NEW ENGLAND WATER ENVIRONMENT ASSOCIATION
EXECUTIVE COMMITTEE MEETING
AGENDA - With All Committee Chairs
Sunday, June 4, 2017, 1:00 PM
Sea Crest Beach Resort – North Falmouth, MA

I. Call to Order, Establish of Quorum – Introductions and Welcome – Jim Barsanti, President
II. Approval of the Agenda – Jim Barsanti, President
III. Approval of the Minutes and Announcements of Notices – Jim Barsanti, President
IV. Key Officers Report
   A. President – Jim Barsanti
   B. President Elect – Janine Burke-Wells
   C. Vice President – Ray Vermette
   D. Past President – Ray Willis
   E. WEF Delegates – Dan Bisson/Susan Sullivan/Fred McNeill
   F. Treasurer – Priscilla Bloomfield
   G. State Directors
      Connecticut – Virgil Lloyd
      Maine – Mac Richardson
      Massachusetts – Justin deMello
      New Hampshire – Sean Greig
      Rhode Island – Mike Spring
      Vermont – Nathan Lavallee
   H. Executive Director – Mary Barry
V. Council Directors and Committee Reports
   A. Ad Hoc Committee Council – Ray Vermette, Vice President
      Voluntary Certification TF – Tom Groves
   B. Collection Systems and Water Resources Council – John Digiacomo, Director
      Collection Systems – Peter Garvey
      CS Certification – Greg Kidd
      CSO/Wet Weather Issues – Ivonne Hall
      Industrial Wastewater – Sarah White
      Stormwater – David Bedoya/Vinta Varghese
      Sustainability – Courtney Eaton/Rob Montenegro
      Water Reuse – Nick Ellis
      Watershed Management – Jennifer Johnson
   C. Communications Council – Jenn Lachmayr, Director
      Journal – Joe Boccadoro
      Newsletter – Ashley Dunn
      Public Awareness – Kate Biedron/Meg Tabacsco
      Website – Rob Musci
   D. Management Review Council – Ray Willis, Past President
      Assessment and Development – Charlie Tyler
      Awards – Mike Wilson
      Bylaws – Doug Miller
      Com. Member Appreciation – Denise Descheneau
      Nominating – Brad Moore
      Sponsor – Dennis Vigliotte
   E. Meeting Management Council – Elena Proakis Ellis, Director
      Conference Arrangements – Ron Tiberi
      Exhibits – Paul P. Casey
      Program – Helen Gordon
      Registration – Kerry Reed
F. Public Outreach Council – Jonathan Kunay, Director
   Government Affairs – Bob Fischer
   Humanitarian Assist. & Grants – Tim Vivian
   Membership – Dave Archard
   Public Education – Geri Ciardelli
   Safety – Dave Aucoin

Scholarships – Uday Karra
Student Activities – Annalisa Onnis-Hayden
Water for People – Anastasia Rudenko
Young Professionals – Ben Stoddard

G. Treatment, Systems Operations, and Management Council – Marylee Santoro, Director
   Asset Management – John Rogers
   Energy – Denise Breiteneicher
   Laboratory Practices – Jim Galasyn
   Microconstituents – Justin Irving
   Operations Challenge – Travis Peaslee
   Plant Operations – Tom Hazlett
   Residuals Management – Natalie Sierra
   Small Community – Dan Ottenheimer
   Utility Management – Brian Armet

VI. Action Items
A. NA

VII. Items for Discussion
A. Long Range Planning Report – Matt Formica, Past, Past President
B. PEC Career Brochure – Lenny Young, PEC Vice Chair
C. Welcome Kit Draft Brochure – Mary Barry, NEWEA ED
D. Veterans Workforce Development – Dustin Price, Chair
E. NEWEA/NEWWA Partnership – Mike Wilson, Exploratory Committee Chair

VIII. Information Items/Schedule of Events
A. FY2017
   b. Report – Joint Collection Systems and Sustainability Conference, Westborough, MA (May 1, 2017) - Rob Montenegro and Peter Garvey
   c. Status – EPA NEWEA/NEWWA Effective Utility Management Specialty Conference (June 27, 2017) – Mary Barry
   e. Status – Committee Member Appreciation Event, Kimball Farms, Westford, MA (July 27, 2017) - Denise Descheneau
   f. Status – Industrial Wastewater - industrial pretreatment processes and challenges at a local brewery (September 13, 2017), Red Hook Brewery, Newington, NH – Sarah White
   g. Status – WFP Fund Raiser – Softball Tournament, Cambridge (TBD) - Anastasia Rudenko
   h. Status – September ECM, (September 20, 2017), UNH, Durham, NH
   i. Status – WEFTEC Sunday Reception, (October 1, 2017) Soldier Field, Chicago, IL – Mary Barry

B. FY2018
   c. Status – Annual Conference – Boston Marriott (January 21-24, 2018) – Elena Proakis Ellis
   d. Status – Joint Asset Management and Energy, 1.5 Day Seminar, Merrimack, NH (April 11-12, 2018) – John Rogers
   e. Status – Safety Committee, Safety Impacts of Climate Change (May, 2018) – Dave Aucoin

C. FY2019

VIII. Adjournment
NEW ENGLAND WATER ENVIRONMENT ASSOCIATION
EXECUTIVE COMMITTEE MEETING
MINUTES
Wednesday, April 5, 2017
Hilton Garden Inn, Worcester, MA

I. Call to Order, Establishment of Quorum – Introductions and Welcome – President Jim Barsanti called the meeting to order at 9:30 AM. It was established that a quorum was present. Members in attendance: Mary Barry; Jim Barsanti; Kate Biedron; Priscilla Bloomfield; Joe Boccadoro; Paul Casey; Denise Descheneau; John Digiacomo; Peter Garvey; Helen Gordon; Tom Groves; Virgil Lloyd; Fred McNeill; Rob Musci; Dan Ottenheimer; Steve Perdios; Mac Richardson; Marylee Santoro; Natalie Sierra; Meg Tabacsko; Ronald Tiberi; Charles Tyler; Ray Vermette; Dennis Vigliotte; Sarah White; Ray Willis. Guests in attendance: Rick Kenney

II. Approval of the Agenda – A motion was made and seconded to approve the Agenda with the following change: Item B under Action Items – change to “FY17 Q2 Financial Statement”. MOTION CARRIED

III. Approval of the Minutes and Announcement of Notices – A motion was made and seconded to approve the minutes of the January 22, 2017 Executive Committee Meeting. MOTION CARRIED

IV. Key Officers Report
A. President – Jim Barsanti. Present. Report submitted. Mr. Barsanti reported that he attended the recent Congressional Briefing in Washington, DC, which was very well attended. He encouraged members to spread the word regarding this event and to consider becoming involved in the future. Mr. Barsanti also met with a student representative from Worcester Polytechnic Institute and discussed having a NEWEA Student Chapter established. It was decided that WPI will add NEWEA as an affiliation to their AAEE charter.
C. Vice President – Ray Vermette. Present. Report submitted. Mr. Vermette reported that he has been involved along with Mike Wilson on the NEWEA/NEWWA Exploratory Committee discussions. He also has been holding discussions with the NEWEA State Directors and New England ASA Presidents to try to establish a New England-wide water quality day.
D. Past President – Ray Willis. Present. Report submitted. Mr. Willis noted that the Long-range Planning Report has been finalized. He is currently working on the possibility of scheduling a future WEFMAX meeting in conjunction with the NEWEA Spring Meeting.
E. WEF Delegates – Dan Bisson/Susan Sullivan/Fred McNeil. No report submitted. Mr. McNeil reports that he attended the recent WEFMAX held in Puerto Rico, which was well attended by many NEWEA members. Anthony Giovannone spoke at the meeting representing the YP Committee. Among the topics discussed were: membership, outreach, committee work, and budgets. Mr. McNeil also reported that he discussed NEWEA’s Water Champions program and it was well received at the meeting.
G. State Directors:
  Connecticut – Virgil Lloyd. Present. Report submitted. Mr. Lloyd reported that efforts are continuing to implement a continuing education program in Connecticut with the assistance of the two CT ASAs.
  Maine – Mac Richardson. Present. Report submitted. Mr. Richardson has been trying to connect with the University of Maine to talk to students regarding the job market, but has not received a response.
  Massachusetts – Justin deMello. Not present. Report submitted. Mr. Willis reported that the MA Legislative event will take place on May 23. There will be a change in format this year. Along with meeting legislators, there will be an informational fare following a networking luncheon. The MA wastewater training program is back on track with a full class this year.
  New Hampshire – Sean Greig. Not present. Report submitted. Mr. Vermette reports that the Legislative Breakfast was held on March 8 and led by Fred McNeill. The Keynote Speaker was Paula Tracy from the Manchester Union Leader. The Annual Trade Fair will be held on April 6.
  Rhode Island – Mike Spring. Not present. Report submitted. Mr. Willis reports that the NWPCA attended a job fair at the Johnston High School. The RI Legislative luncheon was postponed due to weather.
Vermont – Nathan Lavallee. Not present. No report submitted. Rick Kenney of GMWEA spoke of the upcoming events in Vermont including Water Quality Day on May 19. They have met with the new administration to discuss how the state will pay for water quality improvements.

H. Executive Director – Mary Barry. Present. Ms. Barry reported that the NEWEA office is preparing for the Spring Meeting. She also reports that she attended the Congressional Briefing as well as a WEF Leadership Meeting, both in Washington, DC. Many of the topics discussed at the Leadership Meeting were business related – insurance, specific reports on finance, and procedures of other MAs. There have also been discussions on having a Water Quality Day in MA where WWTFs will open their doors to legislators. Vermont and Rhode Island have done this in the past.

V. Council Directors and Committee Reports
A. Ad Hoc Committee Council – Ray Vermette, Vice President
   • Voluntary Certification Task Force – Tom Groves. Present. Report Submitted. Mr. Groves reports that he has been working with the Lab Practices Committee on the transfer of the administration of the lab exam to NEWEA. He also put together a PowerPoint presentation introducing NEWEA for use during exams to try to attract new members.
   • State Directors – Ray Vermette. Present. Mr. Vermette is holding quarterly meetings and/or conference calls with the State Directors and ASA Presidents. Much of the discussions have centered around holding a New England-wide Water Quality Day and whether ASAs are fully insured. A broker has been in touch with the ASAs to go over their insurance plans.
   • Collection Systems – Peter Garvey. Present. Report submitted. Mr. Garvey reports that a sub-committee has been set up to identify initiatives for 2017. A meeting was held in the NEWEA office.
   • CS Certification – Greg Kidd. Not present. Report submitted. Mr. Digiacomo reports that a sub-committee has been set up to change the format of the exams to all be multiple choice.
   • CSO/Wet Weather Issues – Ivonne Hall. Not present. Report submitted. Vice Chair Steve Perdios reported that they are working on the specialty conference scheduled for October 2017, reviewed abstracts for the Spring Meeting, and developing a White Paper on how EPA requirements differ regionally.
   • Industrial Wastewater – Sarah White. Present. Report submitted. Ms. White reports that they are finalizing plans for their specialty seminar on September 13 at the Red Hook Brewery in Portsmouth, NH.
   • Stormwater – David Bedoya/Vinta Varghese. Not present. Report submitted. Mr. Digiacomo reports that the committee is planning a specialty seminar for Spring 2018. The WEF Stormwater Council is planning on participating.
   • Sustainability – Courtney Eaton/Rob Montenegro. Not present. Report submitted. Mr. Digiacomo reports that they have been planning the upcoming Joint Sustainability/Collection System seminar in May.
   • Watershed Management – Jennifer Johnson. Not present. Report submitted. Mr. Digiacomo reports that the committee has been working on the Climate Change and Resiliency Conference on July 12 in conjunction with NEWWA and NE APWA.
   • Journal – Joe Boccadoro. Present. Report submitted. The Spring Journal is complete and will be mailed within the coming week. The 2017 issues will have a “throwback” theme, with each journal publishing an article from the past. The Summer Journal is currently being produced. This year will also mark the 50th anniversary of the journal.
   • Newsletter – Ashley Dunn. Not present. Report submitted. Mr. Barsanti reports that the Newsletter has an improved, updated look thanks to Ms. Dunn.
   • Public Awareness* - Kate Biedron/Meg Tabacsko. Present. Ms. Biedron reports on the advertising campaign with the MBTA, which ran from Christmas through February. The MBTA charged for four weeks, but ran the ad for an additional three weeks. The committee will be meeting with the Sponsor Committee to try to determine what to do with additional funds, focusing on further in-kind relationships like that with Medford and Stoneham. Jenn Lachmayr has been working with WEF to see if they will do a Public Awareness campaign.
Awareness event at WEFTEC. The committee has contacted the television show Chronicle and waiting to hear back.

- Website* - Rob Musci. Present. Report submitted. Mr. Musci reports that he and Jack Troidl have been trying to get more people engaged on the committee. There is a list of tasks to be done, but need members to work on them.

- Awards – Mike Wilson. Not present. Report submitted. Mr. Willis reports that the Awards Committee participated in a conference call with the State Directors asking for nominations from each state. The Awards Committee submitted a nomination for the Charles Alvin Emerson Award to WEF. They will follow up with committee meetings in May and at the Spring Meeting.
- Committee Member Appreciation – Denise Descheneau. Present. Report submitted. The Committee Member Appreciation Event will be held again in Kimball Farms tentatively on July 27. It was suggested that this event be shared with WEF. Ms. Barry asked Ms. Descheneau to send her some information to pass along to WEF.
- Sponsor – Dennis Vigliotte. Present. Report submitted. Mr. Vigliotte reports that sponsorships have increased 10% from the prior year.

- Exhibits – Paul Casey. Present. No report submitted. Mr. Casey reports that he will be holding a committee meeting soon to discuss improvements in the exhibitor registration process.
- Program – Helen Gordon. Present. Report submitted. Ms. Gordon reports that the Spring Meeting program and registration will be available this month. The Keynote Speaker will be Cynthia Wigren from the Atlantic White Shark Conservancy. Representative Bill Keating of MA has also been invited to speak. The abstract acceptance and denial emails will go out by the end of the current week. The committee has been developing a checklist for Moderators to help facilitate their responsibilities at the Annual Conference as well as the Spring Meeting. The Call for Abstracts for the 2018 Annual Conference will go out by the end of April.
- Registration – Kerry Reed. Not present. Report submitted. Ms. Proakis reports that total registration for the Annual Conference increased over prior years; however, pre-registration numbers were down.

- Government Affairs – Bob Fischer. Not present. Report submitted. Mr. Willis reports on NEWEA’s attendance at the Congressional Briefing held in March in conjunction with the WEF/AWWA Fly-in week. This year NEWEA held a luncheon instead of a breakfast and found that it worked better, allowing people to come to Washington for the day only. Mr. Garvey reports that they held several meetings with members of Congress, including Representative Capuano of Massachusetts. Mr. Barsanti encouraged members to attend in the future, stating how accessible members of Congress are.
- Public Education – Geri Ciardelli. Not present. Report submitted. Ms. Proakis reports that the PEC is finalizing the NEWEA brochure, but looking for additional photos. The inventory of school giveaway bags has been depleted and more are needed. Judging for the Stockholm Junior Prize will take place this month.
- Scholarships – Uday Karra. Not present. Report submitted. Mr. Tyler reports that the committee is looking for a Vice Chair. Funding for the NEWEA scholarships has been cut so the committee is reevaluating the process.
VII. Action Items

A. FY16 - Draft Audit – Pricilla Bloomfield, Treasurer. A motion was made and seconded to approve the FY2016 Draft Audit. Ms. Bloomfield reports that the audit has been reviewed with the auditor and the NEWEA accountant. She reports that the audit is normally presented at June meeting, but was completed earlier this year. MOTION CARRIED.

B. FY17 Q1 – Financial Statement – Pricilla Bloomfield, Treasurer. A motion was made and seconded to approve the FY2017 Q2 report. Discussion follows. Investments with Merrill Lynch are up $27,000 in the past year. An overall return of 10% was yielded. The Annual Conference and Golf Tournament both had positive returns. Ms. Bloomfield reports that the budget requests for FY18 will be forthcoming and that discussions with Tim Vivian on Humanitarian Grants will be taking place in the coming months. With no further questions or discussions, the MOTION CARRIED.

C. 2017 Proposed Nominating Committee – Ray Willis, Past President. A motion made and seconded to appoint Marylee Santoro and Virgil Lloyd to the Nominating Committee for 2017. MOTION CARRIED.

D. 2017 Proposed Bank Signatory Change – Ray Vermette, Vice President. A motion was made and seconded to change the bank signatory policy. Ms. Barry discussed the change in banking regulations in MA. The policy will change from the President and Treasurer having signing privileges along with the Executive Director to having only the Treasurer and the Executive Director. MOTION CARRIED.

VII. Items for Discussion

A. A&D Committee Reviews – Charlie Tyler, A&D Chair. Mr. Tyler presented the 2016 Committee reviews. Among the decisions made were:

- Sunset the Manufacturers’ Representative Committee and merge it into the Exhibits Committee
- Sunset the Media Relations Committee and merge its duties into various other committees including Public Awareness, Newsletter, etc.
- Develop a charge for the Public Awareness Committee but continue as ad hoc.
If this report is accepted by the Executive Committee, the changes will be made to the Organization Manual. A motion is made and seconded to accept the recommendations of the A&D Committee. **MOTION CARRIED.**

2. **NEWEA/NEWWA Partnership** – Mike Wilson, Exploratory Committee Chair. Mr. Barsanti reports for Mike Wilson. There have been ongoing discussions with NEWWA focused on partnership opportunities, such as legislative and public outreach, training, and young professionals. A meeting was held last November and there is an upcoming meeting in April. Mr. Barsanti reports that there will be a further update at the June ECM.

3. **Innovation/Research/University Partnerships** – Jim Barsanti, President. Mr. Barsanti reports on discussions with Howard Carter at the Annual Conference on what NEWEA could do regarding innovation technologies with Plant Operations, Collection Systems, etc., and that this is something the organization should start thinking about including possibly establishing a task force. Further discussions will be held during the SMT conference call later this month. Ms. Barry discussed the innovation pavilion that was held this past year at the Annual Conference.

4. **Great Water Cities Summit** – Ms. Barry discusses the upcoming WEF Summit in New York City, which is being co-sponsored by NYWEA. It is mentioned that Boston might be a future venue.

**VIII. Information Items**

D. Status – FY2017 – WFP Fund Raiser – March Madness Tournament - Anastasia Rudenko
F. Status – FY2017 Industrial Wastewater which will focus on industrial pretreatment processes and challenges at a local brewery (September 2017) – Sarah White.
G. Status – FY2017 Joint Collection Systems and Sustainability Conference, Westborough, MA (May 1, 2017) - Rob Montenegro
H. Status – NEWEA/NEWWA/NE APWA Effective Utility Management Workshop, Holliston, MA - June 27, 2017
J. Status – FY2017 WFP Fund Raiser – Softball Tournament, Cambridge (TBD) - Anastasia Rudenko
K. Status – FY2018 Golf Benefit Fund Raiser (October 2017) – Mary Barry/Ray Willis
L. Status – FY2018 North East Residuals & Biosolids Conference, Burlington, VT (October 2017) – Natalie Sierra
M. Status – FY2018 Joint Asset Management and Energy, 1.5 Day Seminar, Merrimack, NH (April 11-12, 2018) – John Rogers
N. Status – FY2018 Safety Committee, Impacts of Climate Change (May, 2018) – Dave Aucoin

**IX. Adjournment** – A motion was made and seconded to adjourn the meeting at 12:40 pm. **MOTION CARRIED.**
Subject: Committee/Officer Report Submission
Date: Friday, May 19, 2017 at 3:12:11 PM Eastern Daylight Time
From: Jim Barsanti
To: laustin@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

President

Activities/Decisions Since Last Executive Meeting

My activities have included student outreach, coordination with the Senior Management Team, planning for the Spring Meeting, and attending various NEWEA and ASA events.

Meetings/Conference Calls Held

I attended the Sustainability and Collection Systems Specialty Conference, the CAWPCA Spring Workshop, and the CWPAA Operator Appreciation Day. In addition, our NEWEA/NEWWAA Exploratory Group met in May to continue the dialogue examining ways the two organizations can collaborate. I will be attending the WEF Collection Systems Specialty Conference in Omaha NE in late May.

Action Plan Committee/Officer Assignments

I am working with Dustin Price to establish a NEWEA Water Warriors ad-hoc Committee. The charge of this committee will be to develop programs to provide training and job opportunities to our veterans so they can transfer their skills from the military service to our water industry workforce.

Other Activities/Initiatives/Programs

Mary and I have been working closely with contacts from UNH to plan and coordinate our September ECM. I will be participating in the NHWPCA 50th Anniversary event and the Effective Utility Management Conference, both to be held in June. I participated in Career Day at Framingham's Walsh Middle School and in student outreach events at WPI and Northeastern.

General Comments

And I was standing by the side of the road, rain fallin' on my shoes. Heading out for the east coast, Lord knows I 've paid some dues gettin' through, tangled up in blue.

Report Submitted by

Jim Barsanti

Submitter's Email

jrb@framinghamma.gov

Date Submitted

05/19/2017
Subject: Committee/Officer Report Submission
Date: Tuesday, May 2, 2017 at 3:42:21 PM Eastern Daylight Time
From: Priscilla Bloomfield
To: laustin@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Treasurer

Activities/Decisions Since Last Executive Meeting

Budget requests have been sent out to all committees and are due May 19. The final 2016 audit has been completed.

Meetings/Conference Calls Held

Participated in regular SMT calls. Participated in the NEWEA/NEWWA exploratory meeting.

Action Plan Committee/Officer Assignments

Upcoming activities will be the development of the FY 2018 budget, its approval and communication to all committees. This will take place over the summer with the budget ready for approval at the Sept ECM.

Report Submitted by

Priscilla Bloomfield

Submitter's Email

priscilla.bloomfield@ch2m.com

Date Submitted

05/02/2017
Subject: Committee/Officer Report Submission
Date: Tuesday, May 30, 2017 at 2:30:55 PM Eastern Daylight Time
From: Jennifer Lachmayr
To: laustin@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

WEF Delegate

Activities/Decisions Since Last Executive Meeting

- Attended WEFMAX in Winnipeg MT
- Worked with our Membership Committee to provide a presentation on Membership, Public Awareness and Sponsorship efforts. Presentations is available for all to use.

Meetings/Conference Calls Held

- J Lachmayr serves as the House of Delegate Public Communications and Outreach work group (WG). Conducts monthly meetings with the WG

Other Activities/Initiatives/Programs

- A few reminders
- Value of Water Coalition has new tool kit materials available for use check them out http://www.wef.org/resources/for-the-public/value-of-water/

- Also a reminder that the Imagine a Day Without Water is (October 12, 2017) http://imagineadaywithoutwater.org

Report Submitted by

Jennifer Lachmayr

Submitter's Email

jennifer.lachmayr@arcadis.com

Date Submitted

05/30/2017
Subject: Committee/Officer Report Submission
Date: Sunday, June 4, 2017 at 10:14:51 AM Eastern Daylight Time
From: Virgil Lloyd
To: laustin@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Connecticut State Director

Activities/Decisions Since Last Executive Meeting

- Conference call with State Directors
- pleased to report that CT will be fielding an Operations Challenge Team at the June meeting! Our first team since (I believe) 2007. Please welcome the Franken Foggers. The team hails from The Greater New Haven WPCA, coach Gary Zrelak. Team members: Dan Wolff, Jason Nenninger, Dan Sullivan, and Chris Findley. Good luck to the Franken Foggers!

Meetings/Conference Calls Held

- Attended CWPAA Monthly Board Meetings
- CAWPCA Spring Workshop
- Solicited and reviewed award nominations
- Attended CWPAA Annual Product Show
- CWPAA Operator Appreciation Event at CT River Museum

Action Plan Committee/Officer Assignments

- Meetings w/CAWPCA and CWPAA leadership to optimize opportunities for interaction and support
- Attend CWPAA Board Strategic Planning update meeting in June

Report Submitted by

Virgil Lloyd

Submitter's Email

vlloyd@fando.com

Date Submitted

06/04/2017
Subject: Committee/Officer Report Submission

Date: Thursday, May 4, 2017 at 10:40:44 AM Eastern Daylight Time

From: Mac Richardson

To: laustin@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Maine Director

Activities/Decisions Since Last Executive Meeting

MEWEA participated in the Maine Sustainability and Water Conference with two speakers and our Vice President serving as a judge for the student poster competition held at the Augusta Civic Center on March 30th. At the conference, 4 high school, nineteen undergraduate and seventeen graduate students presented posters. On April 20th, Brad Moore, Darold Wooley, Andy Rudzinski, Rich May and I presented a forum to students at the University of Maine in Orono. About 20 students attended. We presented on careers in the Water Environment field, how the field has changed over the last 25 years, why students should consider working in this field, networking opportunities and what MEWEA and NEWEA can offer. We offered pizza and soft drinks, and the event was well received.

On March 22, MEWEA again fielded the largest non profit team of runners (and some walkers) at the Urban Runoff 5K and Green Neighbor Family Festival. MEWEA staffed a booth after the run.

The Spring issue of the MEWEA newsletter should be out around May 20th.

Meetings/Conference Calls Held

On April 13 the executive committee met in Lewiston for a strategic planning meeting. The executive committee mainly focused on restructuring committees and how our organizational structure can be improved.

On April 14 our Spring Conference was held at the Ramada Inn in Lewiston. A tour of the LAWPCA anaerobic digestion facilities was included in the morning.

Executive committee meeting is scheduled for May 19th.

Action Plan Committee/Officer Assignments

I am working on getting nominations for the Maine Operator and Peloquin awards. I have also had some interest from people concerning applying for membership in the Quarter Century Operator's Club.

Other Activities/Initiatives/Programs

We have posted the NEWEA safety survey on our website and sent the survey out to member treatment plants via email.

General Comments

Our President, Matt Timberlake has been sending out a brief weekly message to the membership about what MEWEA is up to that has been well received.

Tim Haskell, our Government Affairs Chair has been incredibly active at the state legislature.

How can you print this report out once you have made it?!

Report Submitted by

Mac Richardson

Submitter's Email

mrichardson@lawpca.org

Date Submitted

05/04/2017
Subject: Committee/Officer Report Submission  
Date: Thursday, June 1, 2017 at 7:35:15 AM Eastern Daylight Time  
From: Justin deMello  
To: laustin@newea.org

Executive Committee Meeting Date  
June

Name of Committee or Office  
Massachusetts State Director Report

Activities/Decisions Since Last Executive Meeting  
N/A

Meetings/Conference Calls Held  
MWPCA was well represented at Water Infrastructure Awareness Day that was held on May 23rd in Boston, MA. The event was a collaboration between MWPCA, MWWA and ACEC/MA and drew over 100 water professionals. The event was headlined by Gina McCarthy, former Administrator of the EPA who stressed the importance of the environment and our continued investment in water. Hot topics discussed at the meeting included I/I Regulation Changes, MS4, Aging Workforce, Lead in Drinking Water and Climate Resiliency.

MWPCA was well represented at the Operations Challenge Training Day in Holyoke, MA on May 7th. Even though, MA does not have a team formed this year, there were several interested parties in starting on for next year. We will continue to promote the Operations Challenge and urge the interested parties to get involved.

Action Plan Committee/Officer Assignments  
Promote Operations Challenge in Massachusetts to generate interest in getting a team together.

Solicit nominations for NEWA and WEF awards.

Other Activities/Initiatives/Programs  
The MWPCA Summer Quarterly Meeting will be held on June 14th at the Log Cabin in Holyoke, MA. The event will focus on nutrient removal with presentations describing several projects on the Connecticut River valley.

The MWPCA will host their annual Golf Tournament on June 20th at the Shaker Hills Country Club in Harvard, MA. For those interested in playing, please visit the www.MWPCA.org website or reach out to Lynn Foisy for registration.

The New England Interstate Water Pollution Control Commission, MassDEP, and the MWPCA continue the revitalized Massachusetts Wastewater Management Training Program. The program has attracted 28 registrants from facilities all over Massachusetts. This one-year program intends to develop essential skills to propel candidates into management positions. The program is based on the successful management training programs that have been delivered in Maine, Rhode Island, and Connecticut. Participants will meet as a group once a month for 12 months, addressing a new topic each month. Topics to be covered during the program include Introduction to Management, Advanced Process Control, Working with the Media, NPDES Permitting and State Regulations, Engineering Design and Blueprint Reading, Preventive Maintenance, Microbiology, Finance and Budgeting, and Job Shadowing. As an increasing number of operators approach retirement, the sponsoring organizations have constructed this program to help ensure that the next generation of operators is prepared to fill these opening managerial positions across the state. The program encourages all wastewater operators interested in furthering their careers, and one day assuming a management or superintendent position, to consider joining a future management program.

Report Submitted by  
Justin deMello

Submitter's Email  
jdemello@woodardcurran.com
Subject: Committee/Officer Report Submission

Date: Wednesday, May 24, 2017 at 8:40:42 AM Eastern Daylight Time

From: Sean Greig

To: laustin@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

New Hampshire State Director

Activities/Decisions Since Last Executive Meeting

The NHWPCA had a booth promoting clean water at Wild New Hampshire Day. Wild New Hampshire Day is an event that promotes NH wild life and its resources. The NHWPCA raffled off 20 fishing poles. The event was well attended.

The NHWPCA had its Trade Fair on April 6, 2017 at the Executive Court in Manchester NH. The attendees were able to meet with exhibitors in the morning and attend presentations on Operations Challenge. A lunch followed where awards that were presented at the NEWEA Winter meeting were presented to the award winners.

The poster contest winners met with the Governor for the Governor's Proclamation signing on May 16, 2017. The event was followed by a pizza party and presentations by NHWPCA Board members. The event had 60 attendees.

The 2017 NHWPCA Summer Outing will be NHWPCA's 50th Anniversary Celebration at the Hampton South Pavilion in Hampton NH on June 23, 2017.

Meetings/Conference Calls Held

April 14, 2017
NHWPCA Board of Directors Meeting
NHWPCA 50th Celebration Committee

May 12, 2017
NHWPCA Board of Directors Meetings

Action Plan Committee/Officer Assignments

I have been working with Dustin Price, NHWPCA BOD member, on the nominations for the Operator of the Year and Peloquin award winners.

Report Submitted by

Sean Greig

Submitter's Email

greig@newmarketnh.gov

Date Submitted

05/24/2017
Subject: Committee/Officer Report Submission

Date: Thursday, June 1, 2017 at 6:22:29 PM Eastern Daylight Time

From: Raymond Willis

To: laustin@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Past President

Activities/Decisions Since Last Executive Meeting

Attended the March ECM, participated in monthly SMT calls, participated in Council Director’s call, attended NEWEA Congressional Briefing, participated in NEWEA Golf Classic organizational meetings, and attended the MWPCA Board Meeting. Participated in the planning of the Massachusetts Legislative Event. Was active in organizing the review of the Spring Meeting review associated with 2015 Planning Session.

Meetings/Conference Calls Held

See above

Action Plan Committee/Officer Assignments

I will be attending the NEWEA Spring Meeting and participating in the NEWEA Government Affairs Committee meeting as well as A&D and ASA/President meetings at the Spring Meeting. Will attend the RI Legislative Event on June 15, 2017. Lastly, I will be presenting at the Connect for Success conference on June 28, 2017 on behalf of NEWEA.

Other Activities/Initiatives/Programs

See above.

General Comments

Covfefe

Report Submitted by

Raymond Willis

Submitter’s Email

nwillis@onsite-eng.com

Date Submitted

06/01/2017
Subject: Committee/Officer Report Submission

Date: Friday, May 19, 2017 at 9:18:50 AM Eastern Daylight Time

From: Michael Spring

To: laustin@newea.org

Category: Executive Committee, State Directors

Executive Committee Meeting Date

June

Name of Committee or Office

Rhode island State Director

Activities/Decisions Since Last Executive Meeting

Two delegates of NWPCA attended Career Day at Johnston High School to promote the Wastewater industry. Awards nominations and discussions were hold and finalized. Operations Certification Class updates were presented. NWPCA will be holding an open house at two wastewater treatment facilities on May 20th. The two facilities hosting will be Warwick Sewer Authority and Narragansett Bay Commission Fields Point. Tours will be held between 10AM and 2PM. Several discussions were held about the Operations Challenge team training schedules, team members, Spring meeting, support structure and the future of the Ocean State Alliance team. Life Time members were nominated and voted on. Future trainings were discussed, “Active Shooters” and “Wastewater Maintenance”

Meetings/Conference Calls Held

Wastewater Math class was hold on May 16th
Gorman-Rupp training has been rescheduled to June 1st. Scheduling of PVP pump Class.

Action Plan Committee/Officer Assignments


General Comments

NWPCA was well supported by NEWEA and we would like to thank you for that support.

Report Submitted by

Michael Spring

Submitter's Email

mspring@narrabay.com

Date Submitted

05/19/2017
Subject: Committee/Officer Report Submission

Date: Thursday, June 1, 2017 at 7:19:18 AM Eastern Daylight Time

From: Ray Vermette

To: laustin@newea.org

Category: SMT, Executive Committee, Council Directors, Exploratory Committee

Executive Committee Meeting Date

June

Name of Committee or Office

Vice President

Activities/Decisions Since Last Executive Meeting

I attended Operations Challenge Day in Holyoke Mass on April 7th. We had discussions about holding it next year next year in Dover, NH.

Meetings/Conference Calls Held

I participated in monthly SMT Conference calls (missed one) and attended the ECM on April, 4 in Worchester. I represented the NEWEA Awards at the MWEA Spring Conference on April, 14th and the GMWEA Annual Meeting on May, 25. I attended the NEWEA/NEWWA Exploratory Meeting on May, 16th and participated in the Council Directors Quarterly Calls.

General Comments

I will be attending the Spring Meeting on June 4th.

Report Submitted by

Ray Vermette

Submitter's Email

sonnyvermette@yahoo.com

Date Submitted

06/01/2017
The Water Warrior Jobs Initiative

A joint effort by the New Hampshire Water Pollution Control Association (NHWPCA) and the Maine Water Environment Association (MEWEA) to recruit and retain returning and retiring U.S Armed Forces veterans into the drinking water and clean water infrastructure fields.
Overview

The drinking water and clean water industries are in crisis. Highly trained personnel who joined the industry in the 70’s and 80’s with the start of the Clean Water Act (CWA) and Safe Drinking Water Act (SDWA) are retiring, and there is a marked shortage of qualified workforce ready to take their place. Lack of educational opportunities, training, and knowledge of the availability and desirability of the drinking water and clean water industry is leaving us with a manpower deficit and an imminent loss of decades of institutional knowledge.

On the other side are the highly trained, reliable, and competent veterans returning home and looking for good paying, stable jobs with the benefits and retirement opportunities that they deserve. Many skills learned in the Armed Forces, particularly with equipment maintenance and science based programs, translate very well into a successful career protecting the one thing no one in our country can live without, clean water.

The purpose of this initiative is to solve these two problems by promoting the drinking water and clean water industries as desirable career options, providing education and training opportunities, streamlining the process of certification for our veterans, and providing placement assistance and internships.

Why Water?

To get a feel for the attractiveness of the drinking water and clean water industries, one only has to look at the phenomenal retention rate. Both a blessing and a curse, the high retention rate of professionals in this industry is what has led to the retirement boom that threatens to cripple it. Stable job security, high wages and good benefits have led to 30+ year careers.
The current retirement boom is creating a window of opportunity for the next wave of professionals to start in a career that can last a lifetime. With so many skills being taught to our science and technical based veterans that directly translate to the water industries, the timing has never been more opportune to provide those who served our country with a career that will provide for their future, while still allowing them to serve their local communities.

Another benefit of the drinking water and clean water industries is that these jobs are in every town in America. They include the blue collar jobs that are the heart of the environmental protection industry, as well as white collar jobs in engineering and manufacturing fields. Veterans have the opportunity to find secure a desirable position, right in their hometown, without the need to relocate.

With all of the benefits that obtaining a position in the industry provides, one might ask why there is not an ample supply of applicants and qualified individuals waiting to take these jobs as they open up. The facts are most people are unaware of our industry as a viable career alternative, and the training and education needed to be successful is hard to find.

Most clean water and drinking water training is done by state organizations, and is directed to professionals already in the industry, as a way to obtain education credits for recertification. Community college, vocational training and other adult education facilities rarely carry any curriculum for the treatment of water. State organizations rarely coordinate, so training varies from state to state. Providing consistent, up to date training to our veterans is the first step, and first challenge, in getting them prepared for a career in the water resource industry.

**Not So Basic Training**

The successful operator is a skilled troubleshooter, maintenance mechanic, electrician, data analyst, chemist, and laborer. Most treatments consist of a complex biological process composed of several interdependent systems. These
systems are usually monitored with sophisticated monitoring and data collection programs. Laboratory analyses are conducted daily to ensure the water people drink, swim and fish in are safe. On top of the in depth technical knowledge needed to run a state of the art facility, the operator is also the laborer and custodian.

Sound familiar? This mix of skill sets is already ingrained into the men and women of the Armed Forces in several rates. Keeping an engine room clean while maintaining a nuclear propulsion plant, equipped with it’s own water chemistry lab is one example. The mechanic that knows every bearing and gear in his mobile artillery equipment, and can understand how every individual system makes up part of a whole is another.

These skills are already in place, and as these veterans complete their service, it would be a quick transition to applying what they know to the water industry. They would just need to fill in the gaps in training to qualify to operate a biological based system. That training and education is available, it’s just a matter of getting it to the veterans looking for work.

The training to become a qualified and certified operator can come from several sources.

**Water Warrior First Class**

Maine and New Hampshire have several sources of education and training for operators to improve upon their trade.

On the wastewater side classes are available from the New Hampshire Department of Environmental Services (NHDES), the New England Interstate Water Pollution Control Commission (NEIWPC), and the Joint Environmental Training Coordinating Committee (JETCC) and more recently the Northern Maine Community College system(s) are initiating 2 year Associate’s Degree Programs.
Drinking water classes are available through NHDES, the Granite State Rural Water Association (GSRWA), the New England Water Works Association (NEWWA), and the New Hampshire Water Works Association (NHWWA). Operations manuals, online classes and correspondence courses are available through the University of California, Sacramento’s Water Programs department. The nearby University of Massachusetts, Lowell offers wastewater and water certificate programs as well.

The weakness that these training providers have is that most of the training is directed to professionals already in the industry, working to earn CEU’s. One of the cornerstones of this initiative it to promote coordination between these providers and the veteran affair’s office to bring these training opportunities to our veterans, and provide for certification assistance.

**Time in Rate**

Another opportunity to assist the veteran community into entering the industry is to honor the extensive training and experience that several mechanical and science based rated veterans possess. These men and women are not looking, and are over qualified for, an entry level position. They possess honed skills that municipalities value, and their abilities should be reflected in an ability to obtain a higher certification.

Many states have a time-in-rate requirement to obtain successive levels of certification. Sometimes, higher education can replace the requirement for years of experience at a facility. This initiative proposes that a military career in selected mechanical and science based rates, (Those rates would be decided by a joint VA and State level training committee) would receive the education deferment of a four year degree, allowing veterans to train for, and then obtain a higher level license.
This would help qualified veterans to obtain higher paying positions right out of the gate, assisting them in a successful transition to a civilian career, and aiding the water and wastewater industries in attracting and retaining qualified personnel.

Testing the waters

While detailed specifics on a internship program imbedded in the Water Warrior Jobs Initiative need to be developed with the many potential partners, current industry leaders have fully embraced the concept. The original idea started with discussions by clean water professionals from NHWPCA and MEWEA that identified EPA Training initiatives discussed in Appendix A to Part 45 Environmental Protection Agency Training Programs. Specifically Section 103 of the Clean Air Act, Section 104g of the Clean Water Act, Sections 7007 and 8001 of the Solid Waste Disposal Act, and Section 1442 of the Safe Drinking Water Act.

The objective as written in 45.110 of Part 45 clearly mirrors all of the goals of this Water Warrior Jobs Initiative.

The concept is to utilize Federal, State, and Local funding to allow utility owners (districts, agencies, or local municipalities) to partner and provide a three (3) or six (6) month internship to an eligible veteran. An equitable cost share (75%/25%, 60%/40%, or 50%/50%) would be used to provide an internship position without hiring a veteran as a full time employee and incurring the associated overhead costs.

There would need to be an application and vetting process developed to generate a list of interested veterans. Ultimately, the goal would be to provide opportunities for veterans to utilize their military training and skills under the supervision of qualified drinking water and clean water professionals for an internship period that would lead to full time employment in an industry that is critical to public health and the environment.
Getting It Done

This initiative will require the coordinated efforts of industry leaders, veterans organizations, and government agencies, but the end result, getting veterans into good paying jobs while serving their communities is worth it.

Preliminary action items include:

- Coordinating training providers and the VA to get training provided TO the veterans, at reasonable costs.
- Coordination and agreement also needs to occur between state certification boards and the military/VA to determine which rates qualify for advanced time in rate, and how much.
- Discussions with DEP and state agencies to assess the feasibility for funding of the internship portion of this initiative, then coordinate how to connect veterans to prospective employers.
- Ensure the water/wastewater jobs are advertised at Veteran job centers/ websites.

Other ideas for promoting our industry to interested veterans include:

- Subsidizing the costs of online training programs/ training manuals. (Sacramento books, or the WEF MOP11, for example)
- Allow Veterans to attend NEWEA/WEF events at a reduced or subsidized cost, and advertise the events with VA Job centers/ Websites.
- Make certification testing more readily available to veterans, at no cost.
Subject: Committee/Officer Report Submission
Date: Tuesday, May 23, 2017 at 11:03:49 PM Eastern Daylight Time
From: Peter Garvey
To: laustin@newea.org
Category: Committee Chairs

Executive Committee Meeting Date

   June

Name of Committee or Office

   Collection Systems Committee

Activities/Decisions Since Last Executive Meeting

   We welcomed several new members to the committee since the last EM.

   The committee received subcommittee volunteer offers from many committee members for our 2 major initiatives for
   this year - Private Inflow and FOG.
   The two subcommittees have been formed.

Meetings/Conference Calls Held

   Separate kickoff conference call were held with the private inflow and FOG subcommittees on Friday May 26. The
   charter for each subcommittee was reviewed with the subcommittee members and a plan of action with schedule
   was developed. A chair and vice chair for each subcommittee were identified.

Action Plan Committee/Officer Assignments

   Our two new subcommittees are developing action plans for their activities for the rest of the year.

   We will also be looking at options for the CSC webpage

Other Activities/Initiatives/Programs

   The joint conference with sustainability committee was a success.

General Comments

   Committee membership continues to grow. We are seeing many new members from the public sector.

Report Submitted by

   Peter Garvey

Submitter's Email

   pgarvey@dewberry.com

Date Submitted

   05/23/2017
Subject: Committee/Officer Report Submission

Date: Tuesday, May 30, 2017 at 10:24:29 AM Eastern Daylight Time

From: Gregory Kidd

To: laustin@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Collection Systems Certification Committee

Activities/Decisions Since Last Executive Meeting

The Committee has administered (119) exams since March 2017; (45) in CT, (47) in MA, and (26) in ME. We have also initiated the forensic proofing of the exams; currently the Grade 4 has been review and the Committee is in the process of re-writing the exam.

Meetings/Conference Calls Held

Email communications regarding the re-writing of the Grade 4 have been initiated.

Action Plan Committee/Officer Assignments

Update the exams starting with the Grade 4.

Report Submitted by

Gregory Kidd

Submitter's Email

gkidd@gwi.net

Date Submitted

05/30/2017
Subject: Committee/Officer Report Submission  
Date: Wednesday, May 3, 2017 at 7:59:33 AM Eastern Daylight Time  
From: Ivonne Hall  
To: laustin@newea.org  

Executive Committee Meeting Date  
June  

Name of Committee or Office  
CSO/Wet Weather Interest Committee  

Activities/Decisions Since Last Executive Meeting  
Submitted FY18 budget request for $1,050. Changing AC meeting to a breakfast on the Monday.  

Meetings/Conference Calls Held  
Con Call on 5/3/17 about designing CSO survey questionnaire to be sent out to all CSO communities in New England.  

Action Plan Committee/Officer Assignments  
Working with volunteers in committee to design the survey so that it can provide meaningful data.  

Report Submitted by  
Ivonne Hall  

Submitter's Email  
ivonne.hall@ct.gov  

Date Submitted  
05/03/2017
Executive Committee Meeting Date

June

Name of Committee or Office

Industrial Wastewater Committee

Activities/Decisions Since Last Executive Meeting

The committee is finalizing details for our full day fall specialty conference to be held at Redhook Ale Brewery in Portsmouth with speakers from Redhook, the City of Portsmouth, the Pease WWTF and possibly the pharmaceutical across the street from Redhook, Lonza – September 13 (including lunch and tours).

Report Submitted by

Sarah White

Submitter's Email

sarah_white@unifirst.com

Date Submitted

05/31/2017
Subject: Committee/Officer Report Submission

Date: Wednesday, May 31, 2017 at 9:48:40 AM Eastern Daylight Time

From: DAVID BEDOYA

To: laustin@newea.org

Category: Committee Chairs

Executive Committee Meeting Date

June

Name of Committee or Office

Stormwater

Activities/Decisions Since Last Executive Meeting

The Maine Stormwater Conference in October will not be the committee’s specialty conference. Committee chairs are exploring the option of doing a specialty conference with WEF in 2018 instead. Currently working on incorporating the cost of this conference into the FY2018 budget and coordinate with parties involved.

Meetings/Conference Calls Held

Different calls between the co-chairs and the vice-chair were held to discuss the Maine stormwater conference in October. The idea was to have this conference be the specialty conference but NEWEA said that it was not possible on the 05/25/27 call.

Action Plan Committee/Officer Assignments

Follow up call between chairs and vice-chairs on 06/02, more follow up and coordination calls to follow between the Committee, NEWEA and WEF members to start organizing the specialty stormwater conference in 2018

Report Submitted by

DAVID BEDOYA

Submitter’s Email

david.bedoya@stantec.com

Date Submitted

05/31/2017
Subject: Committee/Officer Report Submission

Date: Wednesday, May 24, 2017 at 2:19:23 PM Eastern Daylight Time

From: Courtney Eaton

To: laustin@newea.org

Category: Committee Chairs

Executive Committee Meeting Date

June

Name of Committee or Office

Sustainability

Activities/Decisions Since Last Executive Meeting

Facilitated the NEWEA Sustainability / Collection Systems specialty conference, where roughly 90 industry professionals attended.

Meetings/Conference Calls Held

None.

Action Plan Committee/Officer Assignments

No updates on this since Annual Conference (in Jan)

Other Activities/Initiatives/Programs

None

Report Submitted by

Courtney Eaton

Submitter's Email

ceaton@woodardcurran.com

Date Submitted

05/24/2017
Subject: Committee/Officer Report Submission
Date: Thursday, May 11, 2017 at 10:52:51 AM Eastern Daylight Time
From: Nicholas Ellis
To: laustin@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Water Reuse

Activities/Decisions Since Last Executive Meeting

The committee has been relatively dormant since the last report. Emails were sent to the committee to encourage attendance and participation at the spring meeting in June and to inquire as to whether any committee members could act as moderators.

Meetings/Conference Calls Held

None

Action Plan Committee/Officer Assignments

Rob Scott continues to act as Vice Chair. Planning for 2018 specialty conference to commence in summer of 2017

General Comments

As noted above, the committee as a whole will be engaged to plan our specialty conference for next year.

Report Submitted by

Nicholas Ellis

Submitter's Email

nellis@hazenandsawyer.com

Date Submitted

05/11/2017
Subject: Committee/Officer Report Submission

Date: Tuesday, May 30, 2017 at 9:11:37 AM Eastern Daylight Time

From: Jennifer Johnson

To: laustin@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Watershed Management Committee

Activities/Decisions Since Last Executive Meeting

We have continued to plan for our Specialty Conference that will be held on July 12. This is the Water Resources & Infrastructure Climate Resiliency Specialty Conference in Lowell, MA that is co-sponsored by the New England Water Works Association (NEWWA), the New England Chapter of the American Public Works Association (NEAPWA) and New England Interstate Water Pollution Control Commission (NEIWPCC). This conference will focus on practical resiliency strategy case-studies for flood prone inland areas and coastal zones, municipal utility infrastructure and watersheds.

Meetings/Conference Calls Held

We've had a few conference calls that focus on the morning and afternoon sessions for the specialty conference. We've also been coordinating by email.

Action Plan Committee/Officer Assignments

Jennifer Johnson, Chair
Sara Greenburg, Vice Chair

Our action plan is to have the specialty conference on July 12. At our committee meeting next week, we will begin to look beyond the specialty conference and think about other potential committee activities.

Report Submitted by

Jennifer Johnson

Submitter's Email

jjohnson@nitscheng.com

Date Submitted

05/30/2017
**Subject:** Committee/Officer Report Submission

**Date:** Wednesday, May 17, 2017 at 10:16:53 AM Eastern Daylight Time

**From:** Joe Boccadoro

**To:** laustin@newea.org

**Executive Committee Meeting Date**

June

**Name of Committee or Office**

Journal

**Activities/Decisions Since Last Executive Meeting**

- Committee conference call on 5/4/17
- Draft minutes prepared
- Coordinating feature articles and other content for Summer Journal
- Planning for Fall edition, including special features associated with 50th anniversary of Journal
- Preliminary discussion of content for Winter Journal
- Continuation of overall 'Throwback' theme for 2017
- Resignation of Vice Chair

**Meetings/Conference Calls Held**

- Committee conference call on 5/4/17. Discussion of following items:
  - Attendance/Opening Remarks
  - Conference Call Minutes - Volunteer Needed
  - Spring Journal Recap
  - Status of Summer Journal
  - Fall Issue Planning
  - Special Features
    - Journal 50th Birthday
    - Photos
  - General Discussion

**Action Plan Committee/Officer Assignments**

- Search for replacement Vice Chair and eventual Chair.
- Finalize Summer content with goal of issuing Journal by the end of June/early July
- Gather content for Fall Journal, including 50th anniversary features

**Other Activities/Initiatives/Programs**

- Special features in Fall edition celebrating 50th birthday of Journal.

**General Comments**

Committee Vice chair Alex Doody moved to Texas and can no longer serve in that capacity and therefore also cannot serve as eventual Chair. Committee members are actively seeking a replacement.

**Report Submitted by**

Joe Boccadoro

**Submitter's Email**

joe.boccadoro@aecom.com

**Date Submitted**

05/17/2017
Subject: Committee/Officer Report Submission

Date: Wednesday, May 31, 2017 at 3:31:20 PM Eastern Daylight Time

From: Jim Barsanti

To: laustin@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Newsletter

Activities/Decisions Since Last Executive Meeting

The Newsletter Committee is compiling content for the next edition tentatively scheduled for mid to late June.

Meetings/Conference Calls Held

Communication via email and calls.

Action Plan Committee/Officer Assignments

N/A

Other Activities/Initiatives/Programs

N/A

General Comments

N/A

Report Submitted by

Jim Barsanti

Submitter's Email

jrb@framinghamma.gov

Date Submitted

05/31/2017
Subject: Committee/Officer Report Submission
Date:     Friday, May 12, 2017 at 8:09:41 AM Eastern Daylight Time
From:     Meg Tabacsko
To:       laustin@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Public Awareness

Activities/Decisions Since Last Executive Meeting

- Reaching out to communities to see if they have any "free air space" on billboards
- Preparing FY18 Budget
- Looking into setting up planned giving/endowment funds for NEWEA
- Reached out to Vineyard Vines about possible collaboration
- Working w/A&D Committee to fold Media Relations responsibilities into Public Awareness charge

Meetings/Conference Calls Held

- Jt. Meeting w/Sponsors Committee on April 5th
- Conf. Call on April 14th

Other Activities/Initiatives/Programs

- Committee meeting scheduled for June 5th, 4:00 in hotel restaurant, anyone interested in attending, just let Kate or Meg know

Report Submitted by

Meg Tabacsko

Submitter's Email

meg.tabacsko@mwra.com

Date Submitted

05/12/2017
Subject: Committee/Officer Report Submission

Date: Monday, June 5, 2017 at 12:33:46 PM Eastern Daylight Time

From: Robert Musci

To: laustin@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Website Committee

Activities/Decisions Since Last Executive Meeting

Phone discussions with members.

Meetings/Conference Calls Held

April - May 2017

Action Plan Committee/Officer Assignments

Jack and Rob Musci came to the conclusion that everyone is a bit busy to commit the time needed to get to meetings for this committee and changed our approach to come up with a plan of execution that works best for all of the committee. So here is what we are going to do.

1. Jack and Rob Musci began contacting members individually
2. We then asked for the next thing members were interested in (based on our agenda) And worked to develop an individual game plan of tasks you can (and want to) execute.
3. We will then inform the entire group by email as to our progress.
4. As a parallel task we will still seek to have 3 to 4 meetings a year (maybe 2 in person), but we will try to plan them months in advance.

Ongoing Tasks we want to Tackle:

1. Increase social media interaction
2. Can we encourage online registration somehow.
3. Filling in holes on the website / AMS hosting site.
4. Specialty conference reminders
5. Maintenance plan for Refreshing Content (See above)

General Comments

Topsfield

Report Submitted by

Robert Musci

Submitter's Email

muscirm@cdmsmith.com

Date Submitted

06/05/2017
Subject: Committee/Officer Report Submission  
Date: Monday, May 22, 2017 at 2:46:16 PM Eastern Daylight Time  
From: Charles Tyler  
To: laustin@newea.org  
Category: Executive Committee  

Executive Committee Meeting Date  
June  

Name of Committee or Office  
Assessment and Development Committee  

Activities/Decisions Since Last Executive Meeting  
Committees to be reviewed have been decided for 2017. See note below under "Action Plan"  
Org manual update is drafted except for Public Awareness charge, now under review by Public Awareness Committee.  

Meetings/Conference Calls Held  
Email Communications only among A&D Committee and Council Directors; A&D meeting to be held immediately after this Executive Committee meeting.  

Action Plan Committee/Officer Assignments  
Following concurrence of the A&D Committee and the Council Directors, the proposed list of committees to be reviewed for this year is as follows (by council):  
Management Review Council: Bylaws, Nominating  
Meeting Management Council: Conference Arrangements, Exhibits  
Communications Council: Journal, Public Awareness (ad hoc)  
Treatment Systems Operations and Management Council: Energy, Microconstituents, Plant Operations  
Collection Systems, Water Resources Council: Collections Systems Certification, Stormwater  
Outreach Council: Public Education, Scholarships, Young Professionals  
The respective committee chairs should have received review surveys to complete, with a return date of Friday July 14, 2017. Surveys are to be returned to the respective council directors. Following review and compilation, council directors will then return the questionnaires to the A&D committee for review and recommendation. Resulting recommendations will be reviewed with committee chairs before presentation to the Executive Committee.  

Other Activities/Initiatives/Programs  
Organizational Manual update will be published on the web site as soon as possible after the Public Awareness charge has been redrafted by that committee.  

General Comments  
New Vice-chair for the Assessment and Development Committee is Marylee Santoro; we predict and hope that there will be great committee improvements soon.  

Report Submitted by  
Charles Tyler  

Submitter's Email  
charleswtyler@msn.com  

Date Submitted  
05/22/2017
Subject: Committee/Officer Report Submission  
Date: Wednesday, May 31, 2017 at 1:39:58 PM Eastern Daylight Time  
From: Michael Wilson  
To: laustin@newea.org  

Executive Committee Meeting Date

June

Name of Committee or Office

Awards

Activities/Decisions Since Last Executive Meeting

Continued with Development of Ideas for Collaboration between NEWEA and NEWWA within the Exploratory Meetings.

Meetings/Conference Calls Held

Held Conference call on March 29th.
Held conference call on May 31st to discuss nominee slate and obtain names for draft roster.
Attended Exploratory NEWEA/NEWWA Meeting May 16th.

Action Plan Committee/Officer Assignments

Sent out draft roster of nominees for consideration following the May 31st conference call for review.

Other Activities/Initiatives/Programs

Planned Awards Committee Meeting Spring Meeting on June 5th.

Report Submitted by

Michael Wilson

Submitter's Email

mwilson@ch2m.com

Date Submitted

05/31/2017
Subject: Committee/Officer Report Submission
Date: Wednesday, May 24, 2017 at 1:12:40 PM Eastern Daylight Time
From: Denise Descheneau
To: laustin@newea.org
Category: Committee Chairs

Executive Committee Meeting Date
June

Name of Committee or Office
Committee Member Appreciation Committee

Activities/Decisions Since Last Executive Meeting
Annual CMAE has been booked for July 27 at Kimball Farm, 4-10PM. Same spread as last year

Meetings/Conference Calls Held
N/A

Action Plan Committee/Officer Assignments
Invitations to event and to nominate members for Thanks-a-NEWEA awards to be sent out shortly

Report Submitted by
Denise Descheneau

Submitter's Email
ddescheneau@ubwpad.org

Date Submitted
05/24/2017
Subject: Committee/Officer Report Submission

Date: Friday, June 2, 2017 at 2:25:01 PM Eastern Daylight Time

From: dennis vigliotte

To: laustin@newea.org

Category: Committee Chairs

Executive Committee Meeting Date

June

Name of Committee or Office

Sponsor

Activities/Decisions Since Last Executive Meeting

* Set up Spring meeting outing at Cape Cod Country Club
* Fiscal year 2018 budget
* initiated conversation with Ops Challenge committee to collaborate on Spring Meeting golf tournament and raise more funds for Ops Challenge (Fall ops challenge tournament has morphed into more than just Ops Challenge)

Meetings/Conference Calls Held

* Joint meeting with Public Awareness committee at April ECM
* call with Ops Challenge chair to start discussion on Spring meeting Golf tournament

Other Activities/Initiatives/Programs

* Continue discussions with Ops Challenge commitee regarding Spring Meeting

General Comments

**Would like to recognize Peter Kibble from our committee for coordinating Spring Meeting Golf for the past several years......this is his last in that role.

**Looks like most of the recent committee's activities have centered around golf......Hey, it's Spring....anyone that knows me shouldn't be surprised.

Report Submitted by

dennis vigliotte

Submitter's Email

dvigliotte@flowassessment.com

Date Submitted

06/02/2017
Subject: Committee/Officer Report Submission

Date: Wednesday, May 31, 2017 at 2:47:07 PM Eastern Daylight Time

From: Kerry Reed

To: laustin@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Registration Committee

Activities/Decisions Since Last Executive Meeting

Submitted annual budget request

Meetings/Conference Calls Held

N/A

Action Plan Committee/Officer Assignments

N/A

Other Activities/Initiatives/Programs

N/A

General Comments

As of 5/25/17, registration for Spring Meeting is 207.
Similar registration numbers from 2015 meeting (last year was joint meeting with NYWEA).

Report Submitted by

Kerry Reed

Submitter's Email

kr@framinghamma.gov

Date Submitted

05/31/2017
Subject: Committee/Officer Report Submission
Date: Monday, May 22, 2017 at 11:18:52 AM Eastern Daylight Time
From: Robert Fischer
To: laustin@newea.org

Executive Committee Meeting Date
June

Name of Committee or Office
Government Affairs

Activities/Decisions Since Last Executive Meeting
Continued interacting with WEF and others on pictures/documents from National Water Policy Fly-In. 04/28/2017 NEBRA call on PFASs; 05/03/2017 NACWA State and Regional Association Conference call key issue of WET Test litigation in CA; 05/03/2017 VRWA 05/04/2017 part of panel discussion on getting new operators into field; 05/05/2017 conducted meeting in Vermont as a follow up with Senator Sanders on affordability issues; Water Quality Day in Vermont 05/19/2017 tours of SB facility.

Meetings/Conference Calls Held
No NEWEA GAC calls held

Action Plan Committee/Officer Assignments
None

Other Activities/Initiatives/Programs
None

General Comments
None

Report Submitted by
Robert Fischer

Submitter's Email
bfischer@sburl.com

Date Submitted
05/22/2017
Subject: Committee/Officer Report Submission

Date: Friday, June 2, 2017 at 12:32:20 PM Eastern Daylight Time

From: Geri Ciardelli

To: laustin@newea.org

Executive Committee Meeting Date

   June

Name of Committee or Office

   Public Education Committee

Activities/Decisions Since Last Executive Meeting

   - Brochure finalized. Will be distributed at the Spring AC
   - SJWP - winners chosen and notified
   - Teacher Training - tentative date for August
   - Stuffed school kits at a meeting April 26 and another day in May; requests have been rising, we could really use help stuffing.
   - PEC session at the Spring conference

Meetings/Conference Calls Held

   - Meeting held 4/26
   - many emails amongst members

Action Plan Committee/Officer Assignments

   - Deciding on how to approach a NE joint water quality day. This will be a huge undertaking.

Other Activities/Initiatives/Programs

   - Awards were due June 1 and we will be deciding on those soon.

Report Submitted by

   Geri Ciardelli

Submitter's Email

   ciardellig@nashuanh.gov

Date Submitted

   06/02/2017
Subject: Committee/Officer Report Submission

Date: Friday, June 2, 2017 at 7:42:35 PM Eastern Daylight Time

From: Dave Aucoin

To: laustin@newea.org

Category: Committee Chairs

Executive Committee Meeting Date

June

Name of Committee or Office

Safety

Activities/Decisions Since Last Executive Meeting

The Annual Safety Survey was electronically submitted to each NEWEA State Director, who in turn advertised the Survey within their respective state.

The Committee would like to extend it's thanks to all of the state Directors and their Associations for their help, especially to Maine, who was able to advertise the Survey through the Maine Municipal Association. The majority of surveys were received from treatment facilities in Maine.

Overall response rate, however, was well below that of previous years. Even with an extended deadline of June 1st, the Committee only received 21 completed Surveys this year (1/3 of last year's surveys returned). The random drawings for the $50 gift card incentive will be done, soon. Survey results will be published online this summer.

Meetings/Conference Calls Held

The Committee continued to communicate primarily through email this past quarter.

Action Plan Committee/Officer Assignments

No action this past quarter.

Other Activities/Initiatives/Programs

The Operator Safety Award and the George W. Burke, Jr. Facility Safety Award were both well advertised this year. The Committee received 2 applications for the Operator Safety Award:

Rich Gould - Plant Manager at the Linden Ponds WPCF in Hingham, MA
Jay Nadeau - Lead Operator at The Village at Smuggler's Notch, Jeffersonville, VT

The following 2 applications were received for the Burke Safety Award:

UCONN Reclaimed Water Facility, Storrs, CT
Town of Sturbridge, MA WPCF (Veolia)

The Safety Committee will be submitting its formal recommendations for each award recipient to the Awards Committee by June 8th.

General Comments

No action.

Report Submitted by

Dave Aucoin

Submitter's Email

daucin@narrabay.com

Date Submitted


Executive Committee Meeting Date
June

Name of Committee or Office
Water for People

Activities/Decisions Since Last Executive Meeting
Organized and held the inaugural Water for People Deer Island Dash. 115 racers registered for the race and the event raised over $5000.

Meetings/Conference Calls Held
Teleconferences to organize Deer Island Dash.

Report Submitted by
Anastasia Rudenko

Submitter's Email
anastasia.rudenko@ghd.com

Date Submitted
05/19/2017
Subject: Committee/Officer Report Submission

Date: Friday, May 19, 2017 at 2:43:16 PM Eastern Daylight Time

From: Ben Stoddard

To: laustin@newea.org

Category: Committee Chairs

Executive Committee Meeting Date

June

Name of Committee or Office

Young Professionals Committee

Activities/Decisions Since Last Executive Meeting

- Held committee meeting via conference call. Also held YP Summit planning call to start planning next year's event.
- Moved forward with scheduling Hartford MDC Poo & Brew. Provided YP Committee flyer and information at Portland's Urban Runoff 5k.

Meetings/Conference Calls Held

- Committee meeting on 3/24. Next committee meeting on 5/26. Also held YP Summit planning group meeting on 5/12.

Action Plan Committee/Officer Assignments

- Coordinate BSCES combined Poo & Brew at Deer Island for this summer. Continue planning efforts for YP Summit (set budget). Continue to facilitate others with Poo & Brew event planning.

Other Activities/Initiatives/Programs

- Considering another YP event such as golf tournament, attend baseball game, etc to help attract more members and facilitate networking. Focus is on YP Summit right now.

Report Submitted by

Ben Stoddard

Submitter's Email

bstoddard@kleinfelder.com

Date Submitted

05/19/2017
Subject: Committee/Officer Report Submission

Date: Friday, June 2, 2017 at 11:50:32 AM Eastern Daylight Time

From: marylee santoro

To: laustin@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Treatment Systems, Operations, Management Council

Activities/Decisions Since Last Executive Meeting

Submitted Plant Ops, Microconstituents and Energy for Assessment and Development review

Meetings/Conference Calls Held

Held a productive Council Conference Call with all Committee Chairs and Vice Chairs on April 11

Action Plan Committee/Officer Assignments

Follow up with phone calls for committees on Awards, budgets, etc

General Comments

milford

Report Submitted by

marylee santoro

Submitter's Email

msantoro@ci.stamford.ct.org

Date Submitted

06/02/2017
Subject: Committee/Officer Report Submission

Date: Tuesday, May 30, 2017 at 2:48:47 PM Eastern Daylight Time

From: John Rogers

To: laustin@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Asset Management

Activities/Decisions Since Last Executive Meeting

Following up on NEWEA's Asset Management Committee's May 4, 2017 Conference Call Notes:

Attendees:
Shelby Beauchemin Jeff Murawski Marylee Santoro
Priscilla Bloomfield Cris Perez Kathryn Scott
Dan Capano Sharon Rivard Ben Sweeney
Allison Fisher John Rogers John Sykora
Chris Lund Dan Roop Demetrios Vidalis

John noted he plans to submit the same annual budget as the past couple years, which has covered the Annual Conference meeting lunch, which has been well attended and well received. John also mentioned that the majority of revenue for NEWEA comes from conference proceeds, and that NEWEA tries to keep a rolling 3-year calendar of 4 to 6 specialty conferences a year. This advance planning allows better coordination to avoid conflicting events in NEWEA and related events (WEF, NEWWA, APWA, etc.).

Allison Fisher from the City of Portland ME was welcomed as a new member. She is an Asset Management Technician focused on sewer and stormwater infrastructure, and CCTV, CMMS and GIS software. She is also on the Young Professionals Committee. John mentioned that Paul Rodriguez at the nearby Portland Water District is also a member of the committee, and John will send an introductory email to Paul and Allison.

Shelby Beauchemin has enthusiastically agreed to take the role of Vice Chair, and will become Chair at the January 2019 Annual Conference. John Rogers will begin copying her on emails to give her broader knowledge of the Chair role. Marylee suggested she attend Executive Meetings. Unfortunately neither she or John can attend the upcoming one at the Spring Meeting in early June.

The plans for the Joint Specialty Conference are taking shape, to be held April 11 and 12, 2018, at the Anheuser-Bush Conference Facility, with a tour of their wastewater treatment system as well as a tour of the Merrimack WWTF. Since the conference meets A-B’s goals there will be no charge for the facility, just for meals and refreshments.

Some speakers have committed, including John Fortin/CH2M, founder of this AMC, and author of Why Execution Fails, and What to Do About It, and there is hope to include regulatory staff from all New England states, energy efficiency, Life Cycle Cost Analysis (LCCA), and at least one breakout session and a social/mixer event.

Though Ed was not on the call, Shelby discussed the planned related themes for the Annual Conference, Technology and Planning, including intent that these recognize both horizontal and vertical assets. She sent material to the NEWEA office for supplemental abstract request/clarification, and will have a related discussion with Chris Lund regarding the AM Award applications.

Little progress has been made on the website as two of the taskforce members have new/increased responsibilities outside of the committee. Cris Perez has agreed to assist with this task. She and Kathryn will connect and get activity restarted.

John Sykora has been in touch with his NEWWA counterpart, Mark Wetzel to see if there may be a benefit and opportunity to collaborate.

As mentioned in Annual Themes above, the AMC would like sessions focused in the areas of Technology and Planning. Technology issues include: choosing and integrating AM software (for horizontal and vertical assets), data
acquisition (collecting the right data, using your data to make decisions, and using your data to optimize energy, chemicals and resources), implementing tools, CMMS, GIS, SCADA, technology interface, energy optimization techniques, and security. Suggested Planning topics include: asset replacement, lifecycle planning strategies, financing, and long term planning (tips, success stories).

Jeff Murawski submitted Fitchburg WPCF student tour information and a draft Communication Plan that has an education component, which were forwarded to NEWEA.

The next AMC conference call is scheduled for Thursday, July 6, 2017. It was noted that is a holiday week, and it may make sense to postpone for a week to minimize conflicts. Let John Rogers know if you are not available for a call on 7/6 or 7/13. Confirmation, call number and agenda will be sent to the distribution list approximately one week before the call.

Meetings/Conference Calls Held
Calls were held on 3/2 and 5/4.

Action Plan Committee/Officer Assignments
See notes above.

Report Submitted by
John Rogers

Submitter's Email
johnrogers626@gmail.com

Date Submitted
05/30/2017
Subject: Committee/Officer Report Submission

Date: Friday, June 2, 2017 at 11:27:51 AM Eastern Daylight Time

From: Denise Breiteneicher

To: laustin@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Energy

Activities/Decisions Since Last Executive Meeting

The Energy Committee has chosen the Village of Essex Junction Wastewater Treatment Facility for the 2017 Energy Award. In addition, the Specialty Conference subcommittee of the Energy Committee has been working with the Asset Mgmt. Committee on next year's specialty conference. A planning matrix was developed using the NEWEA template laying out the key roles, responsibilities, and dates in order to keep the process moving and on time.

Meetings/Conference Calls Held

The committee held a conference call on May 22nd to discuss the Energy Award and the 2018 Specialty conference with the Asset Management Committee, in addition to other items.

Report Submitted by

Denise Breiteneicher

Submitter's Email

denise.breiteneicher@mwra.com

Date Submitted

06/02/2017
Subject: Committee/Officer Report Submission
Date: Friday, June 2, 2017 at 11:05:56 AM Eastern Daylight Time
From: Justin Irving
To: laustin@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Microconstituents Committee

Activities/Decisions Since Last Executive Meeting

None

Meetings/Conference Calls Held

None

Action Plan Committee/Officer Assignments

Nothing new to report

Other Activities/Initiatives/Programs

None currently

Report Submitted by

Justin Irving

Submitter's Email

jirving@hazenandsawyer.com

Date Submitted

06/02/2017
Subject: Committee/Officer Report Submission

Date: Monday, May 8, 2017 at 3:26:37 PM Eastern Daylight Time

From: Travis Peaslee
To: laustin@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Operations Challenge

Activities/Decisions Since Last Executive Meeting

I have been mostly working with coordinators and teams to ensure they have the necessary resources. I also submitted an agenda for competition and worked to get trophies and shirts on order.

Meetings/Conference Calls Held

Training Day was held April 7th at Holyoke, MA. There were between 40-45 attendees. The weather was not great but the day went great with all 5 events being "run", a BBQ lunch, and facility tour.

I was in attendance along with vice chair Scott Goodinson for a Council conference call led by Marylee Santoro.

Action Plan Committee/Officer Assignments

The committee is preparing for Competition at the Spring Conference. All coordinators have been working hard to ensure teams have what they need for practice and have also been working to make equipment available for teams to practice on as well as coordinating to get it to North Falmouth on June 4th. We should have 4 teams (ME, NH, CT, RI) so everyone is looking for to a true competition.

Other Activities/Initiatives/Programs

Mike Spring and Charlie Tyler graciously took photos and video of training day activities. There were a few interviews conducted and will also be meeting with Mike & Charlie during the spring conference to discuss necessary steps to transform the training day and competition footage into an educational and promotional video for future ops challenge teams. We are not certain whether or not this can be done with in-house staff but will know more after we meet.

There is already discussion for ops challenge training day 18 as Ray Vermette offered his facility in Dover, NH. This location and date was discussed and is amendable to the plant ops committee which will work jointly with this committee to facilitate a tour of the Dover treatment plant during training day. We are hopeful this approach will attract future operation challenge teams/members.

General Comments

It was noted that members of this committee and volunteer judges are unable to golf during the spring show. I would like to work with Mary Barry and Ron Tiberi to see if a new schedule could be developed in 2018 to address this. This may involve doing activities on Sunday or cramming more into the Tuesday agenda. Any suggestions are appreciated.

I believe MA and VT are real close to forming teams and plan to continue working with their state coordinators to see that this happens in 2018. After working closely with the state coordinators this year it made me wonder if each state association had an ops challenge committee, and if so, would it make more sense to work with those members opposed to state directors? I know this approach has worked great for ME over the years. If no such committees exist, is this an initiative NEWEA would like to pursue?

Report Submitted by

Travis Peaslee

Submitter's Email

tpeaslee@lawpca.org
Subject: Committee/Officer Report Submission

Date: Saturday, June 3, 2017 at 2:19:39 PM Eastern Daylight Time

From: Tom Hazlett
To: laustin@newea.org

Category: Committee Chairs

Executive Committee Meeting Date
June

Name of Committee or Office
Plant Operations

Activities/Decisions Since Last Executive Meeting
Plant Operations will not hold a formal committee meeting at the Spring Conference due to light attendance by committee members. Consensus is to have a conference call at the next necessary committee action, likely award voting for Hatfield. Plant Operations and Operations Challenge committee chairs met briefly at the training day in Holyoke and agreed to continue collaboration and plan for joint training day and tour for next April. This will likely be at the Dover, NH WWTP.

Meetings/Conference Calls Held
Plant Operations supported the Operations Challenge training day with multiple attendees and instructors. The committee reviewed 16 abstracts for the spring meeting and submitted our recommendations to the program committee. Chair and Council Director had a conference call on 3/7/17 to discuss various items including intersection with Operations Challenge, operator exchange, roster, charge, awards, specialty conference and the spring conference.

Action Plan Committee/Officer Assignments
John Adie will serve as Vice Chair

General Comments
I will be attending the spring meeting and plan on being present at the Executive Committee meeting on Sunday.

Report Submitted by
Tom Hazlett

Submitter's Email
thazlett@woodardcurran.com

Date Submitted
06/03/2017
Subject: Committee/Officer Report Submission

Date: Wednesday, May 31, 2017 at 2:06:23 PM Eastern Daylight Time

From: Natalie Sierra

To: laustin@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Biosolids

Activities/Decisions Since Last Executive Meeting

The committee unanimously decided to nominate Shelagh Connelly (RMI) for the NEWEA biosolids award.

Meetings/Conference Calls Held

None held; nomination for award was completed over e-mail.

Other Activities/Initiatives/Programs

Planning is underway for the fall specialty conference. Abstracts are due in early June and the program will be set shortly thereafter.

Report Submitted by

Natalie Sierra

Submitter's Email

nsierra@brwncaU.com

Date Submitted

05/31/2017
Subject: Committee/Officer Report Submission
Date: Monday, May 8, 2017 at 8:25:12 AM Eastern Daylight Time
From: Dan Ottenheimer
To: laustin@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Small Community

Meetings/Conference Calls Held

Planning call for specialty conference

Report Submitted by

Dan Ottenheimer

Submitter's Email

dan@oakson.com

Date Submitted

05/08/2017
DEFINITION

Strategic planning is an organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy.

BACKGROUND

NEWEA had not performed a strategic planning/prioritization effort in over 10 years (last one was in 2004). As result, the initiation of an update to the NEWEA strategic plan began at the 2015 Spring Meeting. The effort began with a meeting (workshop of a special workgroup of current and past NEWEA leaders to discuss the need for an updated strategic plan. As a result of the workshop, recommendations on the format and content for the development of the updated strategic plan were provided. The minutes from the workgroups initial discussions, including recommendations for the need for a strategic planning effort as well as how that effort might be conducted, are included as an attachment to this document. This document served as an initial guide for subsequent strategic planning efforts.

As a result of the recommendations from the initial workgroup, a twelve person strategic planning task force was convened to begin to develop the plan. The participants were identified as thought leaders in NEWEA representing different backgrounds including geographic, employment, age, and NEWEA experience/association role(s) that are representative of the association membership.

Linda Kelly, former WEF Senior Director of Association Engagement & Governance, was consulted on how other WEF member associations had recently developed their strategic plans, and she provided some examples of how these plans were developed. It should be noted that most of these strategic planning efforts are usually conducted in a multiple day workshop format. However, out of respect for the participants time, the effort began with a two hour kickoff meeting with plans for a number of follow up calls and advancement of the plan through smaller
workgroups over the course of many months. A summary of the kick off workshop is included as an attachment to this document.

KICK OFF WORKSHOP SUMMARY

The following items were discussed briefly to set the overall intent of the strategic planning effort and to focus on the kickoff workshop’s objective.

Kick Off Workshop’s Objectives:

- Bring Clarity to NEWEA Longer Term Goals and Objectives
- Define Process
- Prioritize Critical Goals/Objectives

Long Term Planning Effort Objectives:

- Create a 3-5 year plan to identify annual goals/objective/measures
- Use plan to help guide the allocation of resources
- Use the plan every year:
  - To set fiscal year priorities (in advance of budgeting)
  - Provide guidance for the incoming VP related to potential planning session topics (to be reviewed in the fall)
- Have Past President report on strategic plan progress at each ECM (to keep the document “live”).

The following items were briefly reviewed and defined:

- Review of NEWEA Objectives / Mission Etc.
- Definition of Strategic Planning
  - Critical Objectives (How we will succeed)
  - Goals (Things we must do)
  - Strategy (How we will do them)
  - Metrics (How to monitor success)

As a first step of the workshop, a SWOT (strengths, weaknesses, opportunities and threats) analysis for NEWEA was performed. The results of the analysis are discussed below.
SWOT Analysis and Critical Objective Identification

The components of a SWOT analysis were discussed, and a SWOT analysis was performed on the association as a whole. Through a brainstorming process, a number or elements (ideas) were identified for each SWOT category. Once the initial analysis was performed, the task force members identified which elements in each SWOT category (in their opinion) were critical to the success and improvement of the association going forward. As result of this analysis, four critical objectives for the association were identified. Additional details of the SWOT analysis are included in the summary of the kick off workshop, which is included as an attachment to this document.

Top Four Critical Objectives Identified

As a result of the SWOT analysis and prioritization of elements, the task force identified the top four critical objectives for the association for the next 3-5 years. These critical objectives are as follows, in no particular order:

- Increasing Public Awareness/Education in the following areas:
  - Media
  - Lobby
  - Water-based industry collaboration
- Increasing Membership in the following areas:
  - Regulator
  - Municipal
  - Educator
  - Young Professionals
  - Operators
- Continuing to Improve/Maintain Technical Program Excellence
- Collaborate More with other Associations

POST WORKSHOP EFFORTS

After the workshop, it was agreed that each of these critical objective would be examined in more detail by four smaller workgroups. The groups were tasked to further develop each critical objective into two to three specific goals to achieve that critical objective, a number of specific objectives/actions were to be developed to achieve those specific goals, and, finally the group was to identify metrics for monitoring and evaluating the success of the specific objectives.
Specific Goals for Each Critical Objective

The following is a brief summary of the specific goals put forth by each work group for each critical objectives.

- **Increase Public Awareness/Education**
  - Improve/advance public awareness/education through media outreach
  - Improve/advance public awareness/education through lobby/legislative advocacy
  - Improve/advance public awareness/education by collaboration with other water-based industries

- **Increase Membership**
  - Increase membership in under-represented categories including REGULATOR, MUNICIPAL, EDUCATOR, YPs, and OPERATORS
  - Expand membership base (i.e., get new members) in ALL categories

- **Improve/Maintain Technical Program Excellence**
  - Facilitate acquisition of journal content
  - Facilitate more diversity/variety in technical presenters and technical content (regulators, academics, manufacturers, others)

- **Collaborate More with other Associations**
  - Increase joint messaging on public awareness of our need for infrastructure improvements and funding (Water for Life Campaign)
  - Collaborate on joint messaging and training through specialty conferences and public outreach, where applicable
  - Increase partnerships for legislative advocacy

A more detailed summary of each critical objective’s specific goals (things we must do), their specific objectives/actions to meet the specific goals (how/when we will do them) metrics to evaluate the goals, and identifying who will be responsible for these items are included in the tables on the subsequent pages.

The intent of these summaries is to document details related to the work of the critical objective work groups for future use by others. The intent of the strategic planning effort is to serve as a road map for future initiatives by the association as deemed necessary or desired by the NEWEA leadership.
<table>
<thead>
<tr>
<th>Specific Goals</th>
<th>Specific Objectives/Actions to Meet the Goals</th>
<th>Identify Metrics</th>
<th>Responsible Parties</th>
<th>General Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Media</td>
<td>Revisit Strategic Communications Plan and Update as necessary</td>
<td>How is plan proceeding??, are there any roadblocks or need for additional strategies, what additional measures are necessary to implement?</td>
<td>Executive Director and Communications Director</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Review responsibilities and accountability and adjust as necessary.</td>
<td>Are we responsive? Timeliness is critical. Press releases, direct access to media outlets(newspapers, TV reports)</td>
<td>Executive Director and Communications Director, Past President(staff review)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Consider outsourcing media relations role</td>
<td>Cost versus value</td>
<td>Executive Director and Communications Director</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provide financial support to implement</td>
<td>What value does this provide to our members?</td>
<td>President and Finance Committee</td>
<td></td>
</tr>
<tr>
<td>Lobbying</td>
<td>Continue education on need to fund water infrastructure</td>
<td>Are our advocacy activities providing a difference?</td>
<td>Executive Director, Government Affairs, SMT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Continue Support ASAs with direct advocacy</td>
<td>Are ASAs improving their advocacy programs?</td>
<td>Executive Director, Government Affairs, SMT, ASA State Directors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provide additional training for effective advocacy</td>
<td>Get feedback from ASA that participate</td>
<td>Executive Director, Government Affairs, SMT, ASA State Directors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Consider funding lobbying organizations as means to support such as NACWA, AMSA, WEF</td>
<td>Target specific campaigns with issues that concern New England members</td>
<td>Executive Director, Government Affairs, SMT</td>
<td></td>
</tr>
<tr>
<td>Water Based Industry Collaboration</td>
<td>Leverage all our existing collaborative efforts with our partners(WEF, NEWWA, NEAPWA, NEIWPC) to expand our messaging on value of water - (i.e. A Day Without Water)</td>
<td>Cost of services versus value to our members</td>
<td>Executive Director, Communications Director, Public Awareness Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Partner with NEWWA on water based advertising to increase public awareness</td>
<td>Consider number of impressions versus cost of advertising</td>
<td>Executive Director, Communications Director, Public Awareness Committee</td>
<td></td>
</tr>
<tr>
<td>Specific Goals</td>
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</tr>
<tr>
<td>Increase Membership in Under-Represented Categories Including REGULATOR, MUNICIPAL, EDUCATOR, YPs, and OPERATORS</td>
<td>Survey other associations (i.e., NYWEA) to determine what they have done to increase membership.</td>
<td>N/A - results will be used to drive the creation of additional objectives/actions to meet the goal over time.</td>
<td>Membership Committee</td>
<td></td>
</tr>
</tbody>
</table>
|                                                                                | Develop outreach materials to promote the professional benefits of belonging to NEWEA which target under-represented membership categories. | - Add a “How did you hear about us?” question on NEWEA member applications to quantify the benefit and visibility of these materials  
- Track and measure membership numbers on under-represented member categories over time | Membership Committee                                                              |                                                                                |
|                                                                                | Reduce membership fees, provide discounted conference rates, increase award opportunities for these under-represented categories | ?                                                                               |                                                                                  |                                                                                |
| Expand Membership Base (i.e., get new members) in ALL Categories               | Review and compile information about NEWEA programs targeted to various membership categories.               | N/A - results will be used to drive the creation of additional objectives/actions to meet the goal over time. | NEWEA Office, Senior Management Team, and Membership Committee | Role for Assessment & Development Committee (from information compiled on all the various committees)? |
|                                                                                | Survey NEWEA members to collect ideas as to what people think are the major hurdles that prevent some from joining NEWEA. | N/A - results will be used to drive the creation of additional objectives/actions to meet the goal over time. | Membership Committee                                                              | instead of trying to survey outside folks, let’s “crowdsourcing” ideas with a survey in an email blast to our own membership |
|                                                                                | Review Information from previous planning session on membership OR plan a planning session on increasing membership. | N/A - results will be used to drive the creation of additional objectives/actions to meet the goal over time. | Strategic Planning Goal Group (Janine, Justin, Paul)                              | Waiting to hear from Mike Bonomo regarding previous efforts in this area.      |
|                                                                                | Develop outreach materials to promote the professional benefits of belonging to NEWEA which target all membership categories. | - Add a “How did you hear about us?” question on NEWEA member applications to quantify the benefit and visibility of these materials  
- Track and measure membership numbers on all member categories over time | Membership Committee                                                              |                                                                                |
<table>
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<th>General Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update conference (AC, Spring, specialty)</td>
<td>Update conference (AC, Spring, specialty) moderator/Assis Mod form to identify the best paper in each session that could be developed into a journal article</td>
<td>confirm form is being updated and used at each conference.</td>
<td>Program committee for (AC/Spring, Janice in conjunction with chair at specialty conferences)</td>
<td></td>
</tr>
<tr>
<td>Review and develop a list of identified authors and papers including appropriate journal categories quarterly or after each conference to identify potential content for upcoming journal themes</td>
<td>Review and develop a list of identified authors and papers including appropriate journal categories quarterly or after each conference to identify potential content for upcoming journal themes</td>
<td>confirm list is being updated and reviewed against the upcoming journal topics in advance of the next few journals</td>
<td>Journal Committee</td>
<td></td>
</tr>
<tr>
<td>Reach out (call) identified papers authors to solicit journal article based on their identification as a high quality author/topic</td>
<td>Reach out (call) identified papers authors to solicit journal article based on their identification as a high quality author/topic</td>
<td>confirm calls are being made and monitor success of reach out effort.</td>
<td>Journal Committee</td>
<td></td>
</tr>
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<td>Identify upcoming topics more regular so the membership constantly sees/hears about the upcoming Journal topics (Journal chair to mention at each ECM, put in each journal as call out box on the “from the editor page”, include in each conference program (as call out box), include in each “What’s NEWEA Email Blast”, include in each Waterlink Issue, include in call for abstracts (call out box).</td>
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<td>confirm this is being done quarterly as the new Journal Topic Schedule is updated. Monitor the number of papers submitted to evaluate success of effort.</td>
<td>Journal committee in conjunction with committee responsible with various media noted.</td>
<td>make it so the membership knows what topics are coming up as much as they know what the next spring meeting location are</td>
</tr>
<tr>
<td>Reach out to manufacturers (find out their needs, what are their challenges to presenting)</td>
<td>Reach out to manufacturers (find out their needs, what are their challenges to presenting)</td>
<td>confirm being done and advance identification and further development of other related specific goals</td>
<td>manufactures rep and exhibits</td>
<td>consider assistance from others if needed</td>
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<tr>
<td>Look at potential of a traveling manufactures session like WEFTEC (contingent on the goal above)</td>
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<td>Reach out to WEF to determine how their program is run</td>
<td>manufactures rep and exhibits</td>
<td>consider assistance from others if needed</td>
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<tr>
<td>Conduct regulatory session at each AC (identify needs, topics, issues for regulators)</td>
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<td>Confirm being done and assess the attendance and feedback from presenters and attendees</td>
<td>gov’t affairs/program</td>
<td></td>
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<tr>
<td>Develop a regulatory session at each spring meeting (identify needs, topics, issues for regulators)</td>
<td>Develop a regulatory session at each spring meeting (identify needs, topics, issues for regulators)</td>
<td>Confirm being done and assess the attendance and feedback from presenters and attendees</td>
<td>to be developed by Host state director ASA and gov’t affairs.</td>
<td>put the requirement to put the session on in their charge</td>
</tr>
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<td>Reach out to the regulators (to find out their needs, what are their challenges to presenting)</td>
<td>Reach out to the regulators (to find out their needs, what are their challenges to presenting)</td>
<td>confirm being done and advance identification and further development of other related specific goals</td>
<td>gov’t affairs/membership</td>
<td>consider assistance from others if needed</td>
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<tr>
<td>Continue to conduct a student/YP session at each AC (identify needs, topics, issues for students)</td>
<td>Continue to conduct a student/YP session at each AC (identify needs, topics, issues for students)</td>
<td>confirm being done and assess the attendance and feedback from presenters and attendees</td>
<td>Program/YP/Student Activities</td>
<td>consider assistance from others if needed</td>
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### Specific Objectives/Actions to Meet the Goals

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<td>Improve Membership Access/Experience to Previous Technical Content</td>
<td>Increase marketing/messaging on what is available (did you know that you can get).</td>
<td>Confirm that the information is getting to membership 3 times a year or more) (in AC follow up, What's NEWEA, Journal, etc.). Track web page hits if possible (see notes).</td>
<td>Communications council applicable committees to develop &quot;notices of content&quot;. Tracking of hits (NEWEA office)</td>
<td>Can this be tabulated per web site hits (confirm with the office)</td>
</tr>
<tr>
<td></td>
<td>Make sure we are leveraging the technical content on the website (journal/conferences). Include newsletter content and white paper content. Improve search ability and make more forward facing on the web landing page.</td>
<td>Track web hits if possible (see notes)</td>
<td>NEWEA Office/Web Committee/other content specific committees</td>
<td>Members only or allow public access?</td>
</tr>
<tr>
<td></td>
<td>Let our membership know that there are a number of technical committees that can be approached for assistance (directly or indirectly) with technical specific technical issues.</td>
<td>Confirm that the information is getting to membership 3 times a year or more) (in AC follow up, What's NEWEA, Journal, etc.).</td>
<td>NEWEA Office/Web Committee/other content specific committees</td>
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# Critical Objective - Increase Collaboration with Other Associations

**Last Updated:** 11/1/2016 rev 051017

**Work Group:** Mary Barry, Andre Brousseau, Peter Goodwin

<table>
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**a. Increase Public Awareness of our need for infrastructure improvements and funding (Water for Life Campaign)**

**b. Collaborate on Joint Messaging and Training through Specialty Conferences and Public Outreach where applicable**
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</table>
POTENTIAL NEXT STEPS

It is the intent that this strategic planning document be a useful document for the association and not just sit on a shelf (or more likely a network or hard drive). It should be a fluid document that should be consulted and updated regularly to keep NEWEA’s long term strategic objective clear and current, including the addition or removal of new and old critical objectives as appropriate. The following are some suggestions for the potential next steps for this document with their implementation ultimately decided by current and future NEWEA Senior Management Teams and officers.

With the current intent not to hold the Annual March NEWEA Planning Session in 2017, it is important that the Senior Management Team and other officers review the contents of the strategic plan yearly. It is recommended that the Past President lead the review of this document with others.

If and when the Senior Management Team and other officers decide to hold another planning session (or in some other manner endeavor to pursue one or more strategic initiatives for the association), this document could be used to help identify and advance these initiatives.

Under the previous planning session format, the document could be used to help the upcoming officers (Vice President, President Elect, or others) to identify the critical objective(s) of the association that they may want to undertake in the next couple of years and advance through their presidency. In addition, it is recommended that one or more officers (likely the Vice President and/or President Elect) be tasked annually with updating the plan (even if just a little bit) as deemed necessary based on the review led by the Past President. This will help these officers to become familiar with the document and critical objectives of the association in preparation for the development and execution of their initiatives in the years leading up to and including their presidential year. In addition, this early identification of initiatives will assist in the annual budgeting process if financial resources are required to advance an initiative.

Another recommendation to keep this planning document “live” and the other officers and committee chairs engaged would be to have the Past President (or other officer) report out on the current status of NEWEA’s strategic plan at each executive committee meeting or perhaps every other.

ATTACHMENTS

2015 Strategic Planning Exploratory Work Group – Meeting Minutes June 18, 2015
2016 Strategic Planning Kickoff Workshop – Notes/Minutes – July 2016
Respectfully Submitted - NEWEA 2016 Strategic Planning Task Force

- Matt Formica, 2016 Past President, Strategic Planning Task Force Lead
- Mary Barry, 2016 Executive Director
- Jim Barsanti, 2016 President Elect
- Dan Bisson, 2016 NEWEA WEF Delegate
- Mike Bonomo, 2016 Nominating Committee Chair
- Andre Brousseau, 2016 Operations Challenge and Gov’t Affairs Committees
- Janine Burke Wells, 2016 Vice President
- Paul Patrick Casey, Exhibit Committee Chair
- Peter Goodwin, 2016 Past Maine State Director
- Jenn Lachmayr, 2016 Communications Council Director
- Elena Proakis Ellis, 2016 Meeting Management Director
- Justin Skelley, 2016 Young Professionals Committee Chair
Meeting Minutes
June 18, 2015

Taskforce - Recommendations for NEWEA Planning
Attendees: Jim Barsanti, Roger Janson, Jim Pappas, Douglas Miller, Mike Bonomo

Background and Agenda

As you all know we have been holding Annual Planning Meetings for several years. These Planning Sessions have led to many new, successful initiatives. One thing that has been noted is these initiatives often require funding. Another issue is the Planning Session initiatives are at the Vice President's discretion in discussion with others on the SMT. There is no long term plan that guides these annual initiatives. At the recent Spring Meeting there was a discussion that perhaps the Annual Planning Agenda should be more in concert with a Long Range or 5 Yr. Plan. Matt has asked me to assemble a Task Force to determine how NEWEA can improve our Planning process to incorporate new initiatives that are in concert with long range identified needs.

Some of the elements to be examined are:

- What is the objective of NEWEA Long Range Planning?
  - this taskforce is to develop the "plan for the plan". Establish a long range planning process.
  - vehicle to operationalize annual planning
  - focus should be financial health of the association
  - revisit the 2004-2009 and the 1998 Strategic Plan
  - provide a road map for the annual planning and document the plan
  - 5 yr planning should be independent on Annual Planning Session

- Who should participate in the Long Range Planning?
  - look at past make-up of Committee
  - should not be too many people. 5-10;
  - Past President – Chair; President-Elect; Sr. WEF Director, Rep State Director, Council Director (Communication- 1st choice), YP, E.D.; Past President from 3-10 years prior and still involved; - Meeting Mgt Director/Manufacturers Rep Chair;

- Is 5 years the right time frame or should it be something else? 10 years? 3 Years?
  - Take a step back from annual planning and in 2016 develop a 5 yr Strategic Plan

- How will this dovetail with the Annual Planning initiatives? Should it?
  - Nothing stopping V.P. from taking on an initiative in 2016, however may be a good idea to step back before we take on new initiatives.

- How will it be documented and be a living document and not something that gets developed and collects dust for 5 years?

- When should this be done? That is venue, time of year?

- Whatever is decided and approved by the Executive Committee needs to be included in the Org Manual.

- Other issues??

Based on your leadership in NEWEA I am hoping you will be willing to participate in the discussion and development of recommendations as described above.
We will do most of our work by email and conference calls. I randomly have suggested a delivery date at the January 2016 Annual Conference. We can discuss this.

Next Meeting Wed, July 1, 3:00PM
The following were in attendance: M. Barry, J. Lachmayr, M. Bonomo, Paul Casey, J. Burke-Wells, J. Barsanti, A. Brousseau, P. Goodwin, D. Bisson, M. Formica

The following is a brief summary of the kickoff meeting including the results of the SWOT analysis performed and the subsequently identified Critical Objectives for the association for the next 3-5 years.

**Background**

It was noted that NEWEA had not done a long term strategic plan/prioritization in over 10 years (last one was in 2004). It was noted that the participants we identified as thought leaders in NEWEA representing different geographic, employment, age, and NEWEA experience backgrounds that are representative of the association membership.

It was noted that most of these strategic planning efforts are usually conducted in a multiple day workshop format. However out of respect for everyone’s time, we have made this a two hour meeting with plans for a number of follow up calls and advancement of the plan through smaller workgroups.

There is a lot of work to be done subsequent to this meeting to develop a strategic plan and this kickoff meeting was just the first step get this effort going.

The agenda was used and template for the kickoff meetings efforts along with some slides that were provide (both are attached).

The following items were discussed briefly to set overall intent of the strategic planning effort and to focus on the kickoff meeting’s objective.
• Kick Off Meeting’s Objectives
  o Bring Clarity to NEWEA Longer Term Goals and Objectives
  o Define Process
  o Prioritize Critical Goals/Objectives

• Long Term Objective
  o Create a 3-5 year plan to identify annual goals/objective/measures
  o Use plan to help guide the allocation of resources
  o Use the plan every year:
    ▪ To set fiscal year priorities (in advance of budgeting)
    ▪ Provide guidance for the incoming VP related to potential planning session topics (to be reviewed in the fall)
  o Have Past President report on strategic plan progress at each ECM (to keep the document “live”).

The following items were briefly reviewed and defined

  o Review of NEWEA Objectives / Mission Etc.
  o Definition of Strategical Planning
    ▪ Critical Objectives (How we will succeed)
    ▪ Goals (Things we must do)
    ▪ Strategy (How we will do them)
    ▪ Metrics (how to monitor success)

**SWOT Analysis and Prioritization**

The components of a SWOT (strengths, weaknesses, opportunities and threats) Analysis were discussed and a SWOT analysis was performed on the association as a whole. Once the analysis was performed, all attendees identified which elements in each SWOT Category were in their opinion critical to the association. The brainstorming ideas in each SWOT analysis category and the number of priority points (in brackets) received are summarized below.

**Strengths**

• Conferences (11)
  o Technical Excellence (sessions)
  o Networking
  o Educational Programs
• Diversity of the Association. - including the State Associations (it’s the people who are dedicated) (4)
• Networking (11)
• One Stop Shopping (1)
• Professionalism (4)
• Built on Respect and Trust
• Organizational Structures
• No Egos
• Public Awareness Programs (6)
• Succession Planning (4)
• Education Programs (4)
• Focused Message (1)
• Financial Health (4)
• Continuous Improvement Mentality (1)
• Communications Platforms (10)
  • Journal
  • Newsletter
  • Website

**Weaknesses**
• Public Recognition (NEWEA brand) (12)
• Voice not Strong Enough (lobbying coalitions, advocacy) (14)
• No Media Relations (inactive committee) - no unified message (14)
• Losing Longevity in Leadership (for history, past efforts) (6)
• Six States to Work with (5)
• Revenue Significantly Dependent on Annual Conference – Limited revenue diversity (2)
• Regulator, YP, Operator Participation (11)
• Operator Certification Program (5)

**Opportunities**
• Public Outreach (increase!) One Water, No New Water (19)
• Infrastructure Failures - publicize (12)
• Succession Planning – **NEW BLOOD (3)**
• Collaboration w/ Other Associations (3)
• Collaborating w/ Water-Based Industries (9)
• Operator Education/Training – Under the NEWEA brand (3)
• Public Sector Members (13)
• Regulator Members (4)
• Educator Members (professors/students) – Establish peer reviews for publications (5)
• Bring a National Conference to New England (4)

**Threats**
• So Many Water Associations (12)
• Public doesn’t Value or Understand Water (14)
• Lack of Support by Employers (10)
• Industry Consolidation (eng firm, contract ops) (7)
  o Potential for NEWA Revenue Reduction (advertising, sponsorships, memberships)
• Generational Issues – short-term attention (4)
• Economic Downturns (0)
• Lack of Public Trust (post-Flint) (3)
• Limitations of Technology (0)
• Succession of People (retiring!) (5)

**Top 4 Critical Objectives Identification**

Subsequent to the SWOT analysis and prioritization of elements the group identified the top 4 critical objective for the association for the next 3-5 years. They were as follows in no particular order:

• Increasing Public Awareness/Education in the following areas:
  o Media
  o Lobby
  o Water-based industry collaboration
• Increasing Membership in the following areas:
  o Regulator
  o Municipal
  o Educator
  o YPs
  o Operators
• Continuing to Improve/Maintain Technical Program Excellence
• Collaborate more with other Associations

**Next Steps**

It was agreed that each of these areas would be examined in more detail by four groups. The group will further develop these critical objectives into specific goals, specific objectives to achieve those goals and metrics for monitoring the specific objective. Matt will follow up with an email summarizing the next steps for the groups. The groups are as follows:

• Public Awareness/Education (Dan, Jenn, Mike)
  o Media
  o Lobby
  o Water-based industry collaboration
• Increase Membership (Justin, Paul, J anine)
  o Regulator
  o Municipal
o Educator
o YPs
o Operators

- Improve/Maintain Technical Program Excellence (Jim, Matt, Elena)
- More Collaboration w/other Association (Mary, Peter, Andre)

The groups will present their follow up work in written and oral form to the larger group on a future conference call (schedule to be determined). With feedback on the call each group can then finalize their written summarize for inclusion into a final strategic planning document.
2016 NEWEA Strategic Planning Kickoff Meeting

Sunday
10:00 AM – 12:30 PM
June 5, 2016 - Room Location – Salon D

- Introductions
- Today Objectives
  - Bring Clarity to NEWEA Longer Term Goals and Objectives
  - Define Process
  - Prioritize Goals/Objectives
- Long Term Objective
  - Create a 3-5 year plan to identify annual goals/objective/measures
  - Use plan to help guide the allocation of resources
  - Use the plan every year:
    - To set fiscal year priorities (in advance of budgeting)
    - Provide guidance for the incoming VP related to potential planning session topics (to be reviewed in the fall)
  - Have Past President report on strategic plan progress at each ECM (to keep the document “live”).
- Kick Off Agenda
  - 10:00 Welcome
  - 10:15 Define
    - Critical Objectives (How we will succeed)
    - Goals (Things we must do)
    - Strategy (How we will do them)
    - Metrics (how to monitor success)
  - 10:30 SWOT Analysis (approx. 15 min per topic)
  - 11:30 Prioritize the Top 6 Elements in each SWOT Category
  - 11:40 Identify the Top 4 Critical Objective and Goals
  - 11:50 Develop Schedule Going Forward / Calls and Tasks
  - 12:00 Adjourn
NEWEA’S Mission

NEWEA’s mission is to promote education and collaboration while advancing knowledge, innovation, and sound public policy for the protection of the water environment and our quality of life.
**STRATEGIC PLAN COMPONENTS**

- **Why we exist**
  - Mission

- **Where we are going**
  - Vision

- **What we believe**
  - Guiding Principles

- **How we will succeed**
  - Critical Objectives

- **Things we must do**
  - Goals

- **How/when we will do them**
  - Objectives

- **Monitoring success**
  - Metrics

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**Past Efforts/NEWEA Culture**

**Today’s Focus**

**Future Calls**
GOALS & OBJECTIVES - WORKING DEFINITION

Goals are broad; objectives are narrow
Goals are general intentions; objectives are precise
Goals are intangible; objectives are tangible
Goals are abstract; objectives are concrete

Example:
Goal: To boldly go where no man has gone before.

Objective: Explore the Planet Tatooine by June 2016, within the budget of $20M Galactic Credits.
Example:
Goal: To boldly go where no man has gone before.

*Objective: Explore the Planet Tatooine by June 2016, within the budget of $20M Galactic Credits.*

TODAY WE WANT TO FOCUS ON GOALS!
SWOT ANALYSIS

Strengths
(areas you do well or advantages of your organization)

Opportunities
(external factors that may contribute to your organization and can build up your strengths)

Weaknesses
(areas to be improved)

Threats
(potential problems/risks caused by external factors that your organization may face)
**STRENGTHS**

- What you can do well?
- How you stand apart from your competitors?
- Do you possess strong research and development capabilities?
- What internal resources do you have?
- What kind of tangible assets (capital, credit, distribution channels or technology) you own?

**WEAKNESSES**

- Which areas need improvement to compete with your strongest competitor?
- What does your business lack?
- Are there any limited resources?
- Is your business in a poor location?

**OPPORTUNITIES**

- What opportunities exist in your market?
- How can these benefit?
- Is the perception of your business positive?
- Had there been any changes the market recently?

**THREATS**

- Who are your potential competitors?
- Which factors you need to control to prevent the risks to your business?
- Is there anything, deteriorating your revenues or profits?
- What threatens your marketing efforts?
ILLINOIS WEA SWOT EXAMPLE

STRENGTHS
- Programming
  - Annual Conference
  - One Day Mini Conferences
  - Dinners
- Volunteer Dedication

WEAKNESSES
- Limited Number of Volunteers
- Young Professional Membership
- Student Chapter
  - Turnover of students

OPPORTUNITIES
- Operator Training Requirements
- Synergies with other Organizations

THREATS
- Other Organizations Competing for Membership
- Ageing Wastewater Workforce