meeting Minutes
#### Record of Motions Made at BOD Meetings

<table>
<thead>
<tr>
<th>DATE OF MEETING</th>
<th>BRIEF DESCRIPTION OF MOTION</th>
<th>BOD VOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, January 12, 2018</td>
<td><strong>2018 BUDGET:</strong> Ken made a motion to approve the 2018 Budget, seconded by Kurt.</td>
<td>Vote was unanimous.</td>
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<tr>
<td>Friday, January 12, 2018</td>
<td><strong>LEGISLATIVE &amp; REGULATORY AFFAIRS:</strong> Noelle made a motion to create a 3-Board member subcommittee to respond to time-sensitive legislative issues. Subcommittee will review issues brought before them and draft a letter of response to be distributed to full Board. Board members to respond within 24 hours. After 24 hours, subcommittee shall issue the letter based on majority of the Board responses received. Further to empower subcommittee members or their designees to testify on behalf of the Association based on Board majority positions. Motion seconded by Mike.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>Friday, January 12, 2018</td>
<td><strong>LEGISLATIVE &amp; REGULATORY AFFAIRS:</strong> Dave made a motion for the 2018 Board subcommittee for legislative affairs to consist of Tim Vadney, Ken Conaty, and Rob Robinson. Motion was seconded by Noelle.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>Friday, March 9, 2018</td>
<td><strong>TRADE FAIR (4/13/2018):</strong> Kurt asked to hire a setup company for the Trade Fair to make aisles and separate booths. Noelle made a motion to approved $1,680 for this service. Motion seconded by Rob.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>Friday, May 18, 2018</td>
<td><strong>REPLACEMENT OF NOWEA STATE DIRECTOR:</strong> Motion made by Ken Conaty to nominate Steve Clifton for 2019-2021. Motion seconded by Mike Carle.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>Friday, July 13, 2018</td>
<td><strong>ADMINISTRATIVE DUTIES TO THIRD PARTY VENDOR:</strong> Ken made a motion to enter into an agreement for the remainder of 2018 with Comerstone.</td>
<td>Vote was unanimous.</td>
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The NHWPCA hosted 96 golfers on a hot and humid day at the Beaver Meadow Golf Course in Concord on August 3rd. Attendance was above average as historically we have had a low of 80 players and a high of 104 players over the past 15 years.

The tournament was another financial success. For the second year in a row we surpassed $15,000 in revenue. We made over $3,600 in profit making this year’s outing the second most profitable in our 29-year history. I will pass all of the financial paperwork, checks, and cash to Noelle. Please note that all payments have been received, another critical success factor. Listed below is the 2018 golf tournament financial report along with the financial reports for the previous five years for comparison.

I wrote an article for *The Collector* on this year’s golf outing and we will be sending out thank you notes to our sponsors.

As always, many thanks to the Board of Directors for your continued support. If you have any questions, suggestions, or comments please feel free to contact me at your convenience.

Thank you,

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

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### 2018 Revenues

1. Golf fees - $9,600
2. Sponsors - $4,900
3. Cash from raffle tickets - $580
Total Revenues = $15,080

### 2018 Expenses

1. Check No. 1464: Derryfield Golf Shop for prizes - $2,556
2. Check No. 1465: Fred McNeill for prizes and operating expenses - $492

3. Check No. 1466: City of Concord for golf, carts, and prizes - $5,540

4. Check No. 1467: The 19th Hole for breakfast and lunch - $2,772

Total Expenses = $11,469

Profit = $3,611

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2017 Revenues

1. Golf fees - $9,320 (still have $440 outstanding, see attached roster)

2. Sponsors - $5,100 (still have $450 outstanding, see attached table)

3. Cash from raffle tickets - $600

Total Revenues = $15,020

2017 Expenses

1. Check No. 1357: Derryfield Golf Shop for prizes - $2,654

2. Check No. 1358: Fred McNeill for prizes and operating expenses - $645

3. Check No. 1359: City of Concord for golf, carts, and prizes - $5,490

4. Check No. 1360: The 19th Hole for breakfast and lunch - $2,208

Total Expenses = $10,997

Profit = $4,023

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2016 Revenues

1. Golf fees - $10,000

2. Sponsors - $4,350

3. Cash from raffle tickets - $365

Total Revenues = $14,715

2016 Expenses

1. Check No. 1198: City of Concord for golf, carts, and prizes - $5,490

2. Check No. 1099: Derryfield Golf Shop for prizes - $1,250
3. Check No. 1200: Fred McNeill for prizes and operating expenses - $2,472

4. Check No. 1201: The 19th Hole for breakfast and lunch - $2,700

Total Expenses = $11,912

Profit = $2,802

2015 Revenues

1. Golf fees - $9,000
2. Sponsors - $4,050
3. Cash from raffle tickets - $400

Total Revenues = $15,450

2015 Expenses

1. Check No. 1067: The 19th Hole for breakfast and lunch - $2,241
2. Check No. 1067: City of Concord for golf, carts, and prizes - $5,202
3. Check No. 1068: Derryfield Golf Shop for prizes - $1,616
4. Check No. 1069: Fred McNeill for prizes and operating expenses - $1,305.70

Total Expenses = $10,365

Profit = $3,085

2014 Revenues

1. Golf fees - $9,150
2. Sponsors - $4,750
3. Red Sox/Bruins raffle and putting contest - $505

Total Revenues = $13,505

2014 Expenses

1. Check No. 899: City of Concord for golf, carts, prizes, and food - $7,754
2. Check No. 900: Derryfield Golf Shop for prizes - $1,095
3. Check No. 901: Fred McNeill prizes and operating expenses - $2,070

Total Expenses = $10,919

Profit = $2,586

2013 Revenues

1. Golf fees - $10,210
2. Sponsors - $2,950
3. Red Sox/Bruins raffle and putting contest - $680

Total Revenues = $13,840

2013 Expenses

1. Check No. 794: City of Concord for golf and cart fees - $4,800
2. Check No. 795: City of Concord for tournament winner prizes - $884
3. Check No. 796: Beaver Meadow Bar and Grill for breakfast and lunch - $2,300
4. Check No. 744: Fred McNeill raffle prizes and operating expenses - $3,757.98

Total Expenses = $11,742

Profit = $2,098

The Right-To-Know Law (RSA 91-A) provides that most e-mail communications, to or from City employees and City volunteers regarding the business of the City of Manchester, are government records available to the public upon request. Therefore, this email communication may be subject to public disclosure.
COMMITTEE/OFFICER REPORT

NHWPCA
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LONDON DERRY, NH 03053
nhwpca.elizabeth@gmail.com
603 321-7012

GUIDELINES FOR OFFICER/COMMITTEE REPORT

EXECUTIVE COMMITTEE MEETING DATE: July 9th – we had a real sit-down around a table in real-life meeting!

COMMITTEE/OFFICER NAME: NEWSLETTER!

CHAIR/OFFICER NAME: Stephanie

RECENT ACTIVITIES: Did you notice that we had a real sit-down meeting?!? The other recent activity was receiving, editing, and forwarding all content for the fall newsletter to the layout and design guru at or before our deadline! Extra thanks to Mike Theriault for the on-time cover article! Be on the lookout for another awesome newsletter 😊

DECISIONS MADE: At our real sit-down meeting we discussed thorns and roses for the recent summer newsletter. Thorns and Roses were the same thing – the operator age distribution graphs. We got many positive comments on these from the readers but the graphs were really difficult to work with in the publishing software. We learned a valuable lesson and will never, ever try to use an EXCEL graph again!

MEETINGS HELD/ATTENDED: At our real sit-down meeting we followed a typical agenda of brainstorming content for the next newsletter and assigning tasks. We also looked at a draft document of the steps/timeline for each newsletter with an eye towards developing an SOP. This will be particularly useful if all the committee members happen to win a big lottery! (I like to use this phrase instead of “get hit by a bus”)

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS:

1. 11/1 is the deadline for the winter newsletter when we need a cover story on what we’ll be touring at the Keene plant. We get positive feedback on these cover stories that relate directly to the ‘all and winter meetings.
2. Will be needing a safety article.
3. The readers like when there’s a blurb from the treasurer. Any other blurbs about NHWPCA would be welcome.
4. Would love to have a couple of paragraphs so that we could include a NHWPCA President’s corner. Note that this is the last chance for the current association president to write about his tenure — I’ll be looking for the new president’s welcome speech/introduction to include in the spring newsletter (February 1st deadline)

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: **11/1 IS THE DEADLINE FOR THE WINTER EDITION.**

OTHER RECOMMENDATIONS: Would love to have blurb-length (or longer) submissions on recent stuff... We occasionally are able to include a Committee spotlight, so would love updates on committees.

REPORT SUBMITTED BY: Stephanie Rochefort
DATE SUBMITTED  8/3/18
DISTRIBUTION: NHWPCA Affiliate Liaison
Executive Committee Meeting
Other:

NEWSLETTER

Please check if item should be expanded for external release.
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: 8/10/2018

COMMITTEE/OFFICER NAME: Mary Jane Meier

CHAIR/OFFICER NAME: Ken Conaty

RECENT ACTIVITIES: Spring Class payment collection from Spring invoicing nearly complete. Developing the fall WW training program

DECISIONS MADE: Total fees to collect from Spring program = $4,160 Total fees paid for Spring speakers = $2,275 Net = $1,885 The anticipated Fall program costs fees to be paid = $2,000 — two speakers- NEWWTA-Greg Kidd (basic math) and Contract WW operations LLC-Wendy Ferguson (SBRs). Seven of the proposed fall classes will specify registration cost paid to NHWPCA. Safety comm class will be Nov 27 with Greg Kidd presenting Trenching & Excavation- Competent Person & Confined Space Awareness- at Franklin. NEWWTA will take registrations & collect fees directly. No anticipated speaker fee for this class.

MEETINGS HELD/ATTENDED: June 27, 2018

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: Need to understand the arrangements made with Cornerstone- regarding the website link, the PO Box in’l’erry, forwarding address if needed, and when/if the Spring class advertisement and payments can be shifted to Cornerstone. Also note there will be a 2019 Water & WW Utility Mangers School at NHDES. By Ray Gordon’s calculation- there is about $5,200 balance from previously held classes, now available at NHWPCA for use to fund the 2019 class. Please confirm.

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: 12/1/2018

OTHER RECOMMENDATIONS: Click here to enter text.

REPORT SUBMITTED BY: Mary Jane Meier

DATE SUBMITTED: 8/6/2018

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

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NEWSLETTER

Click here to enter text.

Please check if item should be expanded for external release. □

$4,160 = $780 + $440 + $1,080 + $320 + $540 + $1000
4/12 5/11 9/23 5/30 5/31 6/20 (close dates)