



**NEW ENGLAND WATER ENVIRONMENT ASSOCIATION
EXECUTIVE COMMITTEE MEETING**

Minutes

Sunday, June 3, 2018, 1:00 PM

Gurney's Newport Resort & Marina, 1 Goat Island, Newport, RI 02840

- I. **Call to Order, Establishment of Quorum – Introductions and Welcome** – Janine Burke-Wells, President, called meeting to order at 1:05 PM. It was established that a quorum was present. The following were in attendance: Amy Anderson, David Archard, Linda Austin, Mary Barry, Priscilla Bloomfield, Joe Boccadoro, Janine Burke-Wells, Howard Carter, Paul Casey, Denise Descheneau, John Digiacommo, Nick Ellis, Robert Fischer, Jim Galasyn, Peter Garvey, Scott Goodinson, Sara Greenberg, Sean Greig, Susan Guswa, Tom Hazlett, Jennifer Lachmayr, Virgil Lloyd, Fred McNeill, Travis Peaslee, Elena Proakis Ellis, Phyllis Arnold Rand, Mac Richardson, Marylee Santoro, Ben Stoddard, Meg Tabacsko, Charles Tyler, Ray Vermette, Rachel Watson, Mike Wilson, David Wright, Lenny Young, Gary Zrelak
- II. **Approval of the Agenda** – A motion was made by Mr. Wilson and seconded by Mr. McNeill to approve the agenda. **MOTION CARRIED**
- III. **Approval of the Minutes and Announcements of Notices** – A motion was made by Mr. Wright and seconded by Ms. Bloomfield to approve the minutes of the April 4, 2018 Executive Committee Meeting. **MOTION CARRIED**
- IV. **Key Officers Report**
- A. President – Janine Burke-Wells. Present. Report submitted. Ms. Burke-Wells reports that she had been working with Amy Anderson on securing speakers for Session 1 of the Spring Meeting and also on the YP Community Service Project.
 - B. President-Elect – Ray Vermette. Present. Report submitted. Mr. Vermette reports that he has been working with the Ops Challenge teams in preparation for their event during the Spring Meeting.
 - C. Vice President – Jenn Lachmayr. Present. Report submitted. Ms. Lachmayr reports that she has been coordinating the meeting with the ASA and State Directors on Tuesday at 2:00.
 - D. Past President – Jim Barsanti – Not present. Report submitted.
 - E. WEF Delegates – Susan Sullivan/Fred McNeill/Matt Formica/Susan Guswa. Report submitted. Mr. McNeill reported that the WEF Delegates attended four of the WEFMAX meetings this spring. Topics shared included: YP Poo & Brew events, veterans' development, and innovation technology. The video from the 2018 Annual Conference was also shared and was well received.
 - F. Treasurer – Priscilla Bloomfield. Present. Report Submitted. Ms. Bloomfield deferred to Item VI.A. on the agenda.
 - G. State Directors:
 - Connecticut* – Virgil Lloyd. Present. Report submitted. Mr. Lloyd reports that the Connecticut Legislature passed a statute creating a continuing education requirement for operators' certification, which will be self-regulating. He also reports that Ray Weaver has become the new President of the CWPAA.
 - Maine* – Mac Richardson. Present. No report submitted. Mr. Richardson reports on upcoming events to be held in Maine for the remainder of the year, including the Fall convention, which will be in September in Sunday River.
 - Massachusetts* – Justin deMello. Present. Report submitted. Mr. deMello reports that the next MWPCA quarterly meeting will be held on June 13 in Holyoke, the golf tournament on June 19 and the fall tradeshow on September 12. They are still looking for a new Executive Director.
 - New Hampshire* – Sean Greig. Present. Report submitted. Mr. Greig reports that NHWPCA had a booth at the Wild NH Day on April 21 and raffled off a fishing pole to children every half hour. The event was a huge success, with attendance in the thousands. There was also a poster contest held during Clean Water Week. Attendees got to meet with the Governor. There were 67 children in attendance. Scholarships were awarded to three students – two incoming freshmen and one current student. Mr. Greig also reported on various upcoming events.
 - Rhode Island* – Scott Goodinson. Present. Report submitted. Mr. Goodinson reports that Rhode Island is not the only New England state not requiring operators to maintain certification with continuing education credits. He asked Mr. Lloyd for a copy of the bill submitted to the CT Legislative for future reference. The Golf tournament on June 25 is sold out.
 - Vermont* – Chris Robinson. Present. Report submitted. Mr. Robinson reports that GMWEA held a Meet & Greet with the Vermont legislature. He also reported on various upcoming events. There has been some concern lately due to the fact that many water-related bills have not been signed by the Governor.
 - H. Executive Director – Mary Barry. Ms. Barry defers to Items for Discussion/Action Items.
- V. **Council Directors and Committee Reports**
- A. Ad Hoc Committee Council – Jenn Lachmayr, Vice President. Present. Report submitted.
 - ASA/State Director – Jenn Lachmayr

- Innovation TF – Howard Carter. Present. Report submitted. Mr. Carter reports that there have been 76 responses to the Innovation Survey. Discussion follows regarding the results. He also mentions that he has been working with WE&RF to decide whether to have Innovation Pavilion at AC19. Discussions have also been ongoing with NEWIN. UNH has requested help with their involvement in the Long Island Futures Fund.
- Veterans Workforce Development – Dustin Price. Not present. No report submitted. It is reported that *Treatment Plant Operator* magazine has an article about the work Dustin has been doing with this committee.
- Voluntary Certification TF – Tom Groves. Not present. Report submitted.
- B. Collection Systems and Water Resources Council – John Digiaco, Director. Present. Report submitted.
- Collection Systems – Peter Garvey. Present. Report submitted. Mr. Garvey reports that the Collection Systems Specialty Conference has been scheduled for September 10 in Boxboro, MA. They received 25 abstracts and the subcommittee is finalizing the program now. He also reports that the FOG subcommittee is working on a white paper and they will participate in the MHOA conference in October. The Private Inflow subcommittee is working on the first draft of a white paper, and Charlie Tripp is leading the effort to review the award nominations.
- CS Certification – Greg Kidd. Not present. No report submitted.
- CSO/Wet Weather Issues – Ivonne Hall. Not present. Report submitted. John reports they have been working on the specialty conference in October.
- Industrial Wastewater – Sarah White. Not present. Report submitted. Mr. Digiaco reports that the committee's specialty conference is coming up in Portsmouth, NH.
- Stormwater – Angela Blanchette. Not present. Report submitted. Mr. Digiaco reports that there were 146 attendees at May Stormwater conference.
- Sustainability – Courtney Eaton/Rob Montenegro. Not present. Report submitted. Mr. Digiaco reports that they are continuing to work on revitalizing the committee.
- Water Reuse – Nick Ellis. Present. No report submitted. Mr. Ellis reports that they are putting together a specialty conference to be held in August at UConn – the biggest water reuse facility in New England.
- Watershed Management – Jennifer Johnson. Not present. Report submitted. Vice Chair Sara Greenberg reports that the committee is working on a home brewing competition, which may be held early next year. They are also working on a webinar series in each state and searching for representative from each state. Discussion follows regarding possible locations and water sources for the home brewing competition.
- C. Communications Council – Meg Tabacsko, Director. Present. Report submitted
- Journal – Joe Boccadoro. Present. Report submitted. Mr. Boccadoro reports that the current Vice Chair has relocated to Texas so they are looking for a new Vice Chair. The summer issue should be out by the end of the month. The fall issue will focus on public works/municipal/agencies and they are looking for articles. The winter issue focus will be YPs.
- Newsletter – Ashley Dunn. Not present. No report submitted. Ms. Tabacsko reports that Ms. Dunn returned her committee survey with many suggestions for the future of the committee
- Public Awareness – Kate Biedron. Not present. No report submitted. Ms. Tabacsko reports that Denise Descheneau has agreed to be the new Vice Chair.
- Website – Rob Musci. Present. No report submitted. Mr. Musci reports that the committee is working to revamp the website.
- D. Management Review Council – Jim Barsanti, Past President
- Assessment and Development – Charlie Tyler. Present. Report submitted. Mr. Tyler recites the list of committees that will be surveyed and asks that surveys be returned by July 13.
- Awards – Mike Wilson. Present. No report submitted. Mr. Wilson reports that there will be an Awards Committee meeting on Monday and that there are still a few outstanding nominations.
- Bylaws – Phyllis Arnold Rand. Present. Report submitted. Ms. Rand reports that Mike Bonomo has agreed to be the Vice Chair. She also reports that she was asked by the Innovation Technology Task Force whether NEWEA could absorb NEWIN and what the bylaws state regarding such an undertaking. Ms. Rand defers to Items for Discussion for further clarification. The Bylaws Committee will have a conference call to discuss further.
- Committee Member Appreciation – Denise Descheneau. Present. Report submitted. The CMAE will be Thursday, July 26 at Kimball Farms. John Bobrek has agreed to be Vice Chair.
- Nominating – Matt Formica. Not Present. No Report submitted. Ms. Tabacsko reports that the committee has held a meeting and is asking for nominations.
- Sponsor – Dennis Vigliotte. Not present. No report submitted. Ms. Barry reports that close to 70 people are registered for the Spring Golf Tournament and that Dennis has worked with Travis Peaslee to move the Ops Challenge schedule so that teams could play golf. The committee is also working on restructuring the Annual Sponsorship form.
- E. Meeting Management Council – Elena Proakis Ellis, Director. Present. Report submitted.
- Conference Arrangements – Ron Tiberi. Not present. No report submitted.
- Exhibits – Paul P. Casey. Present. No report submitted. Mr. Casey reports that the committee is planning to meet to discuss improvements for the Annual Conference.

Program – Amy Anderson. Present. No report submitted. Ms. Anderson reports that she has been working on putting together the program for this Spring Meeting, with many of the sessions focused on Rhode Island. The Call for Abstracts has gone out for the Annual Conference.

Registration – Kerry Reed. Not present. No report submitted. Ms. Proakis Ellis reports that there are 215 registrants for the Spring Meeting.

- F. Public Outreach Council – Justin Skelly, Director. Not present. No report submitted
- Government Affairs – Bob Fischer. Present. Report submitted. Mr. Fischer reports that he went to Washington, DC for Clean Water Week and participated in the Congressional Briefing. He worked to develop talking points with NEWWA.
- Humanitarian Assist. & Grants – Tim Vivian. Not present. No report submitted. Ms. Barry reports that the request for applications should be going out soon.
- Membership – Dave Archard. Present. No report submitted. Mr. Archard reports that Peter Frick is the new Vice Chair. The committee will need to vet the Regulator Membership rate category and will also be discussing a similar rate category with Public Officials. They are looking for new members.
- Public Education – Geri Ciardelli/Lenny Young. Mr. Young present. Report submitted. Mr. Young reports that the PEC session will be held Monday morning and that there is a Teacher Training Workshop on August 14 at Deer Island.
- Safety – Dave Wright. Present. Report submitted. Mr. Wright reports that emails were sent out to State Directors soliciting award nominations.
- Scholarships – Uday Karra. Not present. No report submitted.
- Student Activities – Nick Tooker. Not present. No report submitted. Mr. Stoddard reports that Nick participated in the Student Design Competition.
- Water for People – Renie Jesanis. Not present. No report submitted. Ms. Barry reports that the committee is considering changing the gala theme.
- Young Professionals – Ben Stoddard. Present. Report submitted. Mr. Stoddard reports that the first annual community service project was held on Saturday; there were 45-50 people participating, including many from the community. They installed a rain garden. He also reports that there will be a Poo & Brew coming up in New Haven on June 9; Portland, June 21; and the NEWWA Red Sox game on June 28. The committee has matched up mentees with mentors for the mentoring program and are currently working on planning for the 2019 YP Summit. Mr. Stoddard will participate in a WEF call regarding last year's YP Summit featuring Erin Mosley and Tom Kunetz. In the future, the committee would like to send someone to the WEF YP Summit, possibly the YP Award winner.
- G. Treatment, Systems Operations, and Management Council – Marylee Santoro, Director. Present. No report submitted.
- Asset Management – John Rogers. Not present. Report submitted. Ms. Santoro reports that the committee recently held a specialty conference in conjunction with Energy. There were 61 attendees; main complaint was that speakers did not use microphones.
- Energy – Denise Breiteneicher. Not present. Report submitted.
- Laboratory Practices – Jim Galasyn. Present. Report submitted. Mr. Galasyn reports that the Lab Analyst Exam Subcommittee meeting will be held on Monday to revamp the Lab exam; Walter Palm will lead the effort.
- Microconstituents – Rachel Watson. Present. Report submitted. Ms. Watson reports that the committee is co-sponsoring the Residuals Specialty Seminar with the Residuals Committee.
- Operations Challenge – Travis Peaslee. Present. Report submitted. Ms. Peaslee thanks Mr. Vermette for sponsoring the Ops Challenge Training Day at the Dover WWTF.
- Plant Operations – Tom Hazlett. Present. Report submitted. Mr. Hazlett reports that the committee is working on a Plant Operations Seminar next spring.
- Residuals Management – Natalie Sierra. Not present. Report submitted. Ms. Barry reports that the committee is working on finding a location and date for their upcoming conference.
- Small Community – Kurt Mailman. Not present. Report submitted. Ms. Santoro reports that the committee is looking at the possibility of having a specialty conference in late October/early November in RI.
- Utility Management – Gary Zrelak. Present. Report submitted. Mr. Zrelak reports that the committee receive two applications for the Utility Management Award, and that Art Simonian has agreed to be the new Vice Chair.

VI. Discussion/Action

- A. Draft FY17 Audit, Priscilla Bloomfield, Treasurer/Finance Committee Chair. Ms. Bloomfield reports that the Finance Committee had a meeting in April. Topics for discussion included exploring grant writing; credit card fees – \$25K/year spent; Communications Position funding; Merrill Lynch report; and time reporting for NEWEA staff. The Budgets will be worked on this summer. Ms. Bloomfield presented the Action Item to approve the FY2017 Financial Audit. A motion is made by Mr. Richardson and seconded by Mr. Lloyd to approve the FY2017 Financial Audit. Discussion follows. Ms. Bloomfield presents the following highlights of the audit – income up, expenses down with an increase in net assets of \$106,283. Clarification is made of changes in reporting terms. **MOTION CARRIED**
- B. NEWEA/NEWIN Partnership – Howard Carter, Innovation Task Force Leader. Mr. Carter explains NEWIN and their mission. Discussion follows as to whether NEWIN would integrate well into NEWEA. The first step would be to provide

administrative support and further (investigate the?) possibility of integrating into NEWEA. The Bylaws Committee will look into whether NEWEA can absorb another organization.

- C. NEWEA Executive Office Staffing Plan – Janine Burke-Wells, President and Mary Barry, Executive Director. The remainder of minutes reported by Ms. Burke-Wells: Mary Barry made a presentation about the need for a full time Communications/Public Relations staff person (reporting to the Executive Director). She provided information about changes in the NEWEA budget and increases in activities over the last 23 years with no increase in staffing levels. Mary shared details on the role, responsibilities, and vision for the Communications/Public Relations position and the possible schedule for bringing someone on Board later in the year. The presentation also included the history of discussions on the topic from past Executive Committee Meetings over the last two years. She reviewed the proposal for funding the salary and benefits for this position, which would initially be funded utilizing some money from the savings account (\$150,000). It was expected this position would be supported by the Operating budget before the initial funding runs out (FY2020). The Treasurer explained that she had reviewed the best source to fund the new position in the short term with NEWEA's financial advisors (Merrill Lynch). Mary Barry also explained the Communications/Public Relations position would be responsible for bringing in new members, partners, sponsors and donors and possibly work on grants.

There were a lot of questions and discussion from the Committee. A draft position description was distributed. There was general agreement on the need for a full time Communications/Public Relations position, but major concerns were expressed regarding the proposed funding method.

After discussion, Jennifer Lachmayr made a motion to determine if the Executive Committee was interested in having the Communications/Public Relations position moved to a vote. The motion was seconded by Scott Goodinson and John Digiacomio. This vote was approved. Then there was additional discussion. After the follow-on discussion, Jennifer Lachmayr made a motion to approve the new Communications/Public Relations position. This motion was seconded by Ray Vermette. The Senior Management Team, with the exception of the Past President, were all supportive of drawing from the savings account in order to get this position approved as soon as possible. Some meeting participants felt the request was coming from a vacuum and had not been properly communicated with the rest of the Executive Committee. A written long-term funding plan was requested of the Finance Committee.

President Burke-Wells returned to the original action item motion to approve the new position and called for a vote. The motion passed 12 to 3.

VIII. Information Items/Schedule of Events – President Burke-Wells referred everyone to the calendar of events.

VIII. Adjournment - President Burke-Wells called for a motion to adjourn. The motion was made by Ray Vermette, seconded by Jenn Lachmayr and unanimously approved.

Meeting adjourned at approximately 5 PM.