NHWPCA May 8, 2020 BOD Meeting
Minutes

Attendees: David Mercier, Mike Theriault (joined at 10:55), Mike Carle, Ken Conaty, Steve Clifton, Nate Brown, Rob Robinson, Aaron Costa, Ryan Peebles

Guests: Dee Rainville, Stephanie Rochefort, Mary Jane Meier (by phone)

The Meeting was held via Google Meet and started at 10:06 a.m.

Comments on the February 14, 2020 and March 13, 2020 Minutes: Ryan made a motion to approve the February 14 minutes, seconded by Dave. Rob made a motion to approve March 13 minutes, seconded by Mike C. Vote on both was unanimous to accept. Rob abstained for February 14 and Aaron and Ryan abstained for March 13.

Trade Fair Update

Postponed until September 25. Mike C. just received contract. We need to put down $600 deposit, non-refundable. If cancel ourselves (non-COVID forced), fee will be $3,000-$5,500, depending on how late. Only want firm number for 3 days in advance.

Summer Meeting Update

Cancelled.

Ocean Networking Update

Cancelled.

Fall Meeting Update

Cancelled. Ryan made a motion to donate the $200.00 deposit to Alan’s. Mike C. seconded. Vote was unanimous to accept. Dee will call Alan’s of Boscawen and let them know.
Winter Meeting Update

Rob said we put down $1,000 deposit with Sheraton Harborside in March. All is still a go for now.

Budget Update

Ken noted we are down on membership, donations, fees, etc. See attached Profit and Loss Statement. We are still in the black but may go the other way.

Great Bay TN General Permit Update

May 8 is draft permit comment period deadline. Request to extend has been denied. Aaron noted Keene is expecting a draft permit soon; Hampton as well.

Golf Tournament Update

Ken spoke with Fred. He is still planning to hold event. Golf can happen but lunch and breakfast are questionable. A mailing is planned for next month.

Poster Contest Update

Governor’s meeting and dinner afterward is cancelled. Dave to email teacher of winners to get addresses to mail congratulations and prizes. Dave to create email to send to all schools noting winners and that posters will be mailed back in September. Dee to send. Dave to get 100 posters made up and send winner pdfs to Dee for website and Stephanie for Collector.

Other Canceled Events

Wild NH Day.
Lots of education classes.
Construction Career Days.
Safe Drinking Water Fair.

Cornerstone Update

Walter is at office. Rest of staff is working remotely. We received an extension to file our taxes in September.

COMMITTEE REPORTS:

NEWEA State Director’s Report (Steve Clifton):

1. Steve has not heard from Awards Committee. Need nominees for Peloquin and Operator of the Year.
2. President’s Newsletter article focus of the next Collector is the pandemic.
3. NEWEA wants an article on name change/re-branding for NHWPCA. Board noted they are not interested in pursuing it at this time.
Activities (Ryan Peebles):

Mike got the deposit back from Pawtuckaway. Dee to draft a cancellation notice to go out in eBulletin.

Certification Committee (Mario LeClerc):

No report.

Communications (David Mercier):

No report.

Education (Ken Conaty):

Gregg Kidd is hosting some classes. Limited to people including presenter. Lots of classes have been cancelled.

Legislative & Regulatory Affairs (Rob Robinson):

DC Fly-In was cancelled; some virtual time was held. Senators Shaheen and Hassan have been contacted and future video conferences may be scheduled. FEMA reimbursement forms exist for WWTF’s costs for extra COVID related PPE. Also DES is providing free cloth masks.

Membership (Aaron Costa):

Membership is at 265 down 95 from last year. 133 from last year have not renewed. Aaron and Dee will look into this and get back to Board.

Newsletter (Mike Theriault):

Stephanie noted next issue will focus on pandemic. They are a little behind on schedule.

Permit (Rob Robinson):

Stephanie said Permit Committee would like Board to resend the request for a peer review on Great Bay Draft TN permit.

Safety (Mike Theriault):

No report. MJ noted Collector wants to feature Safety Committee members. WEF is offering their safety publication for free during COVID.
Scholarship (Mike Carle):
Nate noted they have 5 so far. Deadline is July 31.

Ops Challenge (Mike Carle):
Mike C. said Team is waiting to see if WEFTEC will be held. A New England Competition is in the works but only 3 states considering sending teams.

POTY (Ken Conaty):
Ken to email John Adie to get new application up on website.

OLD/OTHER BUSINESS:

- Mario has begun looking at financials. There are some old receivables we need to address. Do we withhold registration until paid or write-off? Also need Cornerstone to document on their bills who was doing the work.
- Draft comp policy? Dee?
- Honorary/Lifetime Memberships: MaryJane suggested the Board consider Bruce Kudrick as an honorary member as he is retiring after 47 years of service. Dave made a motion to make Bruce an honorary member. Seconded by Ryan. Vote was unanimous. Ken will work to get a card to send Bruce.

Motion to adjourn made by Dave and seconded by Aaron. Meeting adjourned at 11:18 a.m.

Next meeting to be held via video conference on June 12, 2020 at 11:00 AM.
<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>LEGISLATIVE &amp; REGULATORY AFFAIRS: 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>LEGISLATIVE &amp; REGULATORY AFFAIRS: 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>TRADE FAIR (4/13/2018): 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>REPLACEMENT OF NEWEA STATE DIRECTOR: 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>ADMINISTRATIVE DUTIES TO THIRD PARTY VENDOR: Ken made a motion to enter into an agreement for the remainder of 2018 with Cornerstone.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>Friday, February 8, 2019</td>
<td>POSTER CONTEST: Mike made a motion to reissue checks to the two 2018 Poster Contest winners who have not cashed their checks as these checks are no longer valid. Motions seconded by Rob.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>Friday, February 8, 2019</td>
<td>TREASURER VACANCY: Mike made a motion to form 3-member subcommittee of Mike, Ken, and Mike to redefine Treasurer’s role. Motion seconded by Dave.</td>
<td>Vote was unanimous.</td>
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<tr>
<td>Friday, March 8, 2019</td>
<td>2019 BUDGET: Board reviewed final budget. Mike T. made a motion to approve; seconded by Kurt. Mike T. noted we need to solicit next year’s budget from individual committees this year.</td>
<td>Vote was unanimous.</td>
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<tr>
<td>Friday, March 8, 2019</td>
<td>TREASURER UPDATE: Mike T. made a motion for the Vice President, Secretary, and Treasurer to be signatories, to be updated in January of each calendar year. Motion seconded by Kurt. This year (2019), individuals are Ken Conaty, Dave Mercier, and a Treasurer yet to be named.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>Friday, April 5, 2019</td>
<td>PROJECTOR AND SCREEN: Ken made a motion to spend up to $1,000 to purchase a projector and screen for meeting presentations. Motion seconded by Dave.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>Friday, June 21, 2019</td>
<td>TREASURER'S POSTION: Kurt made a motion to approve the new job description. Motion seconded by Mike T.</td>
<td>Vote was unanimous.</td>
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<tr>
<td>Friday, June 21, 2019</td>
<td>FINANCIAL SECURITIES POLICY: Mike T. made a motion to have the new Financial Securities Policy supercede the current policy with Cornerstone. Motion seconded by Ken.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>Friday, January 10, 2020</td>
<td>ANNUAL DRINKING WATER FESTIVAL FOR 4TH GRADERS: Ryan made a motion to sponsor the event at $250.00. Motion seconded by Mike T.</td>
<td>Vote was unanimous; Aaron abstained.</td>
</tr>
<tr>
<td>Friday, February 14, 2020</td>
<td>NITROGEN RESPONSE LETTER: Dave motioned for Ken to sign letter with Mario’s comments addressed on behalf of NHWPCA. Motion seconded by Mike C.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>Friday, May 8, 2020</td>
<td>FALL MEETING DEPOSIT DONATION: Ryan made a motion to donate the $200.00 deposit to Alan’s of Boscawen. Mike C. seconded.</td>
<td>Vote was unanimous.</td>
</tr>
<tr>
<td>Friday, May 8, 2020</td>
<td>HONORARY MEMBER: Dave made a motion to make Bruce Kudrick an honorary member. Seconded by Ryan.</td>
<td>Vote was unanimous.</td>
</tr>
</tbody>
</table>
New Hampshire Water Pollution Control Association  
53 Regional Dr Suite 1  
Concord, NH 03301

NHWPCA Board of Director’s Meeting  
Date: 5/8/2020  
Location: ON LINE  
Time: 10:00AM

AGENDA

➢ Current Business:

  • Approval of March Board Meeting minutes  
  • Trade Fair-POSTPONED September- Mike C  
  • Summer Meeting-CANCELLED-Mike T  
  • Ocean Networking-CANCELLED?-Dave  
  • Fall Meeting-CANCELLED-Ryan  
  • Winter Meeting-DECEMBER-PORTSMOUTH-Rob  
  • Budget-Ken  
  • Great Bay-Ken and Rob  
  • Golf Tournament-Ken  
  • Poster Contest  
  • Other cancelled events  
  • Cornerstone update

➢ Committee & State Director Reports:

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

Next Board meeting 6/5/2020.
<table>
<thead>
<tr>
<th></th>
<th>APPROVED BUDGET 2020</th>
<th>May 5/31/2020</th>
<th>Previous Month YTD 01/01/2020 - 04/30/2020</th>
<th>YTD ACTUALS 01/01/20 - 5/31/2020</th>
<th>PREV YTD ACTUALS 01/01/19 - 5/31/2019</th>
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<tbody>
<tr>
<td>Deer Island Tour</td>
<td>$</td>
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<td>Education Programs</td>
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<td>Golf Tournament Raffle</td>
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<td>Trade Fair - Raffle</td>
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**EXPENSES:**

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<td>Previous Month YTD 01/01/2020 - 04/30/2020</td>
<td>YTD ACTUALS 01/01/20 - 5/31/2020</td>
<td>PREV YTD ACTUALS 01/01/19 - 5/31/2019</td>
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<td>Trade Fair</td>
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<td>Travel &amp; Training</td>
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<td>Website Maintenance</td>
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<tr>
<td>Winter Meeting</td>
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<tr>
<td><strong>TOTAL EXPENSES</strong></td>
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<td>$ 17,241.71</td>
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<td><strong>NET INCOME</strong></td>
<td>$ 68,416.66</td>
<td>$ (1,115.63)</td>
<td>$ 18,859.95</td>
<td>$ 17,744.32</td>
<td>(13,308.50)</td>
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</tbody>
</table>
Radisson Hotel Nashua
11 Tara Boulevard
Nashua, NH 03062

LETTER OF AGREEMENT BETWEEN RADISSON HOTEL NASHUA AND
NEW HAMPSHIRE WATER POLLUTION CONTROL ASSOCIATION
May 6, 2020

Mr. Mike Carle and Dee Rainville
NH Water Pollution Control Association
Town of Hampton
Merrimack, NH
Phone: (603) 758-1299
mcarle@hamptonnh.gov

Chris Tarris
Radisson Hotel Nashua
11 Tara Boulevard
Nashua, NH 03062
Hotel Phone: (603) 579-3260
chris.tarris@nashuradisson.com

RE: NHWPCA Fall Meeting and Trade Show 2020
MEETING DATES: Friday, September 25, 2020

New Hampshire Water Pollution Control Association ("Group") and RADISSON HOTEL NASHUA ("Hotel") agree as follows:

These arrangements will be a definite commitment upon signing of this agreement (the "Contract") by both parties.

GUEST ROOM ACCOMMODATIONS
This Contract applies to the following block of guest rooms:

<table>
<thead>
<tr>
<th>Room</th>
<th>Thursday, 9/24/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td>10</td>
</tr>
</tbody>
</table>

CUT-OFF DATE
The "cut-off date" for accepting reservations into this guest room block is 9/10/20. Reservation requests received after 5:00 p.m. local time at Hotel on the cut-off date will be accepted at Hotel’s prevailing rate, based on availability. Failure to reserve guest rooms before the cut-off date will not impact the enforceability of the Attrition or Cancellation clauses.

RATES
Hotel is pleased to confirm the following special net, non-commissionable guest room rates:

<table>
<thead>
<tr>
<th>Room</th>
<th>Single Rate</th>
<th>Double Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td>$109.00</td>
<td>$109.00</td>
</tr>
</tbody>
</table>

All guest room rates are quoted exclusive of applicable state and local taxes, which are currently 9%.
RESERVATIONS PROCEDURE:
You have elected to handle part of your reservations by a rooming list. This list must be sent using the attached spreadsheet and note the number of rooms needed each night along with specific payment instructions and be submitted to our Sales Department by the above cut-off date.

Additional reservations may be made by the guests individually. Guests should call the hotel and identify themselves as part of the New Hampshire Water Pollution Control Association to receive this room rate or book online at www.radisson.com/nhpuanb and enter dates of stay and promo code NHWPCA. All reservations must be guaranteed with a credit card.

NO SHOW POLICY
Guestroom reservations received via rooming list will be guaranteed. In the event that a guest holds a guaranteed reservation and does not arrive on the date, it is our policy to apply the cost of one night’s room charge and the entire reservation will be canceled for the dates remaining.

OVERNIGHT GUEST ROOM CANCELLATION
Overnight Guest Rooms are required to be cancelled by 6:00pm, or one nights stay will be charged.

RELOCATION CLAUSE
In the event any member of your Group with a guaranteed guest room reservation cannot be accommodated by Hotel, Hotel will provide the following:

1. Accommodations at a comparable Hotel as close as reasonably possible at no charge to the guest for the first night the guest is displaced from Hotel.
2. One complimentary round trip ground transportation between Hotel and the alternate Hotel for each day the guest is displaced.
3. One five (5) minute phone call and necessary arrangements for forwarding of the displaced guest’s telephone messages and mail.
4. Offer to relocate displaced guest back to the first available guest room.
5. Upon return to Hotel, upgraded accommodations (if available) and a welcome expression from the General Manager.

ROOM AND RELATED CHARGES
Guests will be responsible for their own guest room, the following automatic or mandatory charges, taxes, and incidental charges upon checkout and Group will be responsible for all scheduled food and beverage and service charges.

PAYMENT POLICY
To guarantee the arrangements outlined in this letter please sign it and forward it back to the hotel with the enclosed credit card authorization for payment. The final payment will be due three days prior to the event with a major credit card or cash and seven (7) business days with a check.

- We regret that personal checks cannot be accepted as a final payment.
- Please note that all deposits and payments are non-refundable and non-transferable.

BILLING ARRANGEMENTS
A master account will be set up for Group covering its charges (the "Master Account"). A credit card authorization form should be sent at least 3 days prior to cover the master bill or payment can be made with an association check prior to the Conference.

GROUP DEPOSIT
A non-refundable deposit of $600.00 is due with the signed agreement by May 22, 2020 to confirm this contract. After this time, all arrangements will be subject to availability. Remaining balance is due (3) days prior to the start of the event.

CANCELLATION
Hotel estimates that the Minimum Revenue it will receive from this event if it is held as agreed pursuant to this Contract is as follows:

Minimum Meeting Room Revenue: $1,500.00
Minimum Food and Beverage Revenue: $4,500.00
Total: $6,000.00

If Group elects to cancel this Contract for any reason other than a termination for cause or pursuant to the FORCE MAJEURE clause of this contract, Group agrees to provide written notice to Hotel accompanied by the payment indicated in the following scale:

From June 1- August 25: $3,000
From August 26-Sept 25: $5,500

MEETING AND FUNCTION SPACE
Based on your requirements, we have reserved meeting and function space as shown on the following schedule of events at the rates indicated:

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
<th>Function</th>
<th>Room</th>
<th>Setup</th>
<th>Agr</th>
<th>Room Rental</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 PM</td>
<td>11:59 PM</td>
<td>Set Up</td>
<td>Nashua Grand Ballroom</td>
<td>Table Tops</td>
<td>70</td>
<td></td>
</tr>
<tr>
<td>7:00 AM</td>
<td>4:00 PM</td>
<td>Trade Show</td>
<td>Nashua Grand Ballroom</td>
<td>Table Tops</td>
<td>70</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>7:00 AM</td>
<td>9:00 PM</td>
<td>Continental Breakfast Cash Bar</td>
<td>Ashwood Court</td>
<td>Flow Through</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:30 AM</td>
<td>2:00 PM</td>
<td>Lunch/Speaker</td>
<td>Wentworth</td>
<td>Rounds</td>
<td>125-150</td>
<td></td>
</tr>
<tr>
<td>7:00 AM</td>
<td>11:30 AM</td>
<td>Class Meeting</td>
<td>Amherst</td>
<td>Classroom</td>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

FOOD AND BEVERAGE POLICIES
Due to licensing requirements and quality control issues, all food and beverage to be served on Hotel property must be supplied and prepared by Hotel. All food and beverage prices are subject to a 18 Service charge and 9% Taxable Administrative Fee and New Hampshire State Tax, currently 9%. These charges are subject to change without notice. Meeting Room Rental is subject to a 21% taxable service charge and New Hampshire State Tax, currently 9%.

BANQUET FOOD AND BEVERAGE MINIMUM
Hotel is relying on, and Group agrees to provide, a minimum of $4,500.00 in banquet food and beverage and/or banquet revenue (“Minimum Food and Beverage Revenue”). If Group holds its meeting as agreed, Hotel will waive its right to seek damages for Group's failure to achieve this Minimum if Group achieves the Minimum Food and Beverage Revenue. Should Group fall below this amount, Group will be responsible for the difference between the amount of revenue achieved and the Minimum Food and Beverage Revenue. Such amount shall be subject to all applicable taxes, which shall be paid by Group.

FINAL ATTENDANCE GUARANTEE & EVENT DETAILS
To ensure a quality experience for all of your attendees, we will send you Banquet Event Orders (“BEO’s”) confirming the estimated number of attendees, menu, room set up and other details of your event. We ask for a final guarantee of the number of attendees no later than 3 Business Days prior to the event. Please note that once the guarantee has been provided, the numbers may increase but not decrease. If your guaranteed attendance increases by more than 3% less than 48 hours prior to your event, the Hotel reserves the right to charge a 10% surcharge on menu prices due to increased costs.
incurred. Additionally, the contracted menu items may not be available for the additional guests added within 48 hours of the event.

**USE OF FUNCTION SPACE**
To protect the safety and security of all Hotel guests and property, Group agrees that it will not use any items in the function space that create any amplified noise, smell, or visual effect other than decorations without advance notification and written approval by Hotel. Examples of items that require advance approval include, but are not limited to: smoke or fog machines, dry ice, confetti cannons, candles, incense, or any other activity that generates smells. Group will obtain any required Fire Marshall or other safety approvals, and agrees to pay any expenses incurred by Hotel as a result of such activity, such as resetting smoke or fire alarms or unusual clean-up costs.

**ELECTRICAL**
The Radisson Hotel Nashua is pleased to accommodate your special electrical needs. These power requirements should be communicated to your hotel contact at least thirty (30) days prior to your event. The charges for these services will be reflected on your Banquet Event Order.

**SHIPPING INSTRUCTIONS AND HANDLING FEES**
If you are sending materials to the hotel for use in a banquet room, please ship to arrive no earlier than three (3) days prior to arrival of the event. Items must be labeled as follows:

Name of Group and On-site Contact – address to the person that will be looking for it
C/o Radisson Hotel Nashua
11 Tara Boulevard
Nashua, NH 03062
Hold for [Name & Date] Conference
Box(es) [of] [Number] (Multiple boxes MUST be numbered)
Name of Hotel Catering/Convention Services Manager

**CONTRACTED VENDORS**
Hotel has contracted with certain other providers of services (e.g., destination management companies, florists or drayage/exhibit provider) that Group may elect to use to provide services for its meeting or event ("Contracted Vendors"). Although the use of Contracted Vendors is encouraged, Group may use its own vendors for these services provided that Group’s proposed vendors meet minimum standards established by Hotel, including insurance and indemnification requirements.

**SECURITY**
Hotel does not provide security in the meeting and function space and all personal property left in the meeting or function space is at the sole risk of the owner. Group agrees to advise its attendees that they are responsible for safeguarding of their personal property. Group may elect to retain security personnel to safeguard personal property in the meeting and function space. In addition, depending upon the nature of your event, Hotel reserves the right based on its reasonable judgment to require Group to retain security personnel in order to safeguard guests or property in Hotel. Any security personnel retained by Group must be at its own expense and from a licensed security company that meets the minimum standards established by Hotel, including insurance and indemnification requirements, and at all times remains subject to Hotel’s advance approval. Security personnel are not authorized to carry firearms without advance Hotel approval.

**FORCE MAJEURE**
The performance of this Contract is subject to acts of God, government authority, disaster, or other emergencies, any of which make it illegal or impossible for Hotel to provide the facilities and/or services for Group’s event or meeting. It is provided that this Contract may be terminated for any one or more of such reasons by written notice from one party to the other without liability.

**INSURANCE**
Hotel and Group shall obtain and maintain and provide evidence of insurance upon request in amounts sufficient to provide coverage for any liabilities which may reasonably arise out of or result from the parties' respective obligations pursuant to this Contract.

INDEMNIFICATION
To the extent allowed by applicable law and subject to sovereign immunities afforded to Group, each party hereby agrees to indemnify, defend and hold the other harmless from any losses, liability, costs or damages arising from actual or threatened claims or causes of action resulting from breach of any of its representations, warranties or covenants herein or the negligence, gross negligence or intentional misconduct of the party indemnifying or its respective officers, directors, employees, agents, contractors, members or participants (as applicable), provided that with respect to officers, directors, employees, and agents, such individuals are acting within the scope of their employment or agency, as applicable.

AMERICANS WITH DISABILITIES ACT
Group and Hotel shall each be responsible for compliance with the public accommodation requirements of the Americans with Disabilities Act and any applicable state or local laws in their respective operation or use of Hotel. Hotel shall provide, to the extent required by law, such auxiliary aids and services or modifications of Hotel rules or policies as may be reasonably requested by Group on behalf of its disabled members for use in sleeping rooms and public areas of Hotel operated by Hotel personnel, provided that Group gives reasonable advance written notice to Hotel of such needs. During its use of Hotel, Group shall be responsible for providing its disabled members with auxiliary aids and services or modifications of Group rules or policies in connection with any Group program, activities or presentation (including, for example, engagement of and payment to specialized service providers, such as sign language interpreters), where such accommodation is necessary for use in the meeting space used by Group, other than those types and quantities typically maintained by Hotel.

SIGNATURE
This Contract, constitutes the entire agreement between the parties, supersedes all other written and oral agreements between the parties concerning its subject matter, and may not be amended or changed unless done so in a writing signed by Hotel and Group. Oral modifications to this written Contract, even if allowed by local law, will not be considered binding.

ACCEPTED AND AGREED TO:

NH Water Pollution Control Association

By: ____________________________
   Chris Tarris, Director of Sales

Date: ____________________________  Date: ____________________________
May 6, 2020

The Honorable Chris Sununu, Governor
State House
107 North Main Street
Concord, NH 03301

Dear Governor Sununu,

Thank you for your leadership during COVID-19. Granite State Rural Water Association is a trade association for NH’s public water and wastewater utilities. We serve approximately 300 members including municipalities, water districts, precincts, coops, schools, and mobile home parks to name a few.

I am writing on behalf of 44 of our members who are village districts, water precincts, and other New Hampshire entities that are not included in the recent allocation of municipal and county payments through CARES Act funding. For your reference, please see the attached list of GSRWA members currently effected.

In New Hampshire, these entities provide critical services to support public health, and just like cities, towns, and counties, they are incurring significant costs related to the COVID-19 pandemic. Unlike municipalities they are not currently eligible for funding under the current CARES Act. However, similar to municipalities, water districts and precincts provide the same services such as:

- Clean, safe drinking water – the foundation of public health for residents and healthcare institutions, and basic requirement for operation of most commercial businesses across the State
- Fire and EMS service
- Wastewater treatment
- Electricity supply and distribution

We urge you to add village districts, water precincts, and other municipal entities to the CARES Act allocation so that all New Hampshire municipalities – city, town, county, or otherwise – may sustain critical public health operations in the face of the COVID-19 pandemic.

Sincerely,

Jennifer O. Palmiotto, PhD
Executive Director

Supporting Water and Wastewater Systems in New Hampshire
Member
Campton Village Precinct
Central Hooksett Water Precinct
Coniocoocook Village Precinct
Conway Village Fire District
Emerald Lake Village District
Epsom Village Water District
Fitzwilliam Village Water District
Goffstown Village Precinct
Greenville Estates Village District
Groveton Village Precinct
Haverhill Corner Precinct
Highlands Village District
Hooksett Village Water Precinct
Hopkinton Village Water Precinct
Jackson Water Precinct
Littleton Water & Light Department
Lochmere Village District
Lower Bartlett Water Precinct
Merrimack Village District
Milton Water District
Mountain Lakes Water Department
New Hampton Village Precinct
New London-Springfield Water Precinct
North Conway Water Precinct
North Haverhill Water & Light
North Swanzey Water & Fire Precinct
North Walpole Village District
Northumberland Water Precinct
Northwood Mountain View MHP
Orford Village District
Penacook-Boscawen Water Precinct
Pittsburg Water Dept
Plymouth Village Water & Sewer District
South Main Water District
Sunray Shores Water District
Village District of Bethlehem
Village District of Eastman
Village District of Eidelweiss
W. Stewartstown Water Precinct
Warner Village Water District
Waterville Estates Village Dist
Waterville Valley Water District
West Stewartstown Water Precinct
Woodsville Water & Light

Supporting Water and Wastewater Systems in New Hampshire
Hi there! I’m sharing info on where to find updates on how DES WWEB is managing the WW exams, certification renewals, etc. due to virus impacts. The info below is from a Blurb that will appear in the Summer Collector. Take care & Be well- MJ

DES is helping Operators to stay informed regarding Impacts to training schedules, certification exams, renewals and much, much more. For best results DES encourages frequent visits to the Wastewater section of the state website https://www.des.nh.gov/organization/divisions/water/wweb/operator.htm.

Also the following link https://www.des.nh.gov/covid19/documents/wweb-covid-update.pdf is a 13-page document titled COVID-19 FAQs & Information for Public Wastewater Systems May 1, 2020. Special note to review the Operators & Operator Certification section of the document for the official latest on Training and Certification. This Blurb does not do justice to the amount of relevant information you can learn.

An excerpt- “The Wastewater Engineering Bureau and Operations Section understands that wastewater treatment operators may face challenges in the days and weeks and months ahead related to the COVID-19 pandemic. It is as important as ever that we assure that all wastewater infrastructure is properly operated and maintained to ensure the protection of public health and the waters of the state. You may have questions or concerns regarding how to handle various situations. In this document the WWEB tries to address as many of these questions and concerns as possible. As you are aware, the situation is changing rapidly, so the WWEB will do its best to adjust and keep you informed. As information changes this document will be updated and reissued. NHDES has a webpage dedicated to COVID-19 updates which can be found at https://www.des.nh.gov/covid19/index.htm.”

Here’s a little taste of what’s changing and how the new normal is going to look:
Certification Exams are still on as scheduled; although, it is likely DES will be adding other testing days to keep the number of test-takers below 10 (Governor’s Executive Order limit for scheduled gatherings) for each test date. Remember it’s all about keeping people safe by implementing proper social distancing measures.

Meeting (Exam) attendance criteria include:
1) 10 or less including the instructor(s),
2) Questions about physical health (no symptoms of illness), and recent contacts (no direct contact with a positive case of COVID-19),
3) Temperature taken of all participants prior to admission to the class, anyone with a fever above 100 degrees can’t attend,
4) everyone wears a mask,
5) social distancing (6’) in the classroom seating arrangement,
6) social distancing (6’) at all times in the building,
7) one-at-a-time in the bathrooms,
8) building sanitizing after each event.

You can always contact the DES WWEB Operations Section specialists for more information.
Richard “Dick” Emberley, John Adie and Ken Kessler
Wastewater Engineering Bureau, Water Division, NHDES
Wastewater Operations Section
29 Hazen Drive, PO Box 95, Concord, NH 03302-0095
Richard.Emberley@des.nh.gov, John.Adie@des.nh.gov, Kenneth.Kessler@des.nh.gov
On August 6th the NHWPCA hosted 108 golfers on a perfect pandemic summer day at the Beaver Meadow Golf Course in Concord for our 31st annual golf tournament. 108 golfers is the second most participants over the past 20 years.....

Listed below is the 2020 golf tournament financial report along with the financial reports for the previous five years for comparison. We made a record $8,397 in profits this year more than doubling our five-year average profit of $3,231. This was due to a dramatic increase in sponsorship which, at $12,150, was almost three times our five-year average of $4,410. We attribute this to the pandemic, the cancellation of so many other events, and the inability of our sponsors to expend any of their sponsorship budgets until our event. Considering that NHWPCA’s other revenue sources have been severely impacted by the pandemic, we hope that the large increase in the golf tournament’s profit margin helps the Association through these difficult financial times.....

I will write an article for The Collector on this year’s golf outing and we will be sending out thank you notes to all our sponsors. Our 32nd annual golf tournament is scheduled for Thursday August 5, 2021 once again at Beaver Meadow in Concord.....

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

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

2020 Revenues

1. Golf fees - $10,900
2. Sponsors - $12,150

Total Revenues = $23,050

**2020 Expenses**

1. New signs - $290
2. City of Concord for golf and carts - $5,400
3. City of Concord for prizes - $760
4. The 19th Hole for breakfast and lunch - $3,433
5. Derryfield Golf Shop for prizes - $4,770

Total Expenses = $14,653

Profit = $8,397

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**2019 Revenues**

1. Golf fees - $9,240
2. Sponsors - $3,650
3. Cash from raffle tickets - $640

Total Revenues = $13,530

**2019 Expenses**

1. New signs - $96
2. City of Concord for golf, carts, and prizes - $5,290
3. The 19th Hole for breakfast and lunch - $2,673
4. Derryfield Golf Shop for prizes - $2,834

Total Expenses = $10,893.45

Profit = $2,636

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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

2017 Revenues

1. Golf fees - $9,320
2. Sponsors - $5,100
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

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

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2015 Revenues

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

Total Revenues = $13,450

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

Total Expenses = $10,365

Profit = $3,085

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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.