

Massachusetts Water Pollution Control Association  
Notes from the January 14, 2009 Board of Directors Meeting  
Held at the Richard Alden Training Facility at UBWPAD, Millbury, MA

1. 1:30 PM Call to order, establishment of quorum. In attendance: H. Albro, M. Burke, J. Connor, M. Foisy, D. Freitas, R. Pariseau, E. Smith, C. Tyler, J. Witts.
2. Approval of December meeting minutes, as produced by J. Moran. Motion J. Witts, second D. Freitas, approval unopposed.
3. NEWEA Conference
  - a. Operator Day registration and luncheon – all is in readiness.
  - b. MWPCA Booth will be set up at NEWEA – M. Moreau, H. Albro, J. Witts will participate. J. Witts will take booth at end of show.
  - c. MWPCA Hotel Room – discussion – decision not to take a room for MWPCA this year
4. Quarterly meeting planning; T. Azevedo about to have surgery for ailing knee – group working to arrange speakers.
  - a. March meeting: plans are for G. Grissop of CDM to speak on UBWPAD improvements, J. Baker to report on 2008 Operator Exchange experience, Windmill power presentation – M. Burke to confirm with CWT company, still need 4<sup>th</sup> presentation – another iteration of MA-WARN? Follow-up needed.
  - b. June 2008 meeting – speakers yet to be determined. Golf tournament coming together. \$125 sponsorship per hole proposed – general agreement from group. M. Freitas to contact J. Moran of NEWEA to finalize flyers/registration forms in time for distribution at NEWEA conference. All members to solicit sponsors, foursomes, players. Question about Log Cabin/Wyckoff relationship; understanding was that meeting would be at Wyckoff, Log Cabin to cater lunch. Need to establish shotgun tee time and rules.
  - c. September Trade Show – J. Connor has draft Contract for June 23 – but June 30 had been agreed in order to avoid conflict with Maine. E. Smith to contact Wachusett to establish date and details.
  - d. December meeting – new location? J. Moran had looked at other local locations – other Holiday Inns seemed most likely to work. Discussion determined that the Mansfield Holiday Inn has received good reports for food and accommodations. Group consensus is to have Tom Azevedo contact the Mansfield Holiday Inn for December meeting arrangements as soon as he's able to work.
5. MWPCA Legal/Financial status: J. Connor has paperwork indicating that MWPCA was approved as a "501 C 3" non-[profit corporation on 5/15/1991; however, regular correspondence from the Secretary of State

refers to MWPCA as a “180 corporation.” Mike Foisy has a quote of \$80 per hour for a certified accountant to examine our books and try to get us back on track. Bob Pariseau will also try to contact former “Triple-Check” proprietors (who did previous audit work for MWPCA) to get a second opinion and quote. John Connor will also look at firms local to him to avoid travel costs. All agree that professional consultation should be pursued. Discussion to be continued, may make hiring decision at February meeting.

6. MWPCA Web site: Meeting of H. Albro, A. Albro, and J. Moran held at NEWA office. J. Moran will handle web alterations for now, with occasional help from A. Albro. M. Moreau to contact J. Moran regarding his role. More than one person may be able to have editing control, but all agreed that the number of people with the “keys” should be limited to no more than two. A. Albro to submit bill for services as rendered in line with her previously quoted rates.
7. Next Newsletter – C. Tyler reported that the stated deadline was January 15, with finalization to follow; all instructed to forward articles to J. Moran as soon as possible. J. Moran’s NEWEA Conference duties are likely to intervene, but we should have content ready for the post-conference publication.
8. Training Advisory Committee meeting; Bob Pariseau commented on the recent meeting. Spring curriculum about ready. joint meeting of TAC and Board of Certification to be held at NEWEA conference on Tuesday to talk about passing rates and how to improve effectiveness of training programs with regard to certification requirements. Will report back in February.
9. Operator Exchange – this year with Rhode Island. G. Valliere will continue to coordinate for MA, with overview by NEWEA Director J. Witts. No applicants thus far. Newsletter should include a promotional spot for program – may include also article from 2008 exchange operator.
10. Gillette Stadium program idea; J. Witts reported no meaningful response from MWWA; venue too expensive for MWPCA-only activity. R. Willis willing to coordinate with Gillette wastewater facility operator, but it appears that this idea will need to go “on hold” for another year, as it’s probably too late to plan a 2009 function at this point.
11. MWPCA/MWWA joint conference at Devens 10/28/09; none present attended; unsure if any MWPCA participation was noted. Will need to touch base with MWWA to see how to increase effect of future joint efforts.

12. MWPCA Caps/Tee Shirts, other promotional items. M. Foisy recommended that we wait to see how cap sales progress before expanding to other items, such as more expensive shirts. Group agreed.
13. Small (Package) Plant Operators Committee: Board endorsed this concept as presented in email memo form by R. Willis. Ray authorized to continue development of committee roster and committee charge and report back to Board. Ray will be asked to produce an article for the upcoming newsletter. Once established, committee will be listed on Newsletter masthead and committee Chair will be invited to report at Board meetings.
14. MWPCA Election 2009; C. Tyler requested that all incumbents who plan to run for re-election furnish biographical information and a photo for inclusion in an information flyer to be included in the ballot envelopes. Incumbent directors whose terms are expiring are: H. Albro, J. Connor, E. Smith, E. Valliere, and J. Witts. A call for new candidates will also be published in the next newsletter.
15. Next meeting: it was agreed that the next meeting of the MWPCA Board of Directors will be planned for Wednesday, February 18, 2009 at 1:00 PM at the UBWPAD, either in the training room at the Richard Alden Training Facility or in the basement staff room of the UBWPAD administration building.
16. There being no further pressing business, the meeting was adjourned at approximately 3:10 PM.

**Massachusetts Water Pollution Control Association  
Board of Directors Meeting  
Wednesday, February 18, 2009  
Millbury, MA**

MWPCA President Charlie Tyler called the meeting to order. The following were in attendance.

Henry Albro, Jane Brooks, Michael Foisy, Janice Moran (NEWEA), Michael Moreau, Eric Smith, Charles Tyler, Gene Valliere, and Ray Willis.

It was noted that there was a quorum.

**Minutes:**

1. **Minutes from the January 14<sup>th</sup> Board of Directors Meeting – on motion duly made and seconded, it was voted to accept the minutes of the January 14, 2009 Board of Directors Meeting.**

**Old Business:**

1. **NEWEA Conference - post conference report** - Charlie Tyler announced that the Operator's Day luncheon held during the NEWEA Annual Conference on Tuesday, January 27, 2008 was very well attended. Over thirty Massachusetts operators participated in Operator's Day overall. MWPCA has traditionally paid for one operator from each Massachusetts wastewater treatment facility to attend the NEWEA Annual Conference for one day. The association also co-sponsored the operator's luncheon.

It was also mentioned that the MWPCA booth was set up on the fourth floor during the NEWEA Annual Conference.

2. **Meeting Planning Status -**

- **March Quarterly Meeting** - Charlie Tyler stated that the March Quarterly Meeting will be held on March 18, 2009 at the Westford Regency Hotel, Westford, MA and the program has been finalized. The meeting flyer is currently being mailed with the winter issue of MASSWaters newsletter.
- **June Quarterly Meeting** - It was announced that the June Quarterly Meeting and Golf Tournament will be held on June 17, 2009 at the Wyckoff Country Club, Holyoke, MA. Dan Freitas is working closely with the Wyckoff facility to finalize details. Mike Foisy and Joe Witts will work on finalizing speakers for the program.

It was also announced that CDM and Tighe & Bond have signed up for sponsorships and foursomes for the golf tournament. The NEWEA office was asked to send out the golf sponsor letter to the vendor list and to post the information on the MWPCA website as soon as possible.

- **Fall 2009 Trade Show** - It was mentioned that the Fall 2009 Trade Show is scheduled to be held on September 30, 2009 at the Wachusett Mountain Resort, Princeton, MA. The first vendor registration mailing will be sent out in April with a reminder notice sent in July. The board requested to use NEWEA's Annual Conference vendor list for the MWPCA vendor mailing.
- **December Quarterly Meeting** - Charlie Tyler noted that there has been past discussion to relocate the December Quarterly Meeting from the Holiday Inn in Taunton, MA. Joe Witts volunteered to call the Holiday Inn in Mansfield, MA for pricing information and will report back at the March meeting.

3. **NEWEA/MWPCA Specialty Conference at UBWPAD** - Charlie Tyler announced that the NEWEA Plant Operations Committee is holding a specialty conference and tour at the Upper Blackstone Water Pollution Abatement District (UBWPAD) on May 13, 2009 and MWPCA was asked to be a co-sponsor. Mike Foisy volunteered to discuss logistics with the NEWEA Plant Operations Committee and will keep the board informed.
4. **MWPCA Legal/Financial Status** - It was noted that John Connor was not in attendance and the issue will be tabled until the next meeting in March. In the meantime, Charlie Tyler volunteered to contact John Connor to discuss further.
5. **MWPCA Web Site** – Mike Moreau is currently the liaison for the website; however it was noted that until Mike receives training, the NEWEA office will be handling the updates for the MWPCA website.
6. **Newsletter** – Janice Moran (NEWEA) announced that the Winter MASSWaters newsletter was in the mail and an email announcement was sent to the membership. Articles for the Spring MASSWaters newsletter are due Friday, April 10th.
7. **Training Advisory Committee** - Bob Pariseau was not in attendance. It was mentioned that Bob attended the Training Advisory Committee (TAC) meetings on December 9, 2008 and January 27, 2009. No further updates are available.
8. **Operator Exchange 2009** - It was mentioned that the 2009 Operator Exchange will be with Rhode Island. The board is currently looking for a Massachusetts participant. Mike Moreau volunteered to go to if no volunteer is found. Gene Valliere will contact Peter Eldridge, RI Director to confirm dates.
9. **Gillette Stadium Specialty Conference** – It was decided to remove the Gillette Specialty Conference from the agenda.
10. **Caps & Tee Shirts** – Mike Foisy announced that the previously purchased MWPCA baseball caps are not selling as well as had been hoped. Mike will look into prices for printing bumper stickers instead of golf shirts as previously suggested at the January 14<sup>th</sup> board meeting.
11. **Small (Package) Plant Operators Committee** - Ray Willis handed out a committee charge for the proposed decentralized onsite wastewater plant operations committee for comments. After some discussion, the board voted to change the name for the proposed committee:  
**On motion duly made and seconded, it was voted to change the name of the proposed Decentralized Onsite Wastewater Plant Operations Committee to Decentralized Wastewater Plant Operations Committee.**  
  
Ray Willis will make the changes noted by the board and resubmit the committee charge at the next board meeting in March. The committee was instructed to begin organization immediately, with Dave Boucher as the initial committee chair
12. **MWPCA Election 2009** - Charlie Tyler requested that all incumbents who plan to run for re-election furnish biographical information and a photo for inclusion in an information flyer to be included in the ballot envelopes. Incumbent directors whose terms are expiring are: H. Albro, J. Connor, E. Smith, E. Valliere, and J. Witts. It was also noted that Peter Doyle will mail election ballots after the March Quarterly meeting.

## **New Business:**

1. **NEWEA Representative** - Joe Witts made a few announcements for further discussion and consideration:
  - **Awards** - Nominations for the Pelouin and Operator of the Year awards as well as other NEWEA awards are needed. Submit nomination to Joe Witts.
  - **Congressional Breakfast** - NEWEA will be holding a congressional breakfast on April 29<sup>th</sup> in Washington, DC. The NEWEA Government Affairs Committee also has assisted other state associations hold similar local events. NHWPCA will be hosting a local breakfast on March 4, 2009 with NEWEA's assistance. MWPCA may want to think about holding an event next year. The NEWEA Government Affairs Committee stands ready to assist MWPCA.
  - **Young Professionals** - There is currently a lot of interest by associations to involve students and young professionals into the wastewater industry. Need to think about how MWPCA can assist.
  
2. **Operation Challenge Practice Day** - Jane Brooks mentioned that the 2009 NEWEA Operation Challenge Practice Day will be taking place on April 17<sup>th</sup> at the NH DES Training Center in Franklin, NH. Jane has been asked by the Ops Challenge Committee to make her famous jerk chicken. Jane requested a contribution from MWPCA to offset the cost of food for the Operations Challenge Practice Day.

**On motion duly made and seconded, it was voted to allow Jane Brooks to expend up to \$100.00 to purchase food for the Operation Challenge Practice Day on April 17, 2009.**

3. **Next Meeting** – It was reported that the next Board of Directors' meeting will be held on **March 18, 2009** after the Quarterly Meeting in Westford, MA.

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, March 18, 2009  
Westford, MA**

MWPCA President Charlie Tyler called the meeting to order. The following were in attendance.

Henry Albro, Tom Azevedo, Michael Burke, John Connor, Valerie Flaherty (Awards Committee Chair), Michael Foisy, Daniel Freitas, Janice Moran (NEWEA), Michael Moreau, Eric Smith, Charles Tyler, and Ray Willis.

It was noted that there was a quorum.

**Minutes:**

1. **Minutes from the February 18<sup>th</sup> Board of Directors Meeting – on motion duly made and seconded, it was voted to accept the minutes of the February 18, 2009 Board of Directors Meeting.**

**Old Business:**

1. **Meeting Planning Status -**

- **June Quarterly Meeting** - It was announced that the June Quarterly Meeting and Golf Tournament will be held on June 17, 2009 at the Wyckoff Country Club, Holyoke, MA. Dan Freitas is working closely with the Wyckoff facility to finalize details. Mike Foisy and Joe Witts will work with Tom Azevedo to finalize speakers for the quarterly meeting program.

John Connor announced that he has received 4 sponsorships and 4 golf foursomes so far for the June Golf Tournament. John will fax registrations to Dan Freitas. The board requested the NEWEA office send out email before the end of March to the membership advertising the tournament and quarterly meeting and to include an announcement in the Spring newsletter.

- **Fall 2009 Trade Show** - It was mentioned that the Fall 2009 Trade Show is scheduled to be held on September 30, 2009 at the Wachusett Mountain Resort, Princeton, MA. The first vendor registration mailing will be sent out in April with a reminder notice sent in July. John Connor will email the vendor datafile to the NEWEA office. The board also requested to use NEWEA's Annual Conference vendor list for the MWPCA vendor mailing.

Tom Azevedo, Henry Albro and Eric Smith will visit the Wachusett facility to view the meeting layout and will report back to the board by the next board meeting.

- **December Quarterly Meeting** - Tom Azevedo reported that he has received a hotel meeting package from the Holiday Inn in Mansfield, MA and has reviewed the information. Tom noted that lunch prices are higher than the Holiday inn in Taunton, MA but that the facility is in a convenient location for attendees. Tom will be conducting a site visit after today's board meeting and will give a report at the next board meeting. The hotel currently has December 9, 2009 available for the December Quarterly Meeting.
- **March Quarterly Meeting** - It was noted that the 2010 March Quarterly Meeting is tentatively set for March 24, 2010 at the Westford Regency in Westford, MA.

2. **NEWEA/MWPCA Specialty Conference at UBWPAD** - Charlie Tyler announced that the Joint NEWEA/MWPCA Plant Operations Technical Session and Tour would be held at the Upper Blackstone Water Pollution Abatement District (UBWPAD) on May 13, 2009 in Millbury, MA. The registration fee would be \$20.00 per person and NEWEA will be handling the registration for the event. Mike Foisy will work with the NEWEA office and the NEWEA Plant Operations Committee to finalize speaking presentations and meeting related logistics.

The event was announced at today's Quarterly Meeting and received a positive response from attendees.

3. **MWPCA Legal/Financial Status** - It was mentioned that this issue would be on hold till after April 15<sup>th</sup> (tax day). John Connor has contacted Triple Check, a financial tax consulting company to review MWPCA's financial records and to inquire about non-profit status.

Henry Albro suggested having someone from Triple Check available at a future board meeting so that all finance and non-profit status questions are answered.

4. **MWPCA Web Site** – Janice Moran (NEWEA) announced that the MWPCA website was currently up-to-date. Upcoming event registration flyers can be found on the Calendar page.

Mike Foisy suggested having a html flash banner on the MWPCA home page announcing important information or upcoming events. Janice Moran (NEWEA) will contact Amy Albro, website developer to further discuss and will report back at the next board meeting.

5. **Newsletter** – Janice Moran (NEWEA) announced that articles for the Spring MASSWaters newsletter are due Friday, April 10th.
6. **Training Advisory Committee** - Bob Pariseau was not in attendance. It was mentioned that Bob attended the Training Advisory Committee (TAC) meetings on December 9, 2008 and January 27, 2009. No further updated are available.
7. **Operator Exchange 2009** - It was mentioned that the 2009 Operator Exchange will be with Rhode Island. The board is currently looking for a Massachusetts participant. Dan Freitas and Mike Moreau have both volunteered to go to if no volunteer is found. Charlie Tyler also received a call from Phil Ryan, Haverhill who is willing to participate in the program again. A decision will be made at the next board meeting as to who will attend.
8. **MWPCA Caps & Tee Shirts** – Mike Foisy mentioned that he would like to purchase MWPCA bumper stickers and stoneware coffee mugs to be used for speaker gifts and raffle prizes. Bumper stickers would be a round window sticker, 4" made of vinyl with the MWPCA logo in gold with a dark blue background. The stoneware coffee mugs would have the MWPCA logo on one side and MWPCA on the other side.

**On motion duly made and seconded, it was voted to allow Mike Foisy to expend up to \$500.00 to purchase personalized coffee mugs and bumper stickers to be used for MWPCA speaker gifts and raffle prizes.**

9. **Decentralized Wastewater Plant Operations Committee** - Ray Willis handed out a revised committee charge for the Decentralized Wastewater Plant Operations Committee based on feedback from the February 18<sup>th</sup> board of directors meeting. Ray announced that the committee had its first meeting during lunch at today's quarterly meeting with Dave Boucher as the initial committee chair. Ray will prepare a report for the next board meeting on April 15<sup>th</sup> to include a committee roster and meeting minutes.

Ray Willis also inquired about MWPCA conference calling capabilities. It was mentioned that MWPCA does not have such capabilities but that NEWEA can assist. Conference call costs could be added to the monthly invoices that NEWEA currently generates for MWPCA office support. The NEWEA office was requested to send conference calling instruction to Ray Willis and Mike Moreau.

10. **MWPCA Election 2009** - Charlie Tyler mentioned that he had received biographical information and photos for most of the candidates for the flyer. The informational flyer will be included in the mailing with the ballot. It was also noted that Peter Doyle will mail election ballots after the March Quarterly meeting. Incumbent directors whose terms are expiring are: H. Albro, J. Connor, E. Smith, E. Valliere, and J. Witts.

It was noted that MWPCA member Joe Dupuis has indicated an interest, and Al Moles has inquired for details regarding the 13<sup>th</sup> Director position.

The NEWEA office was requested to send out an email highlighting the MWPCA election candidates and to encourage members to vote. Charlie Tyler will furnish the NEWEA office with information.

11. **Millbury Training Center Refurbishment** - Mike Foisy announced that Upper Blackstone WPAD did not need financial assistance from MWPCA for refurbishment of the men's facilities at the Richard Alden Training Facility in Millbury, MA.
12. **NEWEA Director Report** - No report available. Joe Witts not in attendance.

#### **New Business:**

1. **Awards Committee** - Valerie Flaherty, Awards Committee Chair reported that the Awards Committee met during lunch and is currently finalizing the Treatment Plant Award mailing. Valerie will be forwarding the information to the NEWEA office to be mailed out in early May. The Awards Committee is also looking for nominations for the John J. Hartley award and the Laboratory Proficiency award.
2. **NEWEA Membership** - Henry Albro reported that NEWEA's parent organization, WEF, was having some database issues and that some NEWEA members had received a incorrect renewal mailing.
3. **Thank You** - John Connor thanked Mike Foisy's wife for assisting at the registration table for today's quarterly meeting.
4. **Public Education** - Mike Burke mentioned that his company, United Water will be hosting a career fair with local High School students and they would like to do a small presentation at the June MWPCA Quarterly Meeting to promote this public education event. The board agreed to allow the presentation.

5. **2<sup>nd</sup> Vice President** - It was announced that the 2<sup>nd</sup> Vice President position will be unfilled after the MWPCA elections in June. Volunteers will be solicited from the sitting Board at the first Board meeting following the election.
6. **Audio Visual Equipment** - Mike Foisy reported that the audio visual equipment (LCD projector, microphone, laser pointer and wireless remote) need to be upgraded. NEWEA recently purchased new LCD projectors and wireless remotes for the office. Janice Moran (NEWEA) will forward the information to Mike Foisy for his review and consideration.

**On motion duly made and seconded, it was voted to allow Mike Foisy to expend up to \$2000.00 to purchase a LCD Projector, wireless remote, laser pointer and microphone to replace the outdated audio visual equipment currently being used at MWPCA quarterly meetings.**

7. **Next Meeting** – It was reported that the next Board of Directors' meeting will be held on **April 15, 2009 at 1:00pm in Millbury, MA.**

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, April 15, 2009  
Millbury, MA**

MWPCA President Charlie Tyler called the meeting to order. The following were in attendance.

Tom Azevedo, Jane Brooks, Michael Foisy, Daniel Freitas, Janice Moran (NEWEA), Michael Moreau, Bob Pariseau, Eric Smith, Charles Tyler, Ray Willis and Joe Witts.

It was noted that there was a quorum.

**Minutes:**

1. **Minutes from the March 18<sup>th</sup> Board of Directors Meeting – on motion duly made and seconded, it was voted to accept the minutes of the March 18, 2009 Board of Directors Meeting.**

**Old Business:**

1. **Meeting Planning Status -**

- **June Quarterly Meeting** - It was announced that the June Quarterly Meeting and Golf Tournament will be held on June 17, 2009 at the Wyckoff Country Club, Holyoke, MA. The program agenda has been finalized. Tom Azevedo will email the agenda to the board for comments.

John Connor announced that he has received 9 sponsorships and 11 golf foursomes so far for the June Golf Tournament. John will continue to email registration updates to the board and Dan Freitas.

The board requested the NEWEA office to send out an email to the golf sponsors. Golf sponsors are being invited to set up tables and provide give-aways to golfers. Joe Witts will furnish the NEWEA office with information for the email. The board also requested the sponsor flyer and golf registration to be included in the Spring newsletter as inserts.

Dan Freitas will contact the Titleist company regarding costs for MWPCA-logo golf balls and will work on getting the sponsor signs printed. Joe Witts, Mike Foisy, Ray Willis and Dan Freitas have all volunteered to go the night before the tournament to stuff golf registration bags.

- **September Trade Show** - It was mentioned that the Fall 2009 Trade Show is scheduled to be held on September 30, 2009 at the Wachusett Mountain Resort, Princeton, MA. John Connor announced that only one exhibitor, Synagro, is currently registered to exhibit. NEWEA has been asked to mail out the vendor registration form by the end of April.
- **December Quarterly Meeting** - Tom Azevedo reported that he has reserved the Mansfield Holiday Inn on December 9, 2009 for the December Quarterly Meeting. Joe Witts has a potential speaker for the meeting and will forward the speaker bio-form to Tom for his approval.
- **March Quarterly Meeting** - Tom Azevedo has reserved March 24, 2010 at the Westford Regency in Westford, MA for the March meeting.

2. **NEWEA/MWPCA Specialty Conference at UBWPAD** - It was announced that the Joint NEWEA/MWPCA Plant Operations Technical Session and Tour would be held at the Upper Blackstone Water Pollution Abatement District (UBWPAD) on May 13, 2009 in Millbury, MA. NEWEA currently has 32 attendees registered to attend. The maximum for the tour is 50.

Mike Foisy announced that he has finalized arrangements with the food vendor and the luncheon will cost \$10.95 per person. Mike will use a purchase order to pay for the food and submit an invoice to NEWEA for reimbursement. Mike also suggested setting up a tent for lunch and requested MWPCA to finance the cost.

**On motion duly made and seconded, MWPCA will pay \$540.00 for a tent rental to be used during luncheon at the May 13, 2009 Upper Blackstone WPAD Specialty Conference in Millbury, MA. Furthermore, MWPCA will pay for the food with a purchase order and bill NEWEA for food reimbursement after the conclusion of the event.**

3. **MWPCA Legal/Financial Status** - John Connor reported that he has contacted Toy Town Tax, formally known as Triple Check, a financial tax consulting company to review MWPCA's financial records and to inquire about non-profit status. John will arrange to have a tax consultant from Toy Town Tax available at the next board meeting so that all finance and non-profit status questions are answered.
4. **MWPCA Web Site** – Janice Moran (NEWEA) announced that the MWPCA website was currently up-to-date. Upcoming event registration flyers can be found on the Calendar page.

It was suggested to have an html flash banner on the MWPCA home page announcing important information or upcoming events. Janice Moran (NEWEA) will contact Amy Albro, website developer to further discuss and will report back at the next board meeting.

5. **Newsletter** – Janice Moran (NEWEA) announced that articles for the Spring MASSWaters newsletter were due Friday, April 10th. The newsletter is scheduled to be sent to the printers by April 24th.
6. **Training Advisory Committee** - Bob Pariseau had no update for the Training Advisory Committee (TAC). Charlie Tyler read an email from Doug Borgatti, Springfield W&S providing an update on the Board of Certification. Doug's email stated that beginning in June 2009, the board of certification will announce online testing for wastewater operators at the H&R Block location in Worcester, MA. Doug will also submit an article for the Summer newsletter. Tom Bienkiewicz will be asked to attend the next board meeting to further discuss this new online testing option.
7. **Operator Exchange 2009** - It was mentioned that the 2009 Operator Exchange will be with Rhode Island. The board is currently looking for a Massachusetts participant. Dan Freitas and Mike Moreau have both volunteered to go to if no volunteer is found. Charlie Tyler also received a call from Phil Ryan, Haverhill who is willing to participate in the program again. A decision will be made at the next board meeting as to who will attend. Joe Witts will contact the Rhode Island association for exact dates.
8. **MWPCA Promotional Products** – Mike Foisy mentioned that he has purchased MWPCA bumper stickers and stoneware coffee mugs to be used for speaker gifts and raffle prizes at future MWPCA meetings.
9. **Decentralized Wastewater Plant Operations Committee** - Ray Willis gave a brief update for the Decentralized Wastewater Plant Operations Committee. Ray mentioned that the committee is currently

looking for a date and location to host their next meeting. The committee would like to hold its next meeting before June. Ray also mentioned that he submitted an article for the Spring issue of the newsletter.

10. **MWPCA Election 2009** - Charlie Tyler mentioned that he had received biographical information and photos for most of the candidates for the flyer. The informational flyer will be included in the mailing with the ballot. It was also noted that Peter Doyle will mail election ballots at the end of April.

Incumbent directors whose terms are expiring are: H. Albro, J. Connor, E. Smith, and J. Witts. Eugene Valliere has withdrawn his name from the election.

It was noted that MWPCA members Joe Dupuis and Ann Mastroianni have indicated an interest to serve and Al Moles has inquired for details regarding the 13<sup>th</sup> Director position.

The NEWEA office was requested to send out an email highlighting the MWPCA election candidates and to encourage members to vote. Charlie Tyler will furnish the NEWEA office with information.

11. **MWPCA Awards Program** - No report available. Valerie Flaherty not in attendance.

12. **NEWEA Director Report** - Joe Witts reported that he will need nominations for NEWEA awards (Peloquin and Operator of the Year) before June. Joe suggested having a link from the MWPCA website to the NEWEA awards page to allow MWPCA members to make nominations.

Bob Pariseau mentioned that he would like to see a plant recognition award for all Massachusetts plants that meet EPA requirements. Charlie Tyler suggested Bob to contact Valerie Flaherty, MWPCA Awards Committee Chair directly to further discuss.

Joe Witts further mentioned that he will attend the NEWEA Congressional Breakfast on April 29<sup>th</sup> in Washington, D.C. He also spoke about giving a presentation at the Minuteman Technical School in Lexington, MA. Seniors at the school can take the Grade I Collection Systems Operator Certification before they graduate.

#### **New Business:**

1. **Educational Fund** - Bob Pariseau announced that the Educational Fund set up by MWPCA has \$25,000.00 and is now in a non-interest bearing account. Per direction of the board, Bob had moved the money to an interest bearing CD last year. The account made \$800 in interest but Bob had to pay \$140.00 in taxes. John Connor will reimburse Bob Pariseau for the tax.
2. **Next Meeting** – It was reported that the next Board of Directors' meeting will be held on **May 20, 2009 at 1:00pm in Millbury, MA.**

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, May 20, 2009  
Millbury, MA**

MWPCA President Charlie Tyler called the meeting to order. The following were in attendance.

Henry Albro, Tom Bienkiewicz (MADEP), Jane Brooks, John Connor, Michael Foisy, Daniel Freitas, Janice Moran (NEWEA), Michael Moreau, Eric Smith, Charles Tyler, and Joe Witts.

It was noted that there was a quorum.

**Minutes:**

1. **Minutes from the April 15<sup>th</sup> Board of Directors Meeting – on motion duly made and seconded, it was voted to accept the minutes of the April 15, 2009 Board of Directors Meeting.**

**Old Business:**

1. **Meeting Planning Status -**

- **June Quarterly Meeting** - It was announced that the June Quarterly Meeting and Golf Tournament will be held on June 17, 2009 at the Wyckoff Country Club, Holyoke, MA. The program agenda has been finalized.

John Connor has received 16 sponsorships and 19 golf foursomes so far for the June Golf Tournament. John will continue to email registration updates to the board.

The board requested the NEWEA office to send out an email to the golf sponsors. Golf sponsors are being invited to set up tables and provide give-aways to golfers. Joe Witts and Henry Albro will furnish the NEWEA office with information for the email.

Joe Witts, Mike Foisy, Ray Willis and Dan Freitas have all volunteered to stuff golf registration bags before the tournament.

- **September Trade Show** - It was mentioned that the Fall 2009 Trade Show is scheduled to be held on September 30, 2009 at the Wachusett Mountain Resort, Princeton, MA. The NEWEA office mailed the exhibitor registration form to the current vendor database on May 3<sup>rd</sup>.
- **December Quarterly Meeting** - The Mansfield Holiday Inn has been reserved for December 9, 2009 for the December Quarterly Meeting. Potential speaker names should be forwarded to Tom Azevedo for consideration.
- **March Quarterly Meeting** - The March meeting is set for March 24, 2010 at the Westford Regency in Westford, MA.

2. **Recap NEWEA/MWPCA Specialty Conference at UBWPAD** - The Joint NEWEA/MWPCA Plant Operations Technical Session and Tour was held at the Upper Blackstone Water Pollution Abatement District (UBWPAD) on May 13, 2009 in Millbury, MA. 58 total attendees participated in the event. Feedback from attendees was positive. Mike Foisy will coordinate financial details regarding the food and tent rental with the NEWEA office.

3. **MWPCA Legal/Financial Status** - John Connor reported that he has met with Mr. Callahan, Toy Town Tax, formerly known as Triple Check. Toy Town Tax is a financial tax consulting company hired to review MWPCA's financial records and to inquire about non-profit status. As a result from this meeting, John has filed for non-profit status for MWPCA, which will become effective July 1<sup>st</sup>. John will also set-up a meeting between Mr. Callahan and the Finance Committee so that all finance and non-profit status questions are answered fully.
4. **MWPCA Web Site** – Janice Moran (NEWEA) announced that the MWPCA website was currently up-to-date. Upcoming event registration flyers can be found on the Calendar page under About Us. The MWPCA homepage also has a “latest news” section to list upcoming events.
5. **Newsletter** – Janice Moran (NEWEA) announced that articles for the Summer MASSWaters newsletter are due Friday, July 10<sup>th</sup>.
6. **Training Advisory Committee** - Tom Bienkiewicz (MADEP) was asked to attend today's board meeting to discuss the on-line wastewater certification testing. Tom announced that the Training Advisory Committee (TAC) offered a new on-site wastewater class last Fall and Spring for operators entering the field. The class covered basic introductions to: wastewater math, science and on-site systems. TAC also offered an advanced specialty technical session in North Bridgewater, MA.

The Massachusetts Board of Certification has agreed to allow on-line testing for wastewater certification exams using the company, AMP (Applied Mgmt. Professionals). There are over 170 testing locations such as: Saugus, MA; Framingham, MA; Worcester, MA; Nashua, NH; Hartford, CT; and Albany, NY. Testing will begin in June 2009 and will be given on-demand; which will allow testers to schedule exams Monday thru Saturday from 9:00am - 1:30pm. Exam results are given immediately. The only disadvantage to on-line testing is that examinees can not appeal the test results. The MA Board of Certification will also offered the paper exam at limited times.

Tom Bienkiewicz also requested that the information for on-line testing be presented at the June Meeting in Holyoke, MA. Either Tom himself or Doug Borgatti, Springfield W&S can present. Tom also recommended the board post the information on the MWPCA website, newsletter and email blast. Tom will forward the information to the NEWEA office.

Charlie Tyler mentioned that he and Bob Pariseau were part of TAC and that anyone interested in joining should contact Charlie.

7. **Operator Exchange 2009** - It was mentioned that the 2009 Operator Exchange will be with Rhode Island during their September tradeshow. The board is currently looking for a Massachusetts participant. Dan Freitas and Mike Moreau had both volunteered to go to if no volunteer is found – however Dan has withdrawn his name due to employer issues.. Charlie Tyler also received a call from Phil Ryan, Haverhill, MA and Joe Pease, Holyoke, MA. Both are willing to participate in the program again. Joe Pease, from United Water in Holyoke, has also had his name forwarded as a potential candidate. A decision will be made at the next board meeting as to who will attend.
8. **MWPCA Promotional Products** – Mike Foisy will bring the MWPCA bumper stickers and stoneware coffee mugs to be used as raffle prizes to the June Meeting in Holyoke, MA.
9. **Decentralized Wastewater Plant Operations Committee** - Ray Willis not in attendance. Eric Smith reported that the committee recently held its second meeting and that they are setting goals.

10. **MWPCA Election 2009** - Charlie Tyler mentioned the ballots to elect MWPCA directors have been mailed by Peter Doyle to the membership. Charlie is not sure how many have been received to-date.

Incumbent directors whose terms are expiring are: H. Albro, J. Connor, E. Smith, and J. Witts. Former Director Vincent Melendez is also running for a seat. Incumbent Eugene Valliere has withdrawn his name from the ballot.

It was noted that MWPCA members Joe Dupuis and Ann Mastroianni have indicated an interest to serve and Al Moles has inquired for details regarding the 13<sup>th</sup> Director position. The 13<sup>th</sup> Director position will be voted on at the 1<sup>st</sup> board meeting after the June 17<sup>th</sup> meeting.

**On motion duly made and seconded, it was voted to hold a MWPCA board meeting on July 1, 2009 at a mutually agreed location.** Mike Foisy requested the board to send restaurant suggestions for the July 1<sup>st</sup> board meeting via email.

11. **MWPCA Awards Program** - Valerie Flaherty not in attendance. Janice Moran (NEWEA) reported that Valerie will be attending the June meeting in Holyoke, MA. Valerie would like to present the lifetime award to Joel Gordon, who was unable to attend last year's Sept. meeting. The plant recognition award packages are finalized and will be mailed by the NEWEA office before the end of May.

12. **NEWEA Director Report** - Joe Witts reported that he will need nominations for NEWEA awards (Peloquin and Operator of the Year) before June 1st. Send nominations to Joe.

13. **Approval to send President to NEWEA Spring Meeting** - It was mentioned that Mike Foisy will not be able to attend the upcoming NEWEA Spring Meeting, June 7-10<sup>th</sup> in Providence, RI.

**On motion duly made and seconded, it was voted to send Charlie Tyler instead of Mike Foisy to the NEWEA Spring Meeting, June 7-10, 2009 in Providence, RI and that he be reimbursed up to \$600.00 for hotel accommodations.**

#### **New Business:**

1. **Next Meeting** – It was reported that the next Board of Directors' meeting will be held on **July 1, 2009 at 5:00pm. Location to be determined.**
2. **New Job** - Dan Freitas announced that he will no longer be working for Fairhaven WPCF. Dan will start his new job with MCI in Concord, MA in a few weeks and is unsure whether he will be allowed time off to attend MWPCA board meetings. Dan will keep the board posted.
3. **Training Defibrillator** - NEWEA has recently purchased a training defibrillator for the Operations Challenge teams to use during the upcoming competition at the NEWEA Spring Meeting in Providence, RI. The defibrillator cost \$300.00 to purchase. There had been discussion regarding asking state operator associations for funding assistance on this, but that is now unnecessary.

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

## Massachusetts Water Pollution Control Association

Minutes for the July 7, 2009 BOD inauguration meeting held in Auburn at Chuck's Steak house, Library Room 6pm

Present: C Tyler, M Foisy, M Burke, J Brooks, M Moreau, B Pariseau, H Albro, J Witts, R Willis, E Smith, and (taking minutes) V Flaherty

1. Call to order Charlie Tyler
2. Approval of minutes from May 20<sup>th</sup> meeting. Motion to amend item # 7 so that Joe Pease is only mentioned once (remove first reference). Amendment approved. Minutes approved as amended.
3. June meeting election results accepted and installation/accession of officers completed as follows:

**Elected board members to new three-year terms are:** John Connor, Henry Albro, Vinny Melendez, and Joe Witts.

**Executive Officers for 2009 - 2010**

**Acceding to President** – Mike Foisy

**Acceding to 1<sup>st</sup> Vice President** - Mike Moreau

**Elected by Board motion to 2<sup>nd</sup> Vice President** - Ray Willis

**Other Officers for 2009 - 2010:**

**Secretary/ Treasurer** - Motion made and seconded to reappoint John Connor. Discussion of succession planning. How long does John want to hold this position? Would he be willing to mentor someone on the board? Could we pay NEWEA to assume these responsibilities when John no longer wants to do this?

Motion to reappoint John Connor as Secretary/Treasurer approved.

**Education Coordinator** – Motion made and seconded to reappoint Bob Pariseau. Bob states that this will be his last year. He will also need to be replaced on the TAC. (Henry Albro is on that also). Motion approved to reappoint Bob Pariseau as Education Coordinator.

**Meeting Management Coordinator** – Motion made and seconded to reappoint Tom Azevedo. Discussion of Tom Azevedo's availability. Motion to reappoint Tom Azevedo as Meeting Management Coordinator approved.

**13<sup>th</sup> Director** nominated and approved is Eric Smith

Mike Foisy will contact others who had expressed interest in the 13<sup>th</sup> director position and attempt to find other ways for them to be involved with the MWPCA. Specifically, he will contact Peter Bajor, Ann Mastroianni, and Joe Dupuis. Possibilities for involvement include the membership committee which is vacant and the safety committee which is weak. These persons will also be considered as candidates in the event of any unexpected Board vacancies.

(Remainder of meeting chaired by President Michael Foisy.)

4. Planning of MWPCA BOD meeting schedule:  
August 12<sup>th</sup> Wednesday BOD meeting  
At September 30<sup>th</sup> Trade Show Mount Wachusett

October 21<sup>st</sup> BOD meeting

November 18<sup>th</sup> BOD meeting

At December Quarterly meeting, Mansfield Holiday Inn Date TBA

January 13<sup>th</sup> BOD meeting

February 10<sup>th</sup> BOD meeting

At March 24<sup>th</sup> Quarterly Meeting Westford

April 14<sup>th</sup> BOD meeting

May 12<sup>th</sup> BOD meeting

At June Quarterly meeting, date TBA Log Cabin

5. Quarterly Meeting Planning:

For 2009 Trade Show, J Witts, R Willis, E Smith and H Albro will check out and finalize logistics during the 8/27 MWWA meeting @ Wachusett Mountain. Other Trade show items will be discussed at 8/12 BOD meeting. Early vendor returns are light.

December Quarterly meeting at Mansfield Holiday Inn (December 9th) – date has been booked with hotel, some speaker possibilities have been considered, but program suggestions are welcome.

March Quarterly Meeting, need to confirm March 24 date, Westford Regency location.

June Quarterly Meeting – discussion pointed toward returning to the Log Cabin, since Golf Tournament discussion led to conclusion that the golf tournament should be held as a separate event, rather than tied to the June Meeting; golf location to be discussed further.

6. MWPCA Legal/Financial Status - John Connor - Not in attendance. J Callahan (contract accountant) not in attendance. Motion to table this for now, until some answers can be obtained. Approved.
7. NEWEA Administrative Contract renewal. NEWEA has indicated their willingness to continue the current contract, perhaps with a minor rate adjustment, for Oct 2009 – Oct 2010, with hours and expenses billed as used. Motion made and seconded to authorize Mike Foisy to negotiate final contract terms with NEWEA. Approved. A separate discussion ensued about whether we need a plant salary survey, and whether NEWEA could perform this for us. No resolution at this time. Discussion to be included in next Board meeting agenda.
8. MWPCA web site – Mike Moreau reported that we are maintaining status quo. All is going well with this, and comments or suggestions should be made to Mike in this regard..
9. Newsletter – Jane Brooks - Janice Moran needs articles by 7/17 at the very latest:  
Fall trade show  
Ops Challenge recap  
2009-2010 BOD – Ray Willis  
Presidents message – Mike Foisy  
June meeting recap - Charlie Tyler  
Golf tournament article- Ray Willis  
New members list - standard  
Decentralized Ops Committee article – Ray Willis  
Online testing flyer - Jane Brooks  
DEP perspective article/update board of certification – Tom Bienkiewicz?
10. TAC/ Certification - Bob Pariseau gave an update, including a copy of the passing grades for the last written test - grades 4-6 approximately 15% passing. Also passed out a sheet indicating

proposed course offerings for Fall semester. Discussion followed regarding operator preparedness for certification and adequacy of training. It is hoped that on-line testing program will help to boost passing rates, as has been reported based on the experience in some other areas.

11. Operator Exchange – This year with Rhode Island. Joe Pease from Holyoke has received employer approval to participate. Joe Witts will coordinate with Gene Valliere for MA events and with Rhode Island Director regarding their preferred time frame.
12. MWPCA caps and tees shirts - All okay – to be removed from agenda.
13. Decentralized Plant Operators committee – Ray Willis 7/27 next meeting. Minutes from last meeting available.
14. Awards Committee – V Flaherty has received four applications for Plant Performance Awards (PPA's ) so far. No options as of yet for individual awards (Operator, Hartley Award, Lab Analyst, etc.). Input on suggested candidates was requested from directors and others.
15. NEWEA Director Report – Joe Witts Discussion of award recipients for NEWEA awards. Discussion of the need for a government affairs committee to interact w/ representatives. NEWEA is willing to assist with a local congressional breakfast. NEW are invited to participate in NEWEA's Washington Congressional Breakfast event each year (Joe attended this year). Joe will consult with NEWEA contacts to try to create a committee charge for government affairs in order to try to get the ball rolling in MWPCA.
16. Motion made and seconded to reimburse Henry Albro for the bar bill for the meeting. Discussion regarding propriety of this expenditure. As there is no known written policy on this, and as MWPCA is not a government-funded entity, discretion of the Board is the issue. The motion to reimburse Mr. Albro was approved.
17. Meeting adjourned at 8:20 pm

**Massachusetts Water Pollution Control Association**  
**Meeting of the Board of Directors**  
**August 12, 2009**  
**UBWPAD lower Conference room.**  
**Notes by Charles Tyler**

The meeting was called to order by President Mike Foisy at 1:21 PM

Presence of a quorum was noted. Members in attendance: Michael Foisy, Michael Moreau, Ray Willis, Thomas Azevedo, Jane Brooks, Michael Burke, Vincent Melendez, Eric Smith, Charles Tyler, and Valerie Flaherty.

Minutes of the July 7, 2009 meeting (graciously composed by Valerie Flaherty) were approved as presented.

**Review of quarterly meeting planning:**

1. Trade show: Vendor registration is only at about ½ the expected number based on that of previous years at this point in the calendar. The NEWEA office is planning another email stuffer to try to generate more vendor interest. T. Azevedo will also distribute a list of previous vendors with their email addresses to BOD members, and board members are encouraged to reach out to personally known vendors to try to increase participation. There is some concern that vendors may be out of Trade show budgets in this rough economic time.

T. Azevedo is working with Wachusett regarding luncheon guarantees – we may need to scale back on the guarantee if registration doesn't pick up. He is also working on a block of local hotel rooms for vendors.

Some ideas for increasing interest and attendance were kicked around. Some members are going to Wachusett later in August to the MWWA Trade Show to see if there are ideas we can use to try to improve participation in the MWPCA show.

2. December meeting 12/9, Mansfield Holiday Inn; one speaker has reserved a slot already, but any further additions will be welcome.

3. March meeting will be held on March 24 at the Westford Regency Hotel, no speakers in line yet.

Since we've decided to hold next year's golf tournament as a separate event from the quarterly meeting, the June meeting will be scheduled for the Log Cabin conference center in June; Tom A. will confirm a date once he has made the reservation.

**Update of MWPCA legal/financial Status:**

In the absence of J. Connor, President M. Foisy read his last correspondence (late July) from Mr. Connor on the subject. The email indicated that the MWPCA should be OK with regard to the Massachusetts statutes, but that the association's federal tax-exempt status may be in question;

we might owe late fees if it's determined that we owe back taxes due to our indeterminate status. Toy Town Tax has our paperwork, and is reportedly working on our balance and status. There was a question from the floor as to whether we have an agreement with Toy Town Tax, and if so, what the details are. Some members were of the opinion that a formal audit of MWPCA books was to be performed, but that has not been mentioned recently. It is the feeling of the Board that we need to set a date for action from Toy Town Tax, and if nothing happens by that deadline, to explore other professional avenues for the needed services. President Foisy will call a meeting of the Senior officers (President, 1<sup>st</sup> and 2<sup>nd</sup> VPs) for September 2, 2009, probably in the morning at UBWPAD, and will attempt to engage J. Connor and Toy Town Tax in order to clarify roles and needs. Any other Board members who wish to attend may do so.

**NEWEA Admin Contract:**

Elizabeth Cutone has been in touch with President Foisy regarding contract renewal. NEWEA may increase hourly rates by dollar or two, but otherwise no contract changes are anticipated. NEWEA will forward their detailed proposal soon.

**Operator Wage Survey:**

It's reported that NEWEA would be happy to perform the survey under our contract, but they'd like to check with NEIWPC, which had developed such a survey in recent years, so as not to "reinvent the wheel." President Foisy indicated that R. Pariseau has agreed to be the survey point person for MWPCA.

**MWPCA Awards program:**

Ms. Flaherty announced that several applications had been received, and that the Award Committee had debated before determining the winners in their respective categories; Small Plant – Edgartown, MA; Medium Plant, North Attleboro, MA; Large Plant, Lynn, MA. In addition, a nomination for the Laboratory Proficiency Award was made independently for Cheryl DeValk of the North Attleboro facility.

Also, John Caron of New Bedford has been nominated as MWPCA Operator of the year, but a biographical sketch and list of notable achievements is needed. T. Azevedo volunteered to pull together some info about Mr. Caron.

It has been suggested that Mr. Leo Dubois be awarded an Honorary Membership to MWPCA; Mr. Dubois has not retired, but is well into his 80s, and it's felt that he's earned a permanent membership. Mr. Azevedo proposed that the MWPCA create a new Lifetime Service Award, and name it after Mr. Dubois, awarding the first one to Mr. Dubois himself. There was some discussion in this regard, and after a motion duly made and seconded, it was voted unanimously to Award Mr. Dubois an Honorary Membership, and also to award him the first Leo Dubois Lifetime Service Award for his long service to the industry. V. Flaherty and C. Tyler will work on the new award criteria for inclusion in the Awards descriptions in the future. Ms. Flaherty

was given the go-ahead to have the Awards Committee begin procuring award plaques and materials at her convenience.

#### **Decentralized Plant Operations Committee:**

R. Willis reported on the latest committee meeting, at which guests Margo Weber and Tom Bienkiewicz (DEP ) were present. It was noted that the DEP is pleased to have organized input from this interest group within the operator community. The committee continued to hone the committee charge, and also worked on a proposal to develop a standard service contract form for minimal expected contractor services as well as owner responsibilities, with the hope that the DEP would endorse the concept of an agreement form outlining minimum roles and obligations. The Decentralized Plant Operations Committee also requested permission to set up a committee-specific adjunct booth by the MWPCA booth at the Trade Show and other events, in order to promote committee opportunities to existing and prospective MWPCA members and facility managers. It was pointed out that this same opportunity should be extended to any MWPCA committee to promote committee activities within the MWPCA. A motion, duly made and seconded, was approved to allow expenditure of up to \$200 for promotional supplies for the Decentralized Plant Operations Committee.

#### **MWPCA newsletter advertising contract protocols:**

After some discussion about the current rate structure and how it might be altered to everyone's advantage , it was decided to table the discussion regarding ad rates until a meeting when Janice Moran (NEWEA administrator) and John Connor are available, as they had specific concerns regarding this topic.

#### **Water Infrastructure Finance Commission candidates:**

C. Tyler gave a short history of the commission development and final enactment via legislative override. Three MWPCA member candidates have come forward – David Formato, Thomas Walsh, and Ray Willis, and a non-member candidate from Springfield also submitted his name. President M. Foisy will double-check with Tom Walsh about his willingness to serve, and then MWPCA will draft a letter for the governor, forwarding the names of our qualified candidates with information justifying their nominations. In the meantime, any other interested candidates can be screened and added to the list (up to a maximum of five). President Foisy will appeal to Jennifer Pederson of MWWA for guidance in drafting our nomination letter.

#### **Government Affairs Committee charge:**

The Board reviewed the draft Government Affairs Charge. V. Melendez suggested that Massachusetts Rural Water Association be added to the list of affiliated organizations in section 3 of the charge. C. Tyler agreed that this was reasonable, and reminded the group that this is a “living” document and that we can expect it to change as the committee gets off the ground. It was noted that J. Witts had offered to take the committee chair to start with, and to get the committee started. J. Brooks and V. Melendez indicated that they'd be willing to help out with

committee work, but would not be able to commit to extensive extra travel. It was suggested that, as most Board members are already busy with numerous items, some committee members might be recruited from the general membership. The Board voted to approve formation of the committee based on the submitted charge (but with the addition of MRWA to the affiliates), and concurred with President Foisy's plan to appoint J. Witts as Government Affairs Committee Chair.

### **Operator Exchange:**

In the absence of J. Witts, M. Burke offered to contact Paul Desrosiers, the RI coordinator, with regard to exchange activities. Joe Pease of Holyoke is still planning to be the MA exchange operator. C. Tyler indicated that former exchange operator Phil Ryan of Haverhill may be willing to help out with coordination, if E. Valliere's status and availability are uncertain, or they could work together if both are willing. J. Witts, M. Burke, and T. Azevedo will contact them and NWPCA (RI) to iron out the details

### **MWPCA Web site issues:**

1. Job announcement time limits – There was discussion about expired job announcements that seem to stay on the site for too long, causing confusion. Discussion followed about whether Mickey Nowak might be ready to give up the Job Bank portion of the Web page. It was reported that NEWEA would be willing to pick up that portion of the web duties as a part of the admin contract.
2. Website updates/navigational changes were also discussed. Need to find a way to be sure that our important upcoming events are “front-and-center” on the site. M. Moreau suggested that he would touch base with Janice Moran (NEWEA) and try to stay on top of web site needs. He will try to be our point person regarding web issues.

### **MWWA updates:**

The upcoming joint event at Devens is the only joint effort now under way between our two associations. A suggestion was made that we might want to consider staging more joint events – perhaps even attempt to combine Trade Shows.

### **Other business:**

A question arose about the Training Advisory Committee, and when the next meeting would be. There has not been a recent meeting, since the Fall course schedule is pretty much in place. C. Tyler promised to keep M. Moreau in the loop on TAC activities as much as possible.

### **Adjournment:**

The meeting was adjourned at 3:09 PM.

**Massachusetts Water Pollution Control Association  
Board of Directors Meeting  
Wednesday, September 30, 2009  
Wachusett Mountain Resort, Princeton, MA**

MWPCA President Michael Foisy called the meeting to order. The following were in attendance.

Tom Azevedo, Jane Brooks, John Connor, Valerie Flaherty, Michael Foisy, Daniel Freitas, David Lubiner (MWPCA member), Vincent Melendez, Janice Moran (NEWEA), Michael Moreau, Bob Pariseau, Eric Smith, Charles Tyler, Ray Willis, and Joe Witts.

It was noted that there was a quorum.

**Minutes:**

1. **Minutes from the August 12<sup>th</sup> Board of Directors Meeting – on motion duly made and seconded, it was voted to accept the minutes of the August 12, 2009 Board of Directors Meeting.**

**Old Business:**

1. **Meeting Planning Status -**

- **September Trade Show** - It was mentioned that the trade show was successful with over 156 operators and 47 vendors. Positive feedback was received from the attendees. The major complaint was the long registration lines. Need to think about streamlining the check-in process for next year. Ray Willis volunteered to write a trade show article for the upcoming Fall newsletter.
- **December Quarterly Meeting** - The Mansfield Holiday Inn has been reserved for December 9, 2009 for the December Quarterly Meeting. Potential speaker names should be forwarded to Tom Azevedo for consideration.
- **March Quarterly Meeting** - The March meeting is set for March 24, 2010 at the Westford Regency in Westford, MA. Potential speaker names should be forwarded to Tom Azevedo for consideration.
- **June Quarterly Meeting** - It was decided to hold the Golf Tournament separate from the June Meeting. The Golf Committee will decide on the venue and will inform the board at a later date. The June meeting will be scheduled at the Log Cabin – we will target June 16; Tom Azevedo will confirm. Potential speaker names should be forwarded to Tom Azevedo for consideration.

2. **NEWEA Administrative Contract** - It was reported that the contract, unchanged from the previous contract, has been approved by the NEWEA Executive Committee. Elizabeth Cutone, NEWEA will be forwarding the contract next week for the president to sign. The Board agreed that Mike Foisy should read it over and sign it if it appears acceptable.
3. **Decentralized Wastewater Plant Operations Committee** - Ray Willis reported that the committee is creating a proposal to develop a standard service contract form for contractor services. Ray, Mike Moreau, and others met with Margo Weber and Tom Bienkiewicz, DEP after lunch today, and it appears that DEP has been pleased with the input and dialogue so far.

4. **Water Finance Infrastructure Commission Candidates** - It was mentioned that three potential candidates have submitted resumes; Ray Willis, Dave Formato and Tom Walsh. Other candidates have also submitted resumes but they are not MWPCA members and will not be considered. Joe Witts will gather all of the submittal information for the three candidates and submit them to the designated address for consideration by the Governor.
5. **Operator Exchange 2009** - Joe Witts reported that the 2009 Operator Exchange was with Rhode Island. Joe Pease, Holyoke was the MA exchange operator and Fern Johnson, E. Providence was the RI exchange operator. Fern recently completed her tour of the Haverhill, Lawrence and Deer Island TPs. She also attended MWPCA's Fall Trade Show before heading home. Fern has volunteered to write an article for the MWPCA Fall Newsletter. Phil Ryan, Haverhill was invaluable with his assistance in coordinating the candidates and tours. Joe would like to thank him for his help. Valerie Flaherty offered to help with next year's coordination.

**On motion duly made and seconded, it was voted to give Phil Ryan a \$50.00 gift certificate to thank him for his assistance in the Operator Exchange Program. Joe Witts will purchase the certificate.**

6. **MWPCA Web Site** – Charlie Tyler requested NEWEA to post the link to the upcoming joint MWWA meeting in Devens, MA on the home page of MWPCA's website.
7. **NEWEA Director Report** - Joe Witts reported that he is looking for more members to join the Gov't Affairs Committee. He is planning on hosting the 1<sup>st</sup> meeting during the December Quarterly Meeting. Joe would like to host a congressional breakfast next year.

Joe also mentioned that he is looking to start a MA Operators Challenge team. Joe has a few people interested in participating. If you know of anyone interested, please forward the names to Joe.

8. **MWPCA Legal Financial Status** - Mike Foisy announced that Toy Town Tax, formerly known as Triple Check, has been unresponsive, and will no longer be assisting MWPCA. MWPCA federal tax-exempt status may be in question and back taxes may be owed. A formal audit may need to be performed. John Connor will set up meetings with three additional firms interested in assisting with the audit process. Mike Foisy will keep the board updated via email.
9. **Response to H1N1 Email** - Mike Foisy announced that Charlie Tyler had received an email (forwarded from the general MWPCA email account) regarding contracting the HINI virus from wastewater. Charlie drafted a response directing the person to the CDC's website for more information. Discussion was held whether MWPCA needs to list the CDC's website on the home page. It was decided that the link should be posted. NEWEA was asked to post the CDC link onto the site, and Mike Foisy will consider forwarding Charlie Tyler's draft response for web site posting as well.

#### **New Business:**

1. **Operator's Day** - It was mentioned that MWPCA will be participating in NEWEA Annual Conference Operator's Day and the Tuesday Luncheon again. Bob Pariseau will work with NEWEA to get the mailing sent out in December. In order to qualify for the free registration, participants must be a current member of MWPCA in good standing and must not have used the program in the previous year..
2. **Next Meeting** – It was reported that the next Board of Directors' meeting will be held on **October 21, 2009 at 1:00pm at the Millbury Training Center.**

3. **New Job** - Mike Moreau announced that he has left EOS and is now working for J&R Engineered Products. Mike will send an email to the board with his new contact information.
4. **Newsletter** – Articles for the Fall MASSWaters newsletter are due Friday, October 9.

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 9, 2009  
Mansfield Holiday Inn, Mansfield, MA**

MWPCA President Michael Foisy called the meeting to order. The following were in attendance.

Michael Burke, John Connor, Valerie Flaherty, Michael Foisy, David Lubiner (MWPCA member), Janice Moran (NEWEA), Michael Moreau, Charles Tyler, Ray Willis, and Joe Witts.

A quorum was noted.

**Minutes:**

1. **Minutes from the September 30<sup>th</sup> Board of Directors Meeting – on motion duly made and seconded, it was voted to accept the minutes of the September 30, 2009 Board of Directors Meeting.**

**Old Business:**

1. **Operator's Day** - It was mentioned that MWPCA will be participating in NEWEA Annual Conference Operator's Day and will co-host the Operator Luncheon on Tuesday, January 26, 2010. A brief discussion was held regarding the qualifications to participate in the program. It was decided that Operators: must be a MWPCA member in good standing; must pre-register by Friday, January 8; and preference would be given to individuals who have not previously participated. It was also decided that no limit for attendance would be set.

**NEWEA will update the flyer and will mail it to the previously approved operator mailing list.**

2. **Decentralized Wastewater Plant Operations Committee** - Ray Willis reported that the committee recently met to discuss groundwater discharge permits and have created an operator checklist. DEP has reviewed the form and will add it to their permits. Ray also mentioned that the committee is discussing developing a list of operational firms to be posted on the website's job hotline page. This list would give job seekers an additional resource. The next committee meeting will be held during the NEWEA Annual Conference in Boston, MA on Tuesday, January 26.
3. **Water Finance Infrastructure Commission Candidates** – It was mentioned that Joe Witts submitted three names for consideration for appointment to the Water Finance Infrastructure Commission. The names included MWPCA members: Ray Willis, Dave Formato and Tom Walsh. Joe has not heard back. He will contact Jennifer Peterson see if anyone has been selected and will report back to the board.

4. **MWPCA Legal Financial Status** – John Connor announced that he has met with Peter Witts, CPA to discuss MWPCA’s current financial status. John supplied the board with a handout containing an overview of their services and costs. The CPA firm selected will be requested to perform 3-year audits to become compliant with the IRS. In addition, the firm will be asked to figure out tax exempt status of the association. No audits have been performed since 1992. Back taxes may be owed. John Connor will pay the current financial firm \$525.00 for their initial consultation fee.

**On motion duly made and seconded, it was voted to direct John Connor to obtain two additional quotes from financial CPA companies to perform the audits and to choose the company with the best quote.**

5. **T-Shirts New Carney Image** – It was mentioned that Mike Foisy will order 300 t-shirts with the new Carney artwork in various safety colors and sizes. The t-shirts will be sold at upcoming meetings and used as speaker thank you gifts.
6. **NEWEA Director Report** - Joe Witts reported that he is looking for more members to join the Gov’t Affairs Committee. Joe further mentioned that NEWEA will be holding a legislative breakfast next spring and would like MWPCA to participate. It is recommend that MWPCA create position papers on current issues and would need volunteers to travel to Washington, DC to meet with legislative leaders to discuss MWPCA’s position. NEIWPC is willing to assist MWPCA. Joe is planning on holding a committee meeting in January to discuss further.
7. **Meeting Planning Status** -

- **Golf Committee Update (date/venue)** – It was reported that the Golf Committee is planning to meet in January to discuss potential dates and venues for the 2<sup>nd</sup> Annual Golf Tournament. The Golf Tournament will be held separate from the June Quarterly Meeting. The Golf Committee is comprised of: Joe Witts, Ray Willis, Michael Moreau, Dan Freitas and Eric Smith.
- **March Quarterly Meeting** – Tom Azevedo was not present. The March meeting is set for March 24, 2010 at the Westford Regency in Westford, MA. Mike Foisy asked the Decentralized Plant Committee to take the lead on gathering speakers for the meeting.
- **June Quarterly Meeting** – Tom Azevedo was not present. The proposed date is Wednesday, June 16, 2010. Potential speaker names should be forwarded to Tom Azevedo for consideration.

#### **New Business:**

1. **Travel Reimbursement** –Travel reimbursement for MWPCA board members who use their personal vehicles to attend association meetings was discussed.

**On motion duly made and seconded, it was voted to allow mileage reimbursements to be submitted for MWPCA board members using personal vehicles to attend Association quarterly and board meetings. Mileage reimbursements will be consistent with the IRS rate.**

All forms need to be submitted to John Connor for payment. **NEWEA was asked to create a travel reimbursement form to be use.**

2. **NEWEA Annual Conference** - It was reported that the MWPCA President will receive a complimentary registration from NEWEA to attend the 2010 NEWEA Annual Conference, January 24-27 in Boston, MA. It was also mentioned that MWPCA will pay for the president's overnight accommodations.
3. **Newsletter** – Articles for the winter issue are due Friday, January 8. The following individuals agreed to provide articles:
  - December Quarterly Meeting Highlights – Ray Willis
  - Decentralized Plant Committee – Ray Willis
  - Photos – Charlie Tyler
  - Gov't Affairs Committee – Joe Witts
  - Industrial Committee – Dave Lubiner
  - EPA Update – Mike Foisy
  - Awards – Valerie Flaherty
  - March Quarterly Meeting – Tom Azevedo (not present)
4. **Industrial Waste Committee** – It was mentioned that the Industrial Waste Committee needs a new chair. David Lubiner was asked to consider the position.
5. **Next Meeting** – It was reported that the next Board of Directors' meeting will be held on **Tuesday, January 26, 2010 during the NEWEA Annual Conference.** The meeting time and room location will be emailed to board members prior.

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