

**Massachusetts Water Pollution Control Association
Board of Directors Meeting
March 15, 2006
Westford Regency**

MWPCA President Joe Witts called the meeting to order. The following were in attendance:

Henry Albro, Tom Azevedo, Jane Brooks, John Connor, Elizabeth Cutone, Valerie Flaherty, Mike Foisy, Brent Herring, Bob Pariseau, Charles Tyler, Ray Willis, Joe Witts

President Witts noted that there was quorum.

Old Business

- 1) Bylaws Changes – Charles Tyler discussed the proposed amendments to the agenda. **On motion duly made and seconded, it was voted to approve the proposed amendments to the MWPCA Bylaws and to send the amendments as approved by the board to the membership 30 days prior to the June 14, 2006 Quarterly Meeting.**

- 2) Stockbridge Specialty Conference – Henry Albro reported that the Specialty Conference that was originally scheduled for the Fall has been rescheduled for May 24th. John Connor reported that to date there are approximately 25 pre-registered. Henry Albro and Joe Witts will coordinate the logistics for the conference prior to and on site.

- 3) Tradeshow vendor/attendee interaction and new vendor participation – ideas? – Several ideas were shared as to how to increase flow in the exhibit area at the Tradeshow. Joe Witts and Henry Albro will consider the ideas expressed and will be prepared to make a proposal at the next board meeting.

On motion duly made and seconded, it was voted to increase the MWPCA Tradeshow vendor/exhibit booth rental fees in accordance with the following schedule:

	Previous Rate	New Approved Rate
Early Registration	\$225	\$250
Late Registration	\$275	\$300

In addition, it was recommended that alternate venues be researched and considered for future (beyond 2006) tradeshow.

- 4) New Seminar Ideas and topics? - It was reported that there had been feedback received by members related to the topics presented at the Quarterly Meetings. According to some of the feedback received, it appears that the perception is

that many of the same topics were repeated at the meetings and it was requested that additional topics be explored.

It was suggested that an article be included in the next issue of the MWPCA newsletter requesting suggestions for alternative technical topics. In addition, it was suggested that the Committee Chairs consider sponsoring a meeting resulting in a more theme-based meeting – i.e., Collections Systems Committee.

- 5) NEIWPCCC – renewal fees – where are they going? – It was reported that some operators experienced some problems with their renewals. It was suggested that the issues will be brought up at the next Training Advisory Committee (TAC) meeting with NEIWPCCC.
- 6) Plant Operations Committee – specialty meeting interest – update by Mickey Nowak – Mickey was not in attendance. It was noted that the Plant Operations Committee is coordinating a specialty conference at the Upper Blackstone Water Pollution Abatement District. More information will be available at the next board meeting.
- 7) NEWEA Contract – approval and signature needed – A copy of the proposed contract between the New England Water Environment Association and the Massachusetts Water Pollution Control Association for administrative services was distributed. **On motion duly made and seconded, it was voted to approve the contract as presented.** It was further noted that on behalf of MWPCA, Joe Witts will sign the contract and that the contract will be presented for approval at the April 5 NEWEA Executive Committee Meeting.
- 8) NEWEA Contact person – President Elect? What priorities do we want done? – It was agreed that NEWEA will work with committee chairs as it relates to specific programs, i.e., Newsletter Committee. Other/misc. programs will be coordinated with the President or President Elect.

In addition to the Spring Issue of the Newsletter, NEWEA was directed to work on the following projects:

- 1) Directory of Waste Water Treatment Facilities
- 2) MWPCA Email Data Base for email updates to members.

New Business

- 1) 25 Year MWPCA Award? – This item was tabled.
- 2) Stockholm Junior Water Prize - \$500 donation to defray the costs. – A brief discussion was held regarding the merits of the program. **On motion duly made and seconded, it was voted to contribute \$500 per year for the next three years (2006, 2007, 2008).**

- 3) Oak Bluffs, Specialty Conference – Henry Albro announced that MWPCA members from Oak Bluffs requested that MWPCA consider holding a one-day Specialty Conference and Tour on the Island. The concept received a favorable response. The suggested date is October 4th. Henry will take the lead on coordinating.

- 4) WEF Letter Regarding SRF funding – It was reported that WEF has sent a letter out opposing the recent proposal to cut federal funding for SRF. The letter also contains information on how individuals can approach their individual congressmen and senators requesting to persuade them not to support. This information will be emailed out to those on the MWPCA email list. John Connor will forward to NEWEA all MWPCA email addresses on file.

- 5) NEWEA 75th Scholarship – Charles Tyler announced that there is a special one-time NEWEA scholarship available to the six affiliated state associations in the amount of \$1,000 (per state) for members and offspring of members who are pursuing higher education. Charles has agreed to take the lead on promotion and coordination of the scholarship.

- 6) Operations Challenge Training Day – It was reported that the regional Operations Challenge Training Day is scheduled for Saturday, April 29, 2006 in Springfield, MA. **On motion duly made and seconded, it was voted that MWPCA will sponsor the lunch at the training day and that the sponsorship shall not exceed \$750.**

- 7) Education Fund – **On motion duly made and seconded, it was voted that the board authorize Bob Pariseau, MWPCA Education Coordinator, to place existing, idle Education Fund money into an interest bearing account to the best advantage of the MWPCA.**

MWPCA Dues - **On motion duly made and seconded, it was voted to increase the MWPCA membership dues in accordance with the following schedule:**

MWPCA Dues	Previous Rate	New Approved Rate
Annual Dues	\$25	\$35
Annual Dues – After deadline	\$30	\$40

- 8) **Next Meeting** – The next MWPCA Board meeting is scheduled for Wednesday, April 12, 2006 at the NEWEA office in Woburn, MA.

There being no further business, a motion was duly made and seconded to adjourn the meeting.

**Massachusetts Water Pollution Control Association
Board of Directors Meeting
April 26, 2006
DEP Training Facility, Millbury, MA**

(Amended at June 14, 2006 meeting)

MWPCA President Joe Witts called the meeting to order. The following were in attendance:

Mike Ackerman, Henry Albro, Tom Azevedo, Jane Brooks, Mike Burke, Valerie Flaherty, Michael Foisy, Janice Moran (NEWEA), Gerry Nye, Charlie Tyler, and Joe Witts

On motion duly made and seconded, it was voted to accept the meeting minutes from the March 15th board meeting.

Old Business:

- 1) Bylaws Changes – are they ready for distribution to the membership? – It was reported that the proposed amendments to the MWPCA Bylaws are ready for distribution and will be sent out to the membership as a separate insert in the upcoming newsletter.
- 2) Stockbridge Specialty Conference – May 24th, update? – Henry Albro reported that he has spoken with Tony Campetti, Chief Operator, Stockbridge WWTP, and that Tony was arranging lunch options with the Red Lion Inn and transportation to the facility tours. Joe Witts reported that there are currently 30 pre-registered to attend.

It was thought that the NEWEA Plant Operations Committee had previously offered funds to assist with transportation costs for future conferences. Mike Burke will follow up.

- 3) Tradeshow vendor/attendee and participation – update? – Discussion involved options and consideration of moving the location of the annual tradeshow meeting from the Westford Regency. Henry Albro and Joe Witts will meet in Mystic to develop incentive ideas to present at the next board meeting.
- 4) New Seminar Ideas and topics – It was suggested that a 3 or 4-day class on maintenance certification be considered for wastewater operators. Certification would be voluntary and classes could be held at the Millbury training center. Mike Burke will forward information to the board for further discussion.

- 5) NEIWPCC – renewal fees – where are they going? – Charlie Tyler reported that NEIWPCC are aware of the complaints associated with the recent operator certificate renewal process, and that they will address the problems.
- 6) Plant Operations Committee – who will take over for Mickey? – It was announced that Mickey Nowak resigned from the board. Mike Burke and Tom Azevedo were appointed as co-chairs for the plant operations committee.
- 7) Oak Bluff’s specialty conference – October 4th 2006 – update? – Henry Albro reported that the Oak Bluff’s specialty conference will be held on October 4, 2006. The conference will include plant tours at three different facilities on the island. Henry Albro and Joe Witts will visit the plants and coordinate logistics in mid-July.
- 8) NEWEA 75th Scholarship – update? – Charlie Tyler reported that he had sent an article and application form to the NEWEA office to be included in the upcoming newsletter.
- 9) Operations Challenge training day – update? – Jane Brooks reported that six teams, three New York teams and three New England teams would be participating. The three New England teams include Maine, Vermont and Rhode Island. Jane also mentioned that she had hired a caterer to prepare lunch and that it would cost about \$10 per person. MWPCA has agreed to sponsor the lunch.
- 10) Education fund update? – Bob Pariseau was not in attendance.

New Business:

- 1) 25 year MWPCA award? – It was decided not to pursue this at this time.
- 2) Rick Alden update – A brief discussion was held regarding Rick Alden. Joe Witts will send an article about Rick’s service to be included in the next newsletter.
- 3) New Board Member – Charlie Tyler reported that he had recently spoken to Mike Moreau, Falmouth, ME at the CWPAA meeting and that Mike is still interested in serving MWPCA in some capacity, possibly on the Board of Directors, in the event of a vacancy.
- 4) Sewer Rate Survey – A brief discussion was held regarding sewer rate surveys. It was announced that Tighe & Bond do a survey every year and post the information on their website. It was then suggested that Mickey Nowak could put a link on the MWPCA website for members to access.
- 5) LCD Projector Remote – **On motion duly made and seconded, it was voted to purchase a wireless Kensington Pocket Presenter with laser pointer.**

- 6) NEWEA Awards – Mike Burke announced that he is looking for nominations for the NEWEA Peloquin Award and the Operator Award.
- 7) Awards Committee Chair – MWPCA Awards – A brief discussion was held regarding MWPCA awards. It was decided that Henry Albro will contact Brad Lange, Award Committee Chair to see if he was still interested in being chair of the committee.
- 8) Next Meeting – The next MWPCA Board meeting will take place at the Quarterly meeting on June 14, 2006 at the Log Cabin Restaurant in Holyoke, MA.

There being no further business, a motion was duly made and seconded to adjourn the meeting.

**Massachusetts Water Pollution Control Association
Board of Directors Meeting
Wednesday, June 14, 2006
Holyoke, MA**

(Amended at September 27, 2006 meeting)

The meeting was called to order by MWPCA President Joseph Witts. The following were in attendance:

Henry Albro, Jane Brooks, Michael Burke, John Conner, Elizabeth Cutone (NEWEA), Valerie Flaherty, Michael Foisy, Mike Moreau, Bob Pariseau, Charles Tyler, Eugene Valliere, Ray Willis and Joe Witts.

A motion was duly made and seconded to accept the minutes of the April 26, 2006 Board of Directors Meeting.

An error on page two of three was noted in the minutes.

On motion duly made and seconded, it was voted to amend the minutes as follows:

Page 2 of 3 – item 3 under New Business – Name should read Mike Moreau.

It was subsequently voted to accept the amended minutes.

Old Business

- 1) **Bylaws Changes** – Charles Tyler reported that the recent Bylaws Changes have been approved by the membership. It was suggested that the revised Bylaws be available to the membership on the MWPCA website. J. Connor will forward revised Bylaws to Mickey Nowak (webmaster). Elizabeth Cutone will send notification of their availability in the next MWPCA “web update.”
- 2) **Stockbridge Specialty Conference** – Henry Albro reported that the conference was held on May 24th and was a success. Albro will write an article about the conference and include photos.
- 3) **Trade Show Update** – John Connor reported that to date 14 vendors have registered for the September 27th Trade Show.
- 4) **New Seminar Ideas and Topics** – It was suggested that MWPCA consider doing more seminars at treatment plants. It was noted that a new training facility has been established in Fairhaven, MA.

It was also suggested that MWPCA consider hosting a seminar on the proposed changes in the Massachusetts Retirement System. It was agreed that it be considered for November and be offered at little or no cost to the membership.

It was also suggested that MWPCA consider conducting a training-needs survey of the membership. Bob Pariseau to work with Cutone on this.

- 5) **Oak Bluff's Specialty Conference** – Henry Albro will work with NEWEA to plan the seminar scheduled for October 4th. To date, three tours have been planned.
- 6) **NEWEA 75th Scholarship** – Charles Tyler reports that no applications have been received to date (6/14/06). Deadline for submittals was Friday, June 16th.
- 7) **Operations Challenge Training Day** – Jane Brooks reported that the New England Operations Challenge Training Day was held on April 29th in Springfield, MA and was sponsored by the MWPCA. A total of six teams participated; 4 from New England, 2 from New York and 1 from Pennsylvania. Brooks also reported that New York introduced “Sludge Jeopardy” to the group and that it was very well received. It was suggested that “Sludge Jeopardy” also be held as part of the MWPCA Trade Show in September. Jane Brooks and Valerie Flaherty will work together on developing.
- 8) **Education Fund** – Bob Pariseau reported that he will work with John Connor to coordinate the transfer of funds as approved.

New Business

- 1) **Appointment of 13th Director** – On motion duly made and seconded, it was voted to appoint Mike Moreau as the 13th Director. It was noted that this is for a one-year term, per the bylaws.
- 2) **Establishment of New Officers** –
 - a) On motion duly made and seconded, it was voted to extend Joseph Witts' term as President for a second one-year term.
 - b) On motion duly made and seconded, it was voted also to extend the terms of Charles Tyler as First Vice President and Mike Foisy as Second Vice President, each for a second one-year term.
 - c) On motion duly made and seconded, it was voted to appoint John Connor as Secretary/Treasurer.
 - d) On motion duly made and seconded, it was voted to appoint Thomas Azevedo as Meeting Management Coordinator.

- e) On motion duly made and seconded, it was voted to appoint Robert Pariseau as Education Director.
 - f) Based on the election results, the following Directors will assume office after July 1st, 2006. Eugene Valliere, Mike Foisy (incumbent), Joseph Witts (incumbent).
- 3) **Appointment of unexpired term for Director Mickey Nowak** – It was noted that in Section 7 of the Bylaws, not more than two individuals from the same company be on the board at the same time. President Joe Witts will check affiliations and speak with individual officers to ensure adherence to this section. On motion duly made and seconded, it was voted to ~~appoint~~ nominate Joseph Pease to fill Mickey Nowak’ unexpired term of office.
- 4) **Awards** – The following Award nominees were reported:
- a) **Carlos Cardoso** – NEWEA Peloquin Award
 - b) **Peter Nyberg** – NEWEA Operator Award
- 5) **New Meeting** – It was reported that the next meeting is scheduled for Wednesday, August 16th in Millbury, MA.

Prepared by,

Elizabeth Cutone

**Massachusetts Water Pollution Control Association
Board of Directors Meeting
Wednesday, August 16, 2006
Millbury, MA**

(Amended at September 27, 2006 meeting)

The meeting was called to order by MWPCA 1st Vice President Charles Tyler. The following were in attendance:

Henry Albro, Tom Azevedo, Jane Brooks, Michael Burke, John Conner, Valerie Flaherty, Michael Foisy, Janice Moran (NEWEA), Mike Moreau, Bob Pariseau, Joseph Pease, and Charles Tyler.

A motion was duly made and seconded to accept the minutes of the June 14, 2006 Board of Directors Meeting.

Old Business:

- 1) **Tradeshaw vendor/attendee and participation** - John Connor reported that he currently has 25 vendors signed up for Annual Trade Show in Westford, MA next month and that last year's trade show had 40 vendors. There is enough room for 80 vendors at the show. He believes that vendor registration is 40% behind last year.

Beating the bushes - call existing list - new/former vendors - It was suggested that board members assist with making calls to potential vendors to drum up more support. A vendor list was passed around the table so members could contact vendors who have not registered yet.

Ideas for sparking interest - any progress/developments for this year? - Henry Albro reported that he and Joe Witts have been unable to get together to discuss this idea fully and was looking for suggestions.

Several ideas were shared as to how to keep operators in the vendor area at the Trade Show. It was decided that this year, a form would be developed requiring operators to get participating vendors' signatures. Completed forms would then be turned in for TCH certificates. John Connor and Valerie Flaherty volunteered to help.

- 2) **MA Retirement System Seminar?** - A brief discussion was held regarding planning a seminar on retirement for members. Tom Azevedo volunteered to contact a local state representative to see about possibly speaking.

Mike Foisy requested that the 22-page document on MA Retirement from Andrea Mullin be placed on the website. Janice Moran, NEWEA offered to send the document to Mickey Nowak for posting on the MWPCA website.

- 3) **Membership Training - Needs Survey?** - It was noted that Elizabeth Cutone was not present at the meeting and was out of the office till September due to family reasons. Bob Pariseau discussed the need to have new quality classes to offer to the membership and that he was looking for ideas.
- 4) **New Seminar ideas and topics?** - A brief discussion was held regarding new seminar topics and ideas. It was suggested that an ad hoc seminar committee be created to sort through potential ideas and make suggestions to the board. The ad hoc seminar committee consists of: Mike Moreau, Tom Azevedo, Henry Albro, John Connor and by way of email, Tom Bienkiewicz.
- 5) **Plant Operations Committee Report** - Mike Burke reported that the plant operations committee developed posters describing what the committee does in order to attract new members. Posters will be brought to the Trade Show in Westford, MA. A presentation on ops challenge may also be made at the Trade Show. Mike reported that he is still looking for an operator to participate in the Operator Exchange Program to VT and that Mickey Nowak was planning a facility tour in the spring.

It was noted that Mike Burke's position as NEWEA Director would be available this time, next year and that board members should start thinking of a replacement.

- 6) **Oak Bluffs specialty conference - Oct 4th 2006** - Henry Albro handed out draft agenda and a budget to board members to review. He reported that the planning for the conference was going well and that the registration flyer would be included with the mailing of the newsletter. Henry noted that he would not be able to attend the conference and that Ed Quann, F.R. Mahony & Associates, Inc. may be able to help out. Tom Azevedo volunteered to go and assist with registration.
- 7) **Education fund update** - Bob Pariseau reported that the money was transferred to investments and that no money has been spent at this time.
- 8) **Scholarship award** - Charles Tyler explained that Jacquleen Hunt was selected as the scholarship recipient and that an award letter had been sent indicating that a check would follow. However, due to Elizabeth's absence, a check would not be sent till September. Charlie had requested the NEWEA office send another letter to Jacquleen explaining the delay.

New Business:

- 1) **Brent Herring's gracious resignation** - Charlie Tyler reported that he had spoken to Brent and that Brent was happy to step aside to allow Joseph Pease to take his position.

On motion duly made and seconded, it was voted to approve Joseph Pease's appointment to ~~Brent Herring's~~ Mickey Nowak's position on the Board of Directors.

- 2) **Jim Madigan's retirement/life membership** - It was decided to award Jim Madigan with life membership to MWPCA and to award him with a plaque at the Trade Show in September. Henry Albro will look into having a plaque and brass membership card made.

On motion duly made and seconded, it was unanimously voted to make Jim Madigan a MWPCA life member and present him with a plaque and membership card at the Trade Show in Westford, MA.

- 3) **Newsletter Issues - Page 6 advertisement** - A brief discussion was held regarding page 6 of the summer newsletter and allowing companies to advertise. It was suggested that the Gregg Kidd article needed to be rewritten to focus more on MWPCA courses being offered with Wright-Pierce. Bob Pariseau offered to call Gregg Kidd to let him know the Board's decision.

Advertising plan? It was suggested that MWPCA start charging for advertising space in future newsletters. Advertising rates and sizes were then discussed. It was also suggested that an article on advertising in the newsletter would be included in the summer edition in place of Gregg Kidd's article.

A discussion ensued regarding criteria for advertising in the newsletter. Charlie Tyler suggested that John Connor and Bob Pariseau come up some criteria and policies to vote on during the next meeting, but further discussion led to a motion.

On motion duly made and seconded, it was voted to charge for advertisements in future newsletters. Business card sized ads = \$100.00, ¼ page ad = \$200.00, ½ page ad = \$300.00 and full page ad = \$500.00.

Printing in color costs etc. - A brief discussion was held regarding printing the newsletter in four color versus one color. It was decided to revisit this idea during the September Trade Show meeting.

- 4) **Other** - It was reported that Mickey Nowak has winning posters from the poster contest and will bring them to the Trade Show on Sept. 26th.

- 5) **Budget** - John Connor handed out copies of the budget and reported that he anticipants losing \$15,000.00 this year as a projected loss. He suggested that the board may want to consider charging more to people who just attend the quarterly meetings and not stay for lunch.

It was suggested for consideration that 7% of funds should be put away into an account yearly and that a finance committee should be developed.

- 6) **December Quarterly Meeting** - Tom Azevedo reported that he had received an email from Ray Willis (CS Chair) asking about holding a Collection Systems based meeting in December. Tom noted that this could be arranged and that he will be in contact with Ray for his assistance.
- 7) **Trade Show in Westford, MA** - It was announced that the NEWEA President will be at the Trade Show in Westford, MA to represent awards from the NEWEA Annual Conference in January. Board members were asked to inform award winners from January to come to the show with their award.
- 8) **Contract with NEWEA** - The contract with NEWEA will be discussed at the next meeting that will be held at the Trade Show in September.

There being no further business, a motion was duly made and seconded to adjourn the meeting.

**Massachusetts Water Pollution Control Association
Board of Directors Meeting
Wednesday, September 27, 2006
Westford, MA**

The meeting was called to order by MWPCA President Joseph Witts. The following were in attendance:

Henry Albro, Tom Azevedo, John Connor, Valerie Flaherty, Michael Foisy, Janice Moran (NEWEA), Mike Moreau, Bob Pariseau, Charles Tyler, Eugene Valliere, and Joseph Witts.

Minutes:

- 1) **Minutes August 16, 2006 Board of Directors Meeting** - A motion was duly made and seconded to accept the minutes of the August 16, 2006 Board of Directors Meeting. The following amendments were made:

An error on page three of four was noted in the minutes.

On motion duly made and seconded, it was voted to amend the minutes as follows: Page 3 of 4 - item 1 under New Business - Name should read Mickey Nowak as follows: "On motion duly made and seconded, it was voted to approve Joseph Pease's appointment to *Mickey Nowak's* position on the Board of Directors."

It was **voted** to accept the amended minutes.

- 2) **Amendment of June 14, 2006 Minutes** - It was noted that subsequent to the approval of the June 14, 2006 meeting minutes, that there was an error.

An error on page three of three was noted on the June 14, 2006 minutes.

On motion duly made and seconded, it was voted to amend the minutes as follows: Page 3 of 3 - last sentence of item 3 under New Business - Should read ". . . voted to nominate Joseph Pease . . ."

It was subsequently **voted** to accept the amended minutes.

Old Business:

- 1) **Tradeshow vendor/attendee and participation and feedback** - John Connor reported that the tradeshow held on Wednesday, September 27, 2006 at the Westford Regency Inn in Westford, Massachusetts was successful. The tradeshow had 138 attendees and 40 vendors. The vendors seemed to like the new operator TCH sign-in system. John suggested that the signature form include a place for operators to put their name (so that the signing vendor can see it) on the signature side of the form for next year. John also mentioned that the web update sent prior to the tradeshow really

helped bring up the attendance numbers. Charlie Tyler volunteered to coordinate the participant surveys. Survey results will be available at a future date.

The topic of moving the Fall Tradeshow to June and/or having the September meeting in Western Massachusetts to attract more attendees and vendors was discussed. It was suggested that the vendor survey be conducted.

- 2) **MA Retirement System Seminar** - Jane Brooks was not present, discussion postponed.
- 3) **Membership Training - Needs Survey** - Bob Pariseau reported that the computers at the Training Center in Millbury are out-of-date and currently running Windows95. He has been in communication with Tom Bienkiewicz regarding updating the computers and they discussed asking people and/or companies for donations. Bob noted that he will submit an article asking for donations for the next newsletter.

Bob Pariseau also discussed the possibility of co-sponsoring seminars with NEIWPC on microbiology and process control. He also recommended adding a check box on the NEIWPC training registration form to join MWPCA.

- 4) **Oak Bluffs Specialty Conference - Oct 4th 2006 - Registration Update** - It was reported that to-date 22 people were registered to attend the Oct 4th Martha's Vineyard Specialty Workshop and Tour in Edgartown, Massachusetts. Tom Azevedo, Mike Moreau and Mike Foisy will attend the workshop to assist with the meeting logistics.

New Business:

- 1) **NEWEA Contract - review and sign** - It was noted that Elizabeth Cutone, NEWEA was not in attendance. The contract would be reviewed and signed at the next meeting.
- 2) **Budget Committee** - A discussion regarding the need for forming a finance committee was held. Henry Albro, Mike Moreau and John Connor volunteered to work together.
- 3) **Newsletter/Advertising** - It was suggested that a letter and advertising contract should be sent to vendors who attended the Fall Tradeshow to solicit advertisements for the newsletter. It was also suggested that a new members section be added to the newsletter.
- 4) **Operator Exchange** - Mike Foisy noted that there were no candidates at this time and he encouraged the board to submit names.

- 5) **Membership Directory** - It was discussed at a previous meeting to update the plant directory. Bob Pariseau suggested that the plant directory be expanded to include advertisements, history, board of directors and member's contact information. It was agreed that more information regarding printing and mailing costs needed to be researched prior to a decision. Bob will work with NEWEA to research printing and mailing options and develop a budget. Budget and printing options will be discussed at the next meeting.

- 6) **New Meeting** - It was reported that the next meeting is scheduled for Wednesday, November 8, 2006 at 1pm in Millbury, MA.

There being no further business, a motion was duly made and seconded to adjourn the meeting.

**Massachusetts Water Pollution Control Association
Board of Directors Meeting
Wednesday, November 8, 2006
Millbury, MA**

MWPCA 1st Vice President Charles Tyler called the meeting to order. The following were in attendance:

Henry Albro, Michael Burke, Michael Foisy, Janice Moran (NEWEA), Mike Moreau, Joseph Pease, and Charles Tyler.

Old Business:

- 1) **Martha's Vineyard Specialty Seminar, October 4, 2006** - Mike Foisy reported that the Martha's Vineyard Specialty Seminar held on October 4, 2006 in Edgartown, Massachusetts was very well attended and everyone had a good time. He also suggested making this seminar a yearly event or offering a seminar on Nantucket, MA. Final attendance numbers are not available at this time and will be reported on at a future meeting. Mike Moreau and Mike Foisy volunteered to speak to Tom Azevedo about holding a seminar on Nantucket next year.
- 2) **Director Activity Reports** – Mike Moreau reported that he recently attended the Yankee Onsite Wastewater Association (YOWWA) meeting. YOWWA is just starting up and will be offering seminars and training programs to operators regarding onsite technologies. Mike has offered to be part of the YOWWA board of directors. He thought it might be a good idea to work together with this new association. Charlie Tyler mentioned the possibility of co-sponsoring workshops with YOWWA. Mike will keep the board updated on their status via emails and board reports.

New Business:

- 1) **NEWEA Contract Revisions** – A distribution copy of the proposed NEWEA contract (October 06 thru September 07) and administrative hours report were handed out for review. Charlie Tyler reported that the NEWEA contract had very few changes from last years contract. They include:
 - Contract dates changed to reflect the upcoming year, October 2006 – September 30, 2007.
 - Administrative hourly rates were increased \$3.00 per hour from last year due largely to increases in medical benefits and annual salary increases.
 - Added clause to allow MWPCA to adjust the monthly hourly estimate.

Charlie also mentioned that there are 38.5 hours left as of September 2006. These hours will be carried over and used in October 2006 so there will be no charge for the month of October. Billing will resume in November 2006.

Henry Albro recommended that the wording of item #2 in the contract be changed to reflect the following, "...This agreement may be extended for successive one year periods, by mutual consent in writing, with terms agreeable by both parties..."

Henry Albro move to amend item #2 on NEWEA contract as noted above to include "...successive one year periods..." and upon completion of revisions as noted; he requests that the President, Joseph Witts, sign the contract and to execute the contract with NEWEA.

On motion duly made and seconded (email proxy vote submitted by Robert Pariseau), it was voted to have the NEWEA contract recommended to President, Joseph Witts to execute with NEWEA.

2) NEWEA Task Assignments:

- A. Exhibitor Survey** – It was discussed and decided that it was not necessary to send another survey to the exhibitors from the Fall Trade Show held on September 26, 2006. Another survey at this time would be redundant.
- B. Vendor Mailing to Increase Participation at Tradeshows** - A discussion regarding how to increase the number of vendors at the Fall Tradeshow was held. It was decided that the 2006 Fall Tradeshow newsletter article should be reprinted as a one-page flyer and sent to vendors to solicit more responses for next years Tradeshow. The mailing would also include the Tradeshow survey results and an exhibit application for the 07 Tradeshow. Charlie Tyler volunteered to work on creating the one-page flyer from the Trade Show newsletter article. Mike Moreau and Henry Albro volunteered to look through the vendor list to create a mailing list. They will email a final list to NEWEA to mail out. The board also requested NEWEA to send a copy of the Fall 06 newsletters to vendors who participated in the 2006 Fall Tradeshow.

On motion duly made and seconded, it was voted to do a mailing to vendors immediately after the NEWEA Annual Conference in January 2007. The mailing would include a reprint of the Fall 06 Tradeshow Newsletter Article, Tradeshow survey results and an application to display at the 07 Fall Tradeshow.

- C. Directory** – Janice Moran, NEWEA, handed out a worksheet on directory printing estimates, potential advertisement revenue chart and a list of potential membership directory topics for discussion. The handouts were discussed and it was suggested that the back cover, inside back cover and inside front cover be included as potential advertising space and charged a higher rate. Henry Albro volunteered to rework the potential advertisement revenue chart to increase revenue to \$10,000.00 and include new rates for the back cover, inside back cover and inside front cover. It was also suggested to raise the advertising rates by an additional \$25.00 so that the advertising revenue would cover the printing cost. A decision

whether to move forward with a directory will be made at the December 6th Quarterly Meeting.

- D. **Other – Newsletter/Advertising** – Janice Moran, NEWEA, reported that the letters regarding advertising opportunities in MASSWaters newsletter would be sent to the vendor database at the end of November per the direction of the September 27th board meeting. She also reported that so far MWPCA has collected approximately \$3175.00 in advertisements for the 06-07 MASSWaters newsletter. The decision whether to print the newsletter in two colors will be made at the December 6th Quarterly Meeting.
- 3) **December Meeting Status** – It was reported that the December 6th Quarterly meeting flyer will be mailed as an insert in the Fall 06 newsletter to the membership tomorrow, November 9th.
- 4) **Other –**
- A) **Thank you Letter - Stockholm Jr. Water Prize Scholarship** – Mike Burke reported that a thank you letter was sent to Joe Witts from the NEWEA President, Phyllis Rand acknowledging MWPCA’s contribution to NEWEA’s Stockholm Jr. Water Prize Scholarship. Mike Burke volunteered to write an article to be included in the winter 07 newsletter.
- B) **Clean Water Trust Fund** – Charlie Tyler reported that there is a national effort underway to get a Clean Water Trust Fund set up by the Federal Government. There are many groups, such as NEWWA, Sierra Club and NEWEA working together to accomplish this goal. Charlie believes that MWPCA should be a part of this and he has signed up to attend the meetings. The next meeting is November 14th in Boston at 10am but he will be unable to attend. Henry Albro thought he might be able to attend in Charlie’s place. Charlie will keep the board updated and write an article to be included in the winter 07 newsletter.
- 5) **New Meeting** - It was reported that the next meeting would be held at the Quarterly Meeting in Taunton, MA on December 6, 2006.

There being no further business, a motion was made and seconded to adjourn the meeting.

**Massachusetts Water Pollution Control Association
Board of Directors Meeting
Wednesday, December 6, 2006
Taunton, MA**

MWPCA 1st Vice President Charles Tyler called the meeting to order. The following were in attendance:

Henry Albro, Tom Azevedo, Jane Brooks, Valerie Flaherty, Michael Foisy, Janice Moran (NEWEA), Mike Moreau, Bob Pariseau, Charles Tyler, Gene Valliere, and Raymond Willis.

Minutes:

- 1) **Minutes from September 27, 2006 Board of Directors Meeting** - A motion was duly made and seconded to accept the minutes of the September 27, 2006 Board of Directors Meeting.
- 2) **Minutes from November 8, 2006 Board of Directors Meeting** - A motion was duly made and seconded to accept the minutes of the November 8, 2006 Board of Directors Meeting.

Old Business:

- 1) **Trade Show Follow-up - It was reported that** Charlie Tyler and Henry Albro will continue to work on developing a one-page vendor flyer as previously agreed upon at the November 8, 2006 Board Meeting. The flyer will highlight exhibiting opportunities and survey results from the 2006 Fall Tradeshow in Westford, MA and will be distributed to vendors to solicit more responses for the 2007 Tradeshow.
- 2) **NEWEA Contract** - It was announced that the NEWEA Contract (October 2006 thru September 2007) was approved at the November 8, 2006 Board Meeting.
- 3) **Budget Committee** - The need to form a budget committee was discussed at the September 27, 2006 Board Meeting. Mike Moreau, Gene Valliere, Jane Brooks and Henry Albro offered to join the Budget Committee to work with John Connor. The committee will look into establishing improved informational and planning budget guidelines, so that the board is better informed and prepared to discuss financial issues impacting MWPCA.
- 4) **Newsletter - next issue** - The next issue of MASS Waters newsletter will be sent prior to the March Quarterly meeting and the deadline for articles is mid-January 2007. Henry Albro mentioned that his company's advertisement in the Fall 2006 newsletter was fuzzy looking. He will resubmit new artwork for the Winter 07 issue of the newsletter.

- 5) **Operator Exchange** - Mike Foisy reported that the 2007 Operator Exchange would take place with Connecticut and that he will be looking for candidates. Mike will submit an article for the winter newsletter encouraging people to participate in the program.
- 6) **Membership/Plant Directory** - The board will continue to move forward with the development and production of the membership/plant directory. Henry Albro reported that he will continue to rework the draft advertising numbers to increase revenue in order to offset the printing cost of the directory. Draft advertising numbers were presented at the November 8, 2006 Board Meeting. It was suggested that this item be further discussed at the next board meeting.
- 7) **Clean Water Trust Fund** - Charlie Tyler reported that he planned to attend a Clean Water Trust Fund Task Force meeting on 12/20, having missed the previous several meetings; he will try to keep the board updated as to the nature and progress of the effort.

New Business:

- 1) **MWPCA - driven course offerings** - A discussion was held regarding the feasibility of MWPCA offering independent training courses at the Millbury Training Center in Millbury, MA. Audio visual equipment is readily available and NEIWPC could be a potential co-sponsor. Potential training courses could cover topics such as; synthetic lubricants, bidding laws in Massachusetts, small engines, lab security, etc. Onsite training for centralized systems was also mentioned as a potential course. Mike Moreau volunteered to speak with George Hoyfelder, Barnstable County Board of Health, to set something up. Bob Pariseau announced that any additional training topics should be sent to him as he will be attending the next Training Advisory Committee (TAC) meeting on December 14th.
- 2) **NEWEA Annual Meeting Issues: Tuesday Luncheon Sponsorship** - It was announced that the association will again be co-sponsoring (with the other regional operator associations) the Operator's Day luncheon on Tuesday, January 23, 2007 at the NEWEA Annual Conference in Boston, MA.
 - B) Presidential room reservation - Tom Azevedo** inquired as to whether, as usual, the MWPCA should reserve a room for the President at the NEWEA Annual Conference in January. It was concluded that since the president, Joe Witts works for Hayes Pump, his company would probably pay for his room. It was decided that the board will reserve a room for Tuesday night only, in case any MWPCA members wish to stay after the Tuesday activities.
 - C) MWPCA Booth** - Mike Moreau volunteered to set-up the booth on Monday morning at the NEWEA Annual Conference in January. He also volunteered to have some of the yellowing booth documents such as the original newsletter laminated for preservation. It was also noted that the booth needs to be stocked with more membership applications and "MWPCA History" articles.

- 3) **Tee-Shirts/More Norton Shirts** - It was reported that the “Norton Classic” tee-shirt inventory may be low. Tom Azevedo and Henry Albro will try to determine the location of the art work so that more tee-shirts can be produced if needed.
- 4) **March Meeting Theme/Topics** - Ray Willis, Collection Systems Chair, offered to help Tom Azevedo put together some ideas for a Collections theme Quarterly Meeting in March 2007.
- 5) **Dates of 2007 Meetings** - A discussion regarding future meeting dates for 2007 was held. The following tentative schedule was drawn up:
 - February 7, 2007 - 2:00 PM BOD meeting at Millbury Training Center
 - March 21, 2007 - MWPCA Quarterly meeting at Westford Regency Hotel
 - April 25, 2007 - 2:00 PM BOD meeting at Millbury Training Center
 - June 13, 2007 - MWPCA Quarterly meeting at the Log Cabin, Easthampton
 - August 22, 2007 - 2:00 PM BOD meeting at Millbury Training Center -
 - September 19, 2007 - MWPCA Trade Show & meeting at Westford Regency
 - November 14, 2007 - 2:00 PM BOD meeting at Millbury Training Center
 - December 5, 2007 - MWPCA Quarterly meeting at Holiday Inn, Taunton

The June 13th and December 5th Quarterly meeting dates are still tentative. Tom Azevedo will confirm these dates and will report back.

- 6) **Other** -
 - A) **MWPCA Operator Day Mailing** - Bob Pariseau reported that the NEWEA office was assisting with the Operator Day Mailing and the flyers would be mailed out next week.
 - B) **MWPCA Laptop** - Jane Brooks mentioned that she is currently in possession of the MWPCA laptop computer and will be returning it. Mike Burke suggested locking it up in the MWPCA closet in Millbury, MA.
- 7) **Next Meeting** - It was reported that the next meeting would be held in Millbury, MA on February 7, 2007 at 2pm.

There being no further business, a motion was made and seconded to adjourn the meeting.