

**Massachusetts Water Pollution Control Association
Board of Directors Meeting - January 25, 2011
NEWEA Annual Conference, Boston, MA**

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

Henry Albro, Tom Azevedo, Jane Brooks, Mike Burke, Valerie Flaherty, Mike Foisy, Dan Freitas, Jim Laliberte, Janice Moran (NEWEA), Vinnie Melendez, Mike Moreau, Eric Smith, and Ray Willis

A quorum was noted.

Minutes:

1. **On motion duly made and seconded, it was voted to accept the minutes from the December 8, 2010 Board of Directors Meeting.**

Old Business:

1. **MA Legislative Breakfast** – Joe Witts not present. It was mentioned that the MA Legislative Breakfast Meeting will be held on March 9, 2011 at the Omni Parker House in Boston, MA.
2. **Education Committee** – Vinnie Melendez announced that the 1st training workshop on Activated Sludge would take place on April 7, 2011 at the WWTF in Amherst, MA. The workshop will be given by Mike Ackerman, MassDEP and offered at minimal cost. TCHs would be offered. Vinnie will work with John Connor and Janice Moran, NEWEA to develop a registration flyer and advertise through the newsletter and website.
3. **Meeting Planning Status** –
 - **March Quarterly Meeting** – The March meeting will be held on March 16, 2011 at the Holiday Inn in Boxborough, MA. Tom Azevedo reported that he has three speakers lined up to discuss OCC Flash Safety, digesters and RI flooding. Tom will finalize the program next week and will forward it to the NEWEA office. It was mentioned that an invite should be extended to the Narragansett Water Pollution Control Association.
 - **June Quarterly Meeting** – The June meeting has been set for June 15, 2011 at the Log Cabin in Holyoke, MA.
 - **Fall Trade Show** – It was reported that the Fall Trade Show is scheduled for Thursday, September 22, 2011 at the Wachusett Mountain Resort to avoid conflicting with other shows. Tom Azevedo volunteered to hand out the exhibit application to exhibitors at the NEWEA Annual Conference. The exhibit application needs to be posted on the website.
 - **December Quarterly Meeting** – It was reported that the meeting will be held on December 7 at the Holiday Inn in Mansfield, MA.
 - **Golf Tournament** – Joe Witts not present. Ray Willis reported that no date has been set for the fall 2011 Golf Tournament.
4. **MWPCA Legal Financial Status** – Mike Moreau reported that Charlie Tyler had written an article regarding MWPCA's financial situation for the winter newsletter. The membership will be given

the opportunity to ask questions during the upcoming quarterly meeting scheduled for March 16, 2011 in Boxborough, MA.

5. **Decentralized Committee** – Ray Willis reported that the committee met in January with Tom Bienkiewicz and Margo Webber to further discuss O&M protocol/standards and record keeping requirements for Ground Water Discharge Permits. MassDEP has since provided guidelines for the committee to review. Ray will continue to keep the board updated.
6. **ASA Meeting** – Mike Moreau reported that the ASA Meeting was very informative and he will share his notes on the meeting via email later in the week.
7. **Operators' Day** – It was reported that over 25 operators participated in Operators' Day held on Tuesday, January 25, 2011 as part of the NEWEA Annual Conference at the Boston Marriott Copley Place Hotel in Boston, MA.
8. **Poster Contest** – Dan Freitas expressed interest in reviving the student poster contest and he will continue to update the board on his progress.
9. **MWPCA Website** – Janice Moran, NEWEA announced that a draft website is available for viewing. Janice will email the log in information to Mike Moreau for his review.
10. **MASSWater Newsletter** – Janice Moran, NEWEA reported that the next deadline for the Winter issue was January 7. The following people have agreed to submit articles:
 - March Quarterly Meeting – Tom Azevedo
 - New Members – John Connor
 - NEIWPC News – Jim Laliberte
 - MA Legislative Breakfast – Jane Brooks will forward email announcement
 - Operator Exchange – Sam Heffon (received)
 - December Meeting Highlights – Ray Willis
 - MA Award Winners – Eric Smith
 - Operators' Day – Janice Moran, NEWEA
 - MWPCA Tax Penalties – Charlie Tyler
 - Activated Sludge Workshop – Vinnie Melendez

New Business:

1. **Training** – A brief discussion was held regarding providing financial assistance for training to wastewater facilities. It was agreed to table the discussion.
 2. **Operations Challenge** – It was mentioned that the next Operations Challenge Competition will take place on June 7, 2011 during the Joint NEWEA/NYWEA Spring Meeting in Bolton Landing, NY.
 3. **Next Meeting** – It was noted that the next Board of Directors' meeting will take place on February 23, 2011 at 1:00PM at the Upper Blackstone WPAD in Millbury, MA.
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**Massachusetts Water Pollution Control Association
Board of Directors Meeting - February 23, 2011
UBWPAD Board Room, Millbury, MA**

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

Mike Burke, Mike Foisy, Jim Laliberte, Janice Moran (NEWEA), Vinnie Melendez, Mike Moreau, Eric Smith, Charlie Tyler, Ray Willis, and Joe Witts

A quorum was noted.

Minutes:

On motion duly made and seconded, it was voted to accept the minutes from the January 25, 2011 Board of Directors Meeting.

Old Business:

1. **MA Legislative Breakfast** – Joe Witts reported that the MA Legislative Breakfast Meeting will be held on March 9, 2011 at the Omni Parker House in Boston, MA in cooperation with NEWEA and NEIWPC. The agenda and registration form has been posted on the MWPCA website, emailed to the membership and included in the winter newsletter mailing. The invitations to legislators will be mailed before Friday. Joe will set up a conference call next week to discuss follow up calls. Joe will also contact Jen Pederson, MWWA to post the breakfast link on their website. Mike Moreau will be attending the breakfast and volunteered to help.
2. **Education Committee** – Vinnie Melendez announced that the 1st training workshop on Activated Sludge would take place on April 7, 2011 at the WWTF in Amherst, MA. The workshop will be given by Mike Ackerman, MassDEP and will include a facility tour. 6.0 TCHs will be offered. The registration flyer is available on the website and has been mailed with the winter newsletter. Vinnie requested assistance planning the next workshop in October.
3. **Meeting Planning Status** –
 - **March Quarterly Meeting** – Tom Azevedo not present. Mike Foisy reported that the March meeting will be held on March 16, 2011 at the Holiday Inn in Boxborough, MA. The agenda has been finalized and sent to the membership. Joe Witts volunteered to contact Bernie Bishop and extend an invite to Narrangansett Water Pollution Control Association regarding the quarterly meeting.
 - **June Quarterly Meeting** – The June meeting has been set for June 15, 2011 at the Log Cabin in Holyoke, MA. Mike Foisy reported that Tom Azevedo has been working with Joe Witts to develop the agenda. They currently have three speakers lined up.
 - **Fall Trade Show** – The Fall Trade Show is scheduled for Thursday, September 22, 2011 at the Wachusett Mountain Resort in Princeton, MA.
 - **December Quarterly Meeting** – The December meeting has been set for December 7, 2011 at the Holiday Inn in Mansfield, MA.

Meeting Planning Status Continued –

- **Golf Tournament** – Joe Witts reported that no date has been set for the fall 2011 Golf Tournament but that he will contact golf courses in April.
4. **MWPCA Legal Financial Status** – John Connor not present. Mike Moreau stated that he attended a meeting on February 14 with Graham Shepherd, CPA to discuss MWPCA’s financial situation. Mike further reported that there has been no response from the IRS and that MWPCA could face more penalty fees. Taxes will be filed on time as if MWPCA has been approved for nonprofit status. After a brief discussion, it was thought that an audit would be the sensible next step.
 5. **Decentralized Committee** – Ray Willis reported that the committee will be meeting tomorrow to further discuss O&M protocol/standards and record keeping requirements for Ground Water Discharge Permits. Ray will also ask the committee about creating an onsite themed agenda for the December Quarterly Meeting.
 6. **Organizational Manual** – Mike Moreau discussed the need for MWPCA to have an organizational manual that’s based on the bylaws and can be changed by vote of the board. Charlie Tyler was present and will create a template for the board to use.
 7. **Budgets** – Mike Moreau announced that committees need to develop budgets for MWPCA activities. Vinnie Melendez volunteered to email the board a budget template developed by NEWEA.

On motion duly made and seconded, it was voted to allow the President to appoint a finance committee of 3-5 members in harmony with the bylaws.

8. **Poster Contest** – Dan Freitas not present. Dan had expressed interest in reviving the student poster contest.
9. **MWPCA Website** – Mike Moreau has reviewed the website and will send the link information to the board for their review and comments.
10. **MASS Water Newsletter** – Janice Moran, NEWEA reported that the deadline for the Spring issue is April 10. The following people will submit articles:
 - June Quarterly Meeting – Tom Azevedo
 - New Members – John Connor
 - NEIWPC News – Jim Laliberte
 - MA Legislative Breakfast Follow Up – Joe Witts
 - Golf Announcement – Joe Witts
 - March Meeting Highlights
 - Awards – Eric Smith
 - Ops Challenge Training
 - Training Workshops - Vinnie Melendez
 - Quiz Corner – Vinnie Melendez
 - Nomination Article – Charlie Tyler
 - Legal Issue – Mike Moreau (if warranted)

New Business:

11. **Massachusetts Director** – Ray Willis requested that a line item be created in the budget for the Massachusetts Director position to offset travel and meeting expenses. NEWEA provides a \$750

allowance for directors. Ray also mentioned that he would like to attend the NEWEA Congressional Breakfast on April 5 in Washington, DC.

On motion duly made and seconded, it was voted to allow Ray Willis to attend the NEWEA Congressional Breakfast on April 5, 2011 in Washington, DC and to reimburse him up to \$600.00 for travel, food and hotel expenses; it was further voted to set up an ad hoc committee to develop budget levels and other guidelines for the new organization manual.

- 12. Training** – Jim Laliberte mentioned that the MA management training is going very well. Planning for 2011-2012 training will begin this summer. On a separate note, Jim also mentioned that NEIWPC was including a MWPCA membership application in training folders for participants.
- 13. Operations Challenge Training** – It was mentioned that the Operations Challenge Training will take place on Friday, April 22, 2011 at the Holyoke WWTF in Holyoke, MA. MWPCA will once again sponsor the training. Joe Witts reported that Weston & Sampson may again have a team interested in competing.
- 14. Awards** – Ray Willis announced that he is looking for candidates for the NEWEA Pelouin and Operator of the Year awards. Contact Ray if you have any suggestions.
- 15. Next Meeting** – It was noted that the next Board of Directors' meeting will take place after the March Quarterly Meeting on March 16, 2011 at the Holiday Inn in Boxborough, MA.

**Massachusetts Water Pollution Control Association
Board of Directors Meeting - March 16, 2011
Holiday Inn, Boxborough, MA**

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

Tom Azevedo, Jane Brooks, John Connor, Mike Foisy, Janice Moran (NEWEA), Vinnie Melendez, Mike Moreau, Eric Smith, and Ray Willis

A quorum was noted.

Minutes:

On motion duly made and seconded, it was voted to accept the minutes from the February 23, 2011 Board of Directors Meeting.

Old Business:

- 1. MA Legislative Breakfast** – Joe Witts not present. Mike Moreau reported that the MA Legislative Breakfast Meeting was held on March 9, 2011 at the Omni Parker House in Boston, MA in cooperation with NEWEA and NEIWPC and 60+ people attended. Ray Willis mentioned that he's received positive feedback about the event and that the Government Committee will be meeting next week to begin discussions for next year's event. It was also mentioned that legislators used to be invited to quarterly meetings to give brief updates. John Connor volunteered to contact Rep. Brian Dempsey (D-MA) to give a presentation at a future quarterly meeting.

2. **Education Committee** – Vinnie Melendez announced that 22 people including 6 new members had signed up for the Activated Sludge Training Workshop on April 7, 2011 at the WWTF in Amherst, MA. The workshop will be given by Mike Ackerman, MassDEP and will include a facility tour. 6.0 TCHs will be offered. Eric Smith volunteered to assist with the workshop and onsite registration. It was also mentioned that the education committee may need to recruit members to assist in planning future workshops. Vinnie will submit an article for the newsletter.
3. **Operations Challenge Training** – Mike Burke not present. It was mentioned that the Operations Challenge Training will take place on Friday, April 22, 2011 at the Holyoke WWTF in Holyoke, MA. MWPCA will sponsor the training. It was reported at the February 16th board meeting that Weston & Sampson may have a team interested in competing. Ray Willis will contact Patty Passariello, Weston & Sampson to verify. A brief discussion was held regarding the possibility of two MA teams. It was decided that if there are two MA teams, Jane Brooks would administer the Process Control test to both teams. The team with the highest score would be sponsored by MWPCA.

On motion duly made and seconded, it was voted to allow Jane Brooks to expend up to \$300.00 to purchase food for the luncheon at the Operation Challenge Practice Day on April 22, 2011.

4. **Massachusetts Director** – Ray Willis reported that he is looking for nominations for the Alfred E Peloquin and the Operator of the Year awards. Ray has received a nomination for the Peloquin award but additional nominations may be sent to him. Ray also mentioned that he will be attending the NEWEA planning session on March 21-22 in Portland, ME and the NEWEA Congressional Breakfast on April 4-5 in Washington, DC.
5. **Golf Committee** – Joe Witts not present. It was reported that the Golf Tournament will be held on Friday, October 7, 2011 at Juniper Hill in Northborough, MA.
6. **MWPCA Legal Financial Status** – John Connor stated that that the 2010 taxes were paid in September and the federal tax exemption application and \$850 processing fee were mailed. MWPCA still needs to apply for MA state tax exemption. MWPCA is waiting to hear back from the IRS regarding the tax return and further penalties.
7. **Finance Committee** – Mike Moreau appointed Ray Willis, Eric Smith, John Connor, Joe Witts and Mike Foisy to be on the finance committee with Ray Willis as chair.
8. **Budget Status** – Mike Moreau reiterated the need for an operating budget. He asked committees chairs to develop budgets for MWPCA activities and submit the information to Ray Willis. Mike Moreau also mentioned the need for a membership analysis report to understand the future of the association. Mike will investigate a 3rd party to perform membership analysis and report back to the board for further discussion.
9. **Decentralized Committee** – Ray Willis reported that the committee had a meeting with Tom Bienkiewicz (MA DEP) to continue the discussion on O&M protocol/standards and record keeping requirements for Ground Water Discharge Permits. The committee will create an onsite themed agenda for the December Quarterly Meeting.

10. Meeting Planning Status –

- **March Quarterly Meeting** – The March meeting was held on March 16, 2011 at the Holiday Inn in Boxborough, MA and was well attended.
 - **June Quarterly Meeting** – The June meeting will be held on June 15, 2011 at the Log Cabin in Holyoke, MA. Tom Azevedo reported that he currently has three speakers lined up. It was also noted that the date listed in the newsletter calendar was incorrect. NEWEA was asked to correct the date and send an email blast to the membership.
 - **Fall Trade Show** – The Fall Trade Show is scheduled for Thursday, September 22, 2011 at the Wachusett Mountain Resort in Princeton, MA.
 - **December Quarterly Meeting** – The December meeting has been set for December 7, 2011 at the Holiday Inn in Mansfield, MA.
11. **Organizational Manual** – Charlie Tyler not present. Mike Moreau reported that Charlie Tyler has sent a draft organizational manual adapted from NEWEA to the board for review and comments. Jane Brooks will forward her comment to Mike. It was also noted that the NEWEA Director is not mentioned in the bylaws.
 12. **Poster Contest** – Dan Freitas not present. Dan had expressed interest in reviving the student poster contest.
 13. **Website** – Mike Moreau has reviewed the website and will send the link information to the board for their review and comments.
 14. **MASS Water Newsletter** – Janice Moran, NEWEA reported that the deadline for the spring issue is April 8. The following people will submit articles:
 - June Quarterly Meeting – Tom Azevedo
 - New Members – John Connor
 - NEIWPC News – Jim Laliberte
 - MA Legislative Breakfast Follow Up – Joe Witts
 - Golf Announcement – Joe Witts
 - March Meeting Highlights
 - Awards – Eric Smith
 - Training Workshops - Vinnie Melendez
 - Quiz Corner – Vinnie Melendez
 - Nomination Article – Charlie Tyler
 - Legal Issue – Mike Moreau (if warranted)

New Business:

1. **MWPCA Election 2011** – It was noted that there are five incumbent directors whose terms are expiring: Jane Brooks, Mike Foisy, Dan Freitas, Eric Smith and Ray Willis. It was mentioned that Jane Brooks will not be running for another term on the board. It was further noted that Mike Foisy, Bob Greene, Eric Smith and Ray Willis were nominated at the March Quarterly Meeting.

Anyone running for a director position must furnish biographical information and a photo for inclusion in an information flyer to be included in the ballot envelopes and newsletter by April 8. It was also noted that Peter Doyle will mail election ballots to the membership.

2. **Next Meeting** – It was noted that the next Board of Directors' meeting will be a conference call on Wednesday, April 6 at 1:00 PM. Mike Moreau will forward the conference call number prior to the call.
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**Massachusetts Water Pollution Control Association
Board of Directors Meeting - April 8, 2011
Conference Call**

MWPCA President Michael Moreau called the meeting to order. The following participated in the conference call:

Jane Brooks, Mike Burke, John Connor, Dan Freitas, Jim Laliberte, Janice Moran (NEWEA), Mike Moreau, Eric Smith, Charlie Tyler, Ray Willis, and Joe Witts

Tom Azevedo, Mike Foisy, and Vinnie Melendez were not on the call.

A quorum was noted.

Minutes:

On motion duly made and seconded, it was voted to accept the minutes from the March 16, 2011 Board of Directors Meeting.

Old Business:

1. **Government Affairs Committee** – Joe Witts and Ray Willis reported that they both attended the NEWEA Congressional Breakfast on April 5, 2011 in Washington, DC.
2. **Education Committee** – Vinnie Melendez not present. Eric Smith reported that the Activated Sludge Training Workshop scheduled for April 7, 2011 at the WWTF in Amherst, MA was postponed. The workshop will be rescheduled to take place in September 2011 and the registrants have been notified.
3. **MWPCA Legal Financial Status** – John Connor stated he has not heard back from the IRS regarding the tax return and/or further penalties.
4. **Finance Committee** – Ray Willis reported that he sent an email to the board containing a draft 2011-2012 budget including a debit and credit summary for 2004-2011. Ray pointed out a few items:
 - MWPCA membership is down however it was mentioned that the membership renewal period occurs April-June
 - Expenses have significantly increased since 2008
 - Newsletter printing is a major expense – discussion to offer an online version only
 - Would like more information on quarterly meeting costs
 - The budget is currently in the red

Further discussion regarding the budget was held. Ray indicated that the finance committee needs to meet to review and decide on a balanced budget.

Finance Committee Continued –

Mike Moreau reported that he has contacted a third-party to assist MWPCA with the financial budget and membership analysis. Mike indicated that Lynn Foisy has expressed interest and that she would charge \$35/hr and estimates 20 hours per task. Mike Moreau and Ray Willis will draft a contact detailing the tasks and will submit to the board for approval.

On motion duly made and seconded, it was voted to use the education fund to pay Lynn Foisy up to \$700 to assist MWPCA with a detailed membership analysis and financial budget per the direction of the board.

It was also noted that the membership application for 2011 has been altered to include job title, job function and # of years in the industry. The application was modified to assist with a future membership analysis. John Connor mentioned that the current membership database may need to be upgraded to accommodate the new changes. Ray Willis will forward the revised application to the board for comments.

5. **Operations Challenge Training** – Jane Brooks and Mike Burke indicated that the Operations Challenge Training will take place on Friday, April 22, 2011 at the Holyoke WWTF in Holyoke, MA. Joe Witts mentioned that there may be a \$1600 charge associated with using a pump during the Operations Challenge training and competition in New York. Joe will keep the board apprised. Joe also mentioned that he will contact Patty Passariello, Weston & Sampson regarding sponsorship for the MA team.
6. **Golf Committee** – Joe Witts reported that the Golf Tournament will be held on Friday, October 7, 2011 at Juniper Hill in Northborough, MA and that he will work with NEWEA to develop a golf flyer to include sponsorship. The flyer will be emailed to the membership and posted online. A brief announcement regarding the golf tournament date will be included in the spring newsletter.
7. **Decentralized Committee** – no report.
8. **Meeting Planning Status** – Tom Azevedo not present
 - **March Quarterly Meeting** – TBD
 - **June Quarterly Meeting** – The June meeting will be held on June 15, 2011 at the Log Cabin in Holyoke, MA. Mike Moreau mentioned that he had spoken with Tom Azevedo and that the meeting is all set.
 - **Fall Trade Show** – The Fall Trade Show is scheduled for Thursday, September 22, 2011 at the Wachusett Mountain Resort in Princeton, MA. It was noted that the vendor trade show applications will be sent in April.
 - **December Quarterly Meeting** – The December meeting has been set for December 7, 2011 at the Holiday Inn in Mansfield, MA.
9. **Organizational Manual** –Mike Moreau mentioned that Charlie Tyler has created a draft organizational manual for MWPCA. Mike noted that he has reviewed the draft manual and that

the next meeting should focus on discussing the manual and any comments board members may have. Jane Brooks will bring her written comments to the next board meeting.

10. **Website** – Mike Moreau sent the link information to the board for their review and comments a few weeks ago but will resend the information again. Jane Brooks noticed a typo on the current website regarding the mission statement. NEWEA was asked to correct.

11. **MASS Water Newsletter** – It was mentioned that articles for the spring newsletter are due today. The following people will submit articles:

- June Quarterly Meeting – Tom Azevedo
- New Members – John Connor
- NEIWPC News – Jim Laliberte
- MA Legislative Breakfast Follow Up – Joe Witts
- Golf Announcement – Joe Witts
- March Meeting Highlights – not to be included
- Awards – Eric Smith
- Training Workshops - Vinnie Melendez
- Quiz Corner – Vinnie Melendez
- Nomination Article – Charlie Tyler
- Legal Issue – Mike Moreau (if warranted)

A brief discussion was held regarding including a press release from OSHA into the spring newsletter. It was decided that the press release would bring little value to the membership and therefore it was rejected. NEWEA was asked to respond back to OSHA.

New Business:

No new business was discussed

**Massachusetts Water Pollution Control Association
Board of Directors Meeting - May 24, 2011
Conference Call**

MWPCA President Michael Moreau called the meeting to order. The following participated in the conference call:

Tom Azevedo, Jane Brooks, Mike Burke, Mike Foisy, Dan Freitas, Jim Laliberte, Vinnie Melendez, Janice Moran (NEWEA), Mike Moreau, Eric Smith, and Ray Willis

John Connor and Joe Witts were not on the call.

A quorum was noted.

Minutes:

On motion duly made and seconded, it was voted to accept the minutes from the April 8, 2011 Board of Directors Meeting.

Old Business:

1. **Education Committee** – Vinnie Melendez reported that the Activated Sludge Training Workshop scheduled for April 7, 2011 at the WWTF in Amherst, MA was postponed due to the passing of Mike Ackerman. Vinnie has contacted the registrants and 15 out of the 22 originally signed up will participate in a Safety Training Workshop on June 2 in Amherst, MA. Vinnie mentioned that he is planning a workshop for September/October.
2. **Management Training** – Jim Laliberte reported that a new management training class is being planned for September 2011 and the budget is currently being developed. Jim requested a financial commitment from MWPCA. Last year, MWPCA spent \$2800 on this program.

On motion duly made and seconded, it was voted to spend up to \$3000 to support the Management Training Program by subsidizing \$200 for each MWPCA member who participates in the program. Qualifying participants must be a MWPCA member for more than two years.

3. **Golf Committee** – Joe Witts not present. The Golf Tournament will be held on Friday, October 7, 2011 at Juniper Hill in Northborough, MA. Ray Willis mentioned that the golf committee met last week to discuss pricing and sponsors. The golf flyer will be available at the June Quarterly Meeting.

Vinnie Melendez suggested that the golf tournament be renamed to honor Mike Ackerman. Vinnie will contact Joe Witts to further discuss.

4. **MWPCA Legal Financial Status** – John Connor not present. Mike Moreau stated he has communicated with John via email and that John has not heard back from the IRS regarding the tax return and/or further penalties. There has been no feedback on the tax exempt status either. Mike will follow up with the CPA firm, Graham Sheppard.
5. **Membership Renewal Status** – Mike Moreau reported that John Connor is working on the membership update report and to date; MWPCA has collected 21,000 in membership revenue.

The membership renewal was revised to include questions regarding industry, experience and age. It was noted that most people are filling out some of the question but not all. The membership report will be discussed further at the Board of Director's meeting in June.

Finance Committee – Ray Willis reported that he, Mike Foisy, Eric Smith, Lynn Foisy and Mike Moreau met at Upper Blackstone to discuss the budget process and how to look at a budget. Ray will send the board a summary of the conversation along with budget goals. Currently the budget illustrates expenses are higher than revenue. The finance report will be discussed further at the Board of Director's meeting in June.

6. **Decentralized Committee** – Ray Willis mentioned that the next meeting is scheduled for June 24 and discussion will focus on presentations for the December Quarterly Meeting.
7. **NEWEA Director Report** – Ray Willis stated that he has received nominations for the Operator of the Year Award and the Peloquin Award and will submit to the NEWEA board for consideration.

On motion duly noted and seconded, it was voted to nominate Jeremiah Murphy for the Operator of Year Award and Joe Witts for the Peloquin Award.

8. **Operations Challenge Training** – Mike Burke indicated that the Operations Challenge Training took place on Friday, April 22, 2011 at the Holyoke WWTF in Holyoke, MA and went well. A few people from NY participated.
9. **Meeting Planning Status** – Tom Azevedo reported...
 - **March Quarterly Meeting** – TBD
 - **June Quarterly Meeting** – The June meeting will be held on June 15, 2011 at the Log Cabin in Holyoke, MA. It was noted that Eric Smith, Ray Willis, Mike Moreau, John Connor and Vinnie Melendez will arrive early to assist with the meeting.
 - **Fall Trade Show** – The Fall Trade Show is scheduled for Thursday, September 22, 2011 at the Wachusett Mountain Resort in Princeton, MA
 - **December Quarterly Meeting** – The December meeting has been set for December 7, 2011 at the Holiday Inn in Mansfield, MA and will focus on decentralized topics.
10. **Awards** – Eric Smith mentioned that he has received one plant award so far and that he is working on updating the award deadlines. Eric will also make a presentation at the June Meeting for a lifetime award. It was suggested that the plant performance awards should include an award for industrial plants.
11. **Government Affairs Committee** – Joe Witts not present. It was noted that Joe is working with NEWWA to host a joint legislative breakfast next year.
12. **Organizational Manual** – Mike Moreau mentioned that Charlie Tyler has created a draft organizational manual for MWPCA. Jane Brooks will send her comments to Charlie Tyler to incorporate and will ask him to send a new version for discussion.
13. **UBPWPCD Donation** – Mike Foisy reported that the Upper Blackstone WPAD recently had a fish kill and was fined by the DEP. A portion of the fine can be used towards an education purpose. It was decided that \$15,000 will be donated to upgrade the Upper Blackstone training center and computer lab. NEIWPC and MWPCA will take the lead to determine how to best use the donation. Tom Bienkiewicz, Vinnie Melendez, Jim Laliberte and Mike Foisy have volunteered to take the lead. Mike will keep the board informed.
14. **Website** – Mike Moreau mentioned that the current MWPCA website can be viewed successfully in Internet Explorer but not other browsers. Mike also mentioned that he has set up a Google apps account for document storage and allow board members to have an MWPCA email address. Mike also created a linked in group for MWPCA.

New Business:

1. **Operations Challenge Competition** – Jane Brooks mentioned that the Operations Challenge Competition will take place at the Joint NEWEA/NYWEA Spring Meeting, June 5-6 at the Sagamore Resort in Bolton Landing, NY. The competition will feature eight teams from New England and New York.
 2. **Next BOD Meeting** – It was noted that the next board of directors meeting will be held on June 15, 2011 at the Log Cabin in Holyoke, MA.
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**Massachusetts Water Pollution Control Association
Board of Directors Meeting - June 15, 2011
Log Cabin, Holyoke, MA**

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

Henry Albro, Jane Brooks, Mike Burke, John Connor, Valerie Flaherty (member), Mike Foisy, Vinnie Melendez, Janice Moran (NEWEA), Mike Moreau, Eric Smith, and Ray Willis

A quorum was noted.

Minutes:

On motion duly made and seconded, it was voted to accept the minutes from the May 24, 2011 Board of Directors Meeting.

Old Business:

1. **Election Results** – Mike Moreau announced that Ray Willis, Eric Smith, Mike Moreau and Dan Freitas have been re-elected to MWPCA director positions.

It was further noted that the 13th director position is open. Bob Greene and Valerie Flaherty have both expressed interest in serving on the board.

On motion duly made and seconded, it was voted to appoint Mike Moreau to serve a second term as President.

John Connor recommended further discussion to change the bylaws to reflect a two-year term for the President.

2. **MWPCA Legal Financial Status** – Mike Moreau reported that he has communicated with the CPA firm, Graham Sheppard and there has been no communication from the IRS regarding the tax return and/or further penalties. There has also been no feedback on the tax exempt status.
3. **Membership Renewal Status** – John Connor stated that he has received 355 membership renewals (46% returned). John has requested NEWEA to mail the 2nd membership renewal notices and will email a revised datafile.
4. **Education Committee** – Vinnie Melendez reported that Safety Training Workshop was held on June 2, 2011 in Amherst, MA and went very well. Vinnie is planning to hold a second Safety Training Workshop in September/October in southern Massachusetts. Vinnie will revise the registration flyer for the summer newsletter.
5. **Golf Committee** – Joe Witts not present. The Golf Tournament will be held on Friday, October 7, 2011 at Juniper Hill in Northborough, MA. It was mentioned that the Golf Registration/Sponsorship Flyer is available online and will be included in the summer newsletter. The committee will begin to solicit sponsors and players for the golf tournament. Eric Smith volunteered to contact the local hotel to inquire about overnight room rates.
6. **Meeting Planning Status** – Tom Azevedo not present.
 - **March Quarterly Meeting** – TBD

- **June Quarterly Meeting** – It was noted that the June 15, 2011 meeting was held at the Log Cabin in Holyoke, MA and was well attended. Mike Moreau will forward the presentations for posting on the MWPCA website.
 - **Fall Trade Show** – The Fall Trade Show is scheduled for Thursday, September 22, 2011 at the Wachusett Mountain Resort in Princeton, MA. Further discussion regarding logistics will be held at the Annual Meeting on July 7, 2011 in Auburn, MA.
 - **December Quarterly Meeting** – The December meeting has been set for December 7, 2011 at the Holiday Inn in Mansfield, MA and will focus on decentralized topics.
7. **NEWEA Director Report** – Ray Willis stated that he had recently attended the Joint NEWEA/NYWEA Spring Meeting, June 5-8, 2011 at the Sagamore Resort in Bolton Landing, NY. Ray mentioned that the Massachusetts Operation Challenge Team, the MASSerators, came in 4th place overall and will not be participating in the 2011 WEFTEC Competition. Ray also noted that he had attended the NEWEA Government Affairs (GA) committee meeting during the spring meeting and the GA committee will be making a concerted effort to coordinate state legislative breakfast meetings with the annual NEWEA event in Washington, DC.
8. **Finance Committee** – Ray Willis reported that the Finance Committee had developed a budget for FY11-12 including recommendations (handouts were previously emailed). The budget currently denotes an \$11,000 shortfall however it was noted that the budget is based on estimated expenses/revenues. Final expenses may be lower. Ray suggested adding columns to the budget to report each quarter's actual financials. This would allow for better monitoring of expenses and revenues throughout the year. The Finance Committee's recommendations and items to be further investigated were discussed. Comments noted:
- Increase fees for the Fall Trade Show after January 1 since the 2011 registration forms have already been sent out.
 - Increase sponsorship opportunities at the Trade Show (coffee and lunch sponsor, etc)
 - Create a sponsorship program to include all opportunities throughout the year.
 - NEWEA was asked to share its vendor list with MWPCA
 - Ask members to assist with specific tasks (i.e. make phone calls)
 - Need to increase membership and how to encourage participation

John Connor also asked that the consultant, Lynn Foisy review the current accounting software and report back to the board before new software is considered.

On motion duly made and seconded, it was voted to accept the Fiscal Year 2011-2012 proposed financial budget.

Ray Willis will email the Finance Committee the date and time for the next committee meeting.

9. **Annual Meeting** – The annual meeting will be held on July 7, 2011 at Chuck's Steakhouse in Auburn, MA at 6:00PM.
10. **UBWPCCD Donation** – Mike Foisy stated that the Upper Blackstone WPAD recently had a fish kill and was fined by the DEP. A portion of the fine can be used towards an education purpose. UBWPAD decided to donate \$15,000 to upgrade the Upper Blackstone training center and computer lab. NEIWPCC will receive the donation. MWPCA and NEIWPCC will oversee computer, internet and software purchases. Tom Bienkiewicz, Vinnie Melendez, Jim Laliberte

and Mike Foisy have volunteered to be involved. Concern was raised regarding NEIWPCC administering the donation and possible administrative fees. It was suggested that Mike Moreau make a call to Tom Walsh, UBWPAD to express MWPCA's concern.

Mike Foisy also noted that the training center will be temporarily moving while the building undergoes AC/Heating renovations. Mike will keep the board informed.

11. **Decentralized Committee** – Ray Willis present. No report.
12. **Awards** – Eric Smith present. No report.
13. **Government Affairs Committee** – Joe Witts not present. It was noted that Joe is working with NEWWA to host a joint legislative breakfast next year.
14. **Management Training** – Jim Laliberte not present. It was previously reported that a new management training class is being planned for September 2011 and the budget is being developed.
15. **Newsletter** – It was mentioned that articles for the summer newsletter are due Friday, July 8. The following people have volunteered or asked to submit articles:
 - June Quarterly Highlights – Ray Willis
 - New Members – John Connor
 - NEIWPCC News – Jim Laliberte
 - Operation Challenge Update – Jane Brooks
 - Presidents' Message – Mike Moreau
 - Awards – Eric Smith
 - Training Workshop - Vinnie Melendez
 - Election Results – Jane Brooks
16. **Website** – Janice Moran, NEWEA reported that the website has been updated to reflect a new color scheme and has requested further feedback.

New Business:

3. **Stormwater Committee** – Ray Willis announced that he will be creating a task force to investigate whether a stormwater focused committee would be beneficial to the membership.
4. **Advertising Contract** – It was mentioned that the 2011-2012 Advertising Contract would be mailed in August. Any changes would have to be made prior.
5. **Next BOD Meeting** – It was noted that the next board of directors meeting will be held on July 7, 2011 at Chuck's Steakhouse in Auburn, MA at 6:00PM.

**Massachusetts Water Pollution Control Association
Board of Directors Meeting - July 7, 2011
Chuck's Steak House, Auburn, MA**

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

Henry Albro, Jane Brooks, Mike Burke, John Connor, Valerie Flaherty (member), Lynn Foisy (consultant), Mike Foisy, James Laliberte, Vinnie Melendez, Janice Moran (NEWEA), Mike Moreau, Eric Smith, Charles Tyler, Ray Willis, and Joe Witts

A quorum was noted.

Minutes:

On motion duly made and seconded, it was voted to accept the minutes from the June 15, 2011 Board of Directors Meeting.

Old Business:

1. **Election Results** – Mike Moreau reported the election results for MWPCA Directors from the June 22, 2011 quarterly meeting. Ray Willis – 126 votes, Eric Smith – 135 votes, Michael Foisy – 149 votes, Dan Freitas – 130 votes and Robert Greene – 93 votes.

Mike Moreau also mentioned that Jane Brooks is stepping down from her director position after July 1st. Jane will continue to be the editor of the newsletter.

On motion duly made and seconded, it was voted to appoint Ray Willis, Eric Smith, Michael Foisy and Dan Freitas to serve a three-year term as directors on the MWPCA board.

2. **Officer Nominations** – The following officer nominations were noted:
 3. **On motion duly made and seconded, it was voted to nominate Valerie Flaherty as the 13th director.**
 4. It was previously noted that Mike Moreau was appointed to serve a 2nd term as President according to the June 15, 2011 minutes.
 5. **On motion duly made and seconded, it was voted to appoint Vinnie Melendez as the Education Coordinator.**
 6. **On motion duly made and seconded, it was voted to appoint Tom Azevedo as the Meeting Management Coordinator.**

Election Coordinator – It was noted that MWPCA currently has an election committee however the election coordinator is not listed in the bylaws. It was also mentioned that the ballots could be inserted as part of the newsletter rather than doing a separate mailing to save on postage. It was decided to table the topic.

3. **Secretary/Treasurer Nomination** – It was noted that John Connor and Lynn Foisy were nominated for the Secretary/Treasurer's position. After a discussion, it was decided to hold a closed ballot. All board members were required to vote.

On motion duly made and seconded, it was voted to hold a closed ballot for the nomination of secretary/treasurer.

Mike Moreau announced that Lynn Foisy was elected as the new secretary/treasurer.

On motion duly made and seconded, it was voted to appoint Lynn Foisy as Secretary/Treasurer.

A brief discussion regarding compensation for Lynn Foisy and John Connor was held. It was noted that John Connor currently receives a \$3200 yearly stipend. It was decided to leave the details of the transition from John Connor to Lynn Foisy to the Sr. Management Team. John has agreed to continue as secretary till after the Fall Trade Show. It was further noted that the secretary/treasurer's position needs to be included in the organizational manual.

On motion duly made and seconded, it was voted to allow the Senior Management Team to arrange a meeting between all parties (John Connor, Lynn Foisy and Sr. Management Team) to decide compensation for John Connor and Lynn Foisy and to create a plan for the transition.

4. **Membership Renewal Status** – John Connor stated that he has received 805 membership renewals. John will continue to work with the NEWEA office to mail the 3rd membership renewal notices.
5. **Education Committee** – Vinnie Melendez reported that he is planning to hold a second Safety Training Workshop during the 3rd week of October 2011 at the training facility in Millbury, MA. Vinnie will work with NEWEA to revise the registration flyer.
6. **Golf Committee** – Joe Witts mentioned that the Golf Tournament will be held on Friday, October 7, 2011 at Juniper Hill in Northborough, MA. The Golf Registration/Sponsorship Flyer is available online and will be included in the summer newsletter. Joe also noted that the next golf meeting will be held on July 27 to discuss logistics.
7. **Government Affairs Committee** – Joe Witts reported that a meeting will be held in August to discuss the past legislative breakfast and to begin planning the next event. Joe will email the meeting date to committee members.
8. **Meeting Planning Status** – Tom Azevedo not present.
 - **March Quarterly Meeting** – TBD
 - **June Quarterly Meeting** – TBD
 - **Fall Trade Show** – The Fall Trade Show is scheduled for Thursday, September 22, 2011 at the Wachusett Mountain Resort in Princeton, MA.

John Connor noted that 21 vendors have signed up so far. It was further noted that Eric Smith will bring the MWPCA booth and Joe Witts volunteered to bring the NEWEA booth to the show. Further discussion regarding logistics will be held in August.
 - **December Quarterly Meeting** – The December meeting has been set for December 7, 2011 at the Holiday Inn in Mansfield, MA and will focus on decentralized topics.
9. **Finance Committee** – Ray Willis mentioned that he emailed the vendor list to the board and has asked board members to review the list for errors. A master vendor list will be created and board members will be asked to make calls to increase vendors exhibiting at the Fall Trade Show.
10. **Newsletter** – It was mentioned that articles for the summer newsletter are due Friday, July 8. The following people have volunteered or asked to submit articles:
 - June Quarterly Highlights – Ray Willis
 - New Members – John Connor

- NEIWPC News & Mgmt. Training – Jim Laliberte
- Operation Challenge Update & Election Results – Jane Brooks
- Presidents' Message – Mike Moreau
- Awards – Eric Smith
- Training Workshop & Volunteer - Vinnie Melendez

New Business:

1. **Stockholm Jr. Water Prize (SJWP)** – Joe Witts announced that he is involved on the SJWP committee in charge of fundraising. The 2012 SJWP competition will be held in Boston next June at the Logon Hilton Hotel. SJWP is a national and international science competition for high school students to encourage research and understanding of water quality issues, both locally and worldwide. Joe would like the association to help sponsor the event. Charlie Tyler mentioned that in the past, the association has given \$500.
6. **NEWEA Invoices** – John Connor asked NEWEA to send past invoices.
7. **Ops Exchange** – Vinnie Melendez will coordinate with Ray Willis regarding budget needs for the operator's exchange program. Vinnie is looking for volunteers to participate. Mike Foisy mentioned he might have a potential candidate and will forward the information to Vinnie.
8. **Management Training** – Jim Laliberte reported that the budget has been approved for the MA Management Training Program. The class will begin in October 2011 and will cost \$500 (same price as last year). Jim will submit an article for the newsletter.
9. **Next BOD Meeting** – It was noted that the next board of directors meeting will be held in August via conference call. Mike Moreau will email the board the date and time.

**Massachusetts Water Pollution Control Association
Board of Directors Meeting - August 10, 2011
Conference Call**

MWPCA President Michael Moreau called the meeting to order. The following participated in the conference call:

Henry Albro, Tom Azevedo, Mike Burke, John Connor, Valerie Flaherty, Lynn Foisy, James Laliberte, Janice Moran (NEWEA), Mike Moreau, Eric Smith, Ray Willis

Mike Foisy, Dan Freitas, Vinnie Melendez and Joe Witts were not on the call.

A quorum was noted.

Minutes:

On motion duly made and seconded, it was voted to accept the minutes from the July 7, 2011 Board of Directors Meeting.

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

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

Page 3 of 3 – item 9 under Finance Committee: *Ray Willis mentioned that he emailed the vendor list to the board and has asked board members to review the list for errors. A master vendor list will be created and board members will be asked to make calls to increase vendors exhibiting at the Fall Trade Show.*”

It was subsequently voted to accept the amended minutes.

Old Business:

11. **Education Committee** – Vinnie Melendez not present. It was mentioned that Vinnie had sent the board an email regarding having a candidate to participate in the Operator Exchange Program. It was also noted that the Safety Training Workshop will be held on October 20, 2011 at the training facility in Millbury, MA. NEWEA was asked to revise the Safety Training registration flyer to include the new mailing address.
12. **Golf Committee** – Joe Witts not present. The Golf Tournament will be held on Friday, October 7, 2011 at Juniper Hill in Northborough, MA. Ray Willis mentioned that the Golf Committee has not met recently. Ray will contact Joe Witts via email. Eric Smith reported that he has contacted the Holiday Inn and has reserved a block of rooms for Thursday, October 6, 2011 for anyone needing to make overnight reservations.
13. **Secretary Report** – Mike Moreau gave an update regarding the transition to the new secretary/treasurer, Lynn Foisy. Mike reported the following:
 - Lynn Foisy had emailed a treasurers’ report to the board for review.
 - Lynn Foisy and John Connor had been working together to transfer the bank accounts and that Lynn was looking into a higher yield account (ing). Lynn will follow up with John regarding the credit card.
 - John Connor has been sending memberships to Lynn on a weekly basis and entering them into his computer as backup.
 - Lynn is looking into using QuickBooks as the accounting software.
 - A new mailing address (PO Box) and phone number have been established. The new address and phone number will take effect after the Fall Trade Show. Mike will make an announcement to the membership at the Fall Trade Show.
 - Mike has updated the MWPCA letterhead with the new contact information and has requested NEWEA to update the website after the Fall Trade Show in September.
 - It will take 3-4 weeks to complete the transition. Mike and Lynn have scheduled a meeting in two weeks to further discuss the transition.

John Connor noted that he has received some calls from new members regarding not receiving their membership cards and also inquired whether Lynn had sent information to the accountant for taxes. Mike Moreau will follow up with Lynn Foisy on both issues. Mike also noted that he would need John’s assistance with transferring the website hosting account.

14. **Finance Committee** – Ray Willis reported that he is working on compiling a master vendor list to be finalized by the end of week. He has asked board members to review the previously emailed vendor list for errors and to send back any changes and to also indicate whether a company has been called. The vendor list will be reviewed and each board member will be assigned 10-12 companies to contact. It was noted that the companies listed in green have already signed up to exhibit at the trade show and the companies listed in red, are ones that have already been

contacted. It was also mentioned that 39 vendors are current registered to attend the trade show (4 booths are comps).

15. **Meeting Planning Status** – Tom Azevedo present.

- **March Quarterly Meeting** – TBD
- **June Quarterly Meeting** – TBD
- **Fall Trade Show** – The Fall Trade Show is scheduled for Thursday, September 22, 2011 at the Wachusett Mountain Resort in Princeton, MA.

It was noted that 48 vendors participated in last year's trade show and that the exhibit space and registration area may need to be modify to allow for better flow. Tom Azevedo will contact the Wachusett Mountain Resort to set-up a meeting time to further discuss floorplan options. Mike Moreau volunteered to attend the meeting with Tom. A brief discussion was held regarding the menu, pricing and sponsors. It was decided that the current menu would be kept and that next year the vendor registration fee may be increase to cover the meal cost. It was suggested that sponsorships be obtained for the coffee break and/or chili & chip station to cover the costs. It was also suggested to create small signs for exhibitors to display in their booths (i.e. coffee break sponsor).

John Connor noted that he will need three easels. Mike Moreau will coordinate getting easels. John also mentioned that he has received feedback from some vendors requesting that the exhibiting information be available in January so that companies can budget for this event. Ray Willis noted that the finance committee is working on a sponsorship program that may assist company's budget planning.

It was noted that a graduation ceremony will be held for the 22 recent graduates of the MA Management Training Program at the Trade Show. Jim Laliberte requested that the registration fee be waived for the graduates attending the Fall Trade Show. The lunch cost (\$30/pp) will be covered by the MA Management Training Program. Jim mentioned that Chuck Conway, NEIWPC and Tom Bienkowitz, MassDEP will present the certificates to the graduates.

- **December Quarterly Meeting** – The December meeting has been set for December 7, 2011 at the Holiday Inn in Mansfield, MA and will focus on decentralized topics.

16. **Membership Status** – John Connor stated that he has received 562 membership renewals. 548 members have received the second notice. The final membership notice will be mailed in two weeks. John will work with the NEWEA office to coordinate the final mailing. John also suggested that Bob Pariseau be granted life membership to MWPCA.

On motion duly made and seconded, it was voted to grant Bob Pariseau lifetime membership to MWPCA.

The award will be presented at the Fall Trade Show on September 22, 2011. John Connor will notify Bob Pariseau. John will fill out an award nomination form and forward to Eric Smith later this week.

New Business: No new business was noted.

**Massachusetts Water Pollution Control Association
Board of Directors Meeting - September 13, 2011
Conference Call**

MWPCA President Michael Moreau called the meeting to order. The following participated in the conference call:

Henry Albro, John Connor, Valerie Flaherty, Mike Foisy, James Laliberte, Janice Moran (NEWEA), Mike Moreau, Eric Smith, Ray Willis and Joe Witts

Tom Azevedo, Mike Burke, Lynn Foisy, Dan Freitas, and Vinnie Melendez were not on the call.

A quorum was noted.

Minutes:

On motion duly made and seconded, it was voted to accept the minutes from the August 10, 2011 Board of Directors Meeting.

Old Business:

1. **Education Committee** – Vinnie Melendez not present. It was mentioned that Vinnie had sent the board an email regarding the Safety Training.

The Safety Training Workshop will be held on October 20, 2011 at the Richard Allen Training Facility in Millbury, MA. Eric Smith, Mike Foisy and Valerie Flaherty have volunteered to assist with the training. It was noted that 17 people are currently registered to attend and that the maximum attendance is limited to 20 attendees. John Connor remarked that he had since received a few more registrations and will email an update to Lynn Foisy.

2. **Golf Committee** – Joe Witts reported that the golf committee has decided to postpone the golf tournament to spring 2012 due to low registration numbers. The Golf Tournament was scheduled to be held on Friday, October 7, 2011 at Juniper Hill in Northborough, MA. Mike Moreau has volunteered to notify those registered about the change. It was also mentioned that the website and facebook page will need to be updated to reflect the postponement.
3. **Secretary Report** – Mike Moreau mentioned that Lynn Foisy will give a detailed report at the Fall Trade Show BOD meeting. The report will include the transition, financials and membership numbers.
4. **Meeting Planning Status** – Tom Azevedo not present.
 - **March Quarterly Meeting** – TBD
 - **June Quarterly Meeting** – TBD
 - **Fall Trade Show** – The Fall Trade Show is scheduled for Thursday, September 22, 2011 at the Wachusett Mountain Resort in Princeton, MA.

John Connor reported that 50 vendors and 75 attendees were registered for the upcoming trade show. Last year, about 19 people registered onsite and 10 additional meals were sold. It was also noted that registration is usually around 125 people.

- **Awards:** Eric Smith has the award information and he will email it to Mike Moreau.
- **Management Training Graduates:** A graduation ceremony will be held for the 22 recent graduates of the MA Management Training Program. The registration fee will be waived for the graduates and the lunch cost (\$30/pp) will be covered by the MA Management Training Program. Jim Laliberte requested an invoice for lunch be sent to NEIWPC. It was also noted that Chuck Conway, NEIWPC and Tom Bienkiewicz, MassDEP will present the certificates.
- **Raffle:** Mike Foisy will handle the raffle.
- **Lunch time:** It was noted that lunch will be served in the tented area at 12:30pm.
- **Sky lift:** Henry Albro noted that F.R. Mahony & Associates and Wright Pierce will sponsor the sky lift. The sky lift will be available for rides from 10am-12noon.
- **Acknowledgements:** It was suggested that an announcement be made regarding the passing of Ann Mastronianni, Barnstable, MA and Michael Garofano and son, Rutland, VT.

Mike Moreau will coordinate with the NEWEA office to borrow easels to use at the show.

- **December Quarterly Meeting** – The December meeting has been set for December 7, 2011 at the Holiday Inn in Mansfield, MA and will focus on decentralized topics.
5. **Operator Exchange** – Vinnie Melendez not present. It was mentioned that Vinnie had sent the board an email regarding the Operator Exchange Program. The operator from Vermont will arrive on September 19, 2011 and participate in facility tours and the Fall Trade Show on September 22, 2011.
 6. **Finance Committee** – Ray Willis noted that he will give a report at the Fall Trade Show BOD meeting.

New Business:

1. **Facebook & Linked in Account** – It was noted that Lynn Foisy has set up a facebook and linked in account for the MWPCA. NEWEA was asked to send out an e-blast to the membership regarding the availability of these social media tools.
2. **Next Meeting** – The next BOD meeting will take place after lunch at the Fall Trade Show on September 22, 2011 at Wachusett Mountain Resort in Princeton, MA.

**Massachusetts Water Pollution Control Association
Board of Directors Meeting - September 22, 2011
Wachusett Mountain Resort, Princeton, MA**

MWPCA President Michael Moreau called the meeting to order. The following participated:

Henry Albro, Tom Azevedo, John Connor, Valerie Flaherty, Lynn Foisy, Mike Foisy, Dan Freitas, Vinnie Melendez, Janice Moran (NEWEA), Mike Moreau, Charlie Tyler, Ray Willis and Joe Witts

A quorum was noted.

Minutes:

The minutes from the September 13, 2011 conference call were not voted on.

Old Business:

1. **Education Committee** – Vinnie Melendez reported that the Safety Training Workshop will be held on October 20, 2011 at the Richard Allen Training Facility in Millbury, MA. Registration is closed. Eric Smith, Mike Foisy and Valerie Flaherty have volunteered to assist with the training. Vinnie will begin planning for a spring 2012 training session.
2. **Golf Committee** – Joe Witts reiterated that the golf tournament was postponed to spring 2012. Joe will contact the golf pro to discuss future dates.
3. **Government Affairs Committee** – Joe Witts mentioned that the government affairs committee will be meeting soon to discuss planning for a second congressional event in spring 2012.
4. **Decentralized Committee** – Ray Willis reported that the December quarterly meeting will have a decentralized theme. The committee will be meeting soon to discuss the agenda. Ray also mentioned that a letter had been sent in response to the Initiative Petition #11-10, Water/Sewer Rate Increase Cap. Need to get the word out not only to the membership but the public. It was suggested that the response letter be published in the fall newsletter.
5. **Finance Committee** – Ray Willis noted that he will be scheduling a finance committee meeting this week. Ray also reminded board members to look over the vendor list.
6. **Secretary Report** – Lynn Foisy handed out a report on the status of the transition, financials, new mailing address and telephone numbers. Lynn noted that she had received the 503C letter from the IRS and has since filed with the state of Massachusetts requesting tax exempt status.

Lynn also reported that the laptop was purchased in 2005 and needs to be updated. Lynn will research laptops verses desktops and will email the board a recommendation.

7. **Meeting Planning Status** – Tom Azevedo present.
 - **March Quarterly Meeting** – TBD
 - **June Quarterly Meeting** – TBD
 - **Fall Trade Show** – The Fall Trade Show was held today, September 22, 2011 at the Wachusett Mountain Resort in Princeton, MA. It was mentioned that about 52 booths were sold and had about 140 overall attend the show (20 onsite registrations). Additional feedback included:
 - Vendors would like chairs available
 - Attendees were asking for water and coffee
 - Need to separate prizes (solicit door prizes ahead)
 - Announce vendor names prior to prize announcements
 - Exhibitors requesting attendance lists

Lynn Foisy mentioned that giving attendee lists (name and address) may conflict with the privacy act. It was suggested that vendors could ask attendees to sign-up for mailings at their tables or MWPCA could add a checkbox to the registration form asking for attendee's permission.

- **December Quarterly Meeting** – The December meeting has been set for December 7, 2011 at the Holiday Inn in Mansfield, MA and will focus on decentralized topics.
8. **Operator Exchange** – Vinnie Melendez reported that Chris Huestis, Shelburne, VT arrived on September 19, 2011 and participated in facility tours and attended today's Fall Trade Show. David Gray, Nantucket, MA will visit Vermont in November 2011.
 9. **IT** – Mike Moreau noted that MWPCA now has a LinkedIn and Facebook page. Mike also mentioned future IT needs including:
 - Consolidating web hosting accounts
 - Setting up a box.net or FTP site
 - Research online backup
 - Setting up a Google apps account - which would allow up to 25 email addresses using the domain address (mw pca.org).

Mike also mentioned that the new phone number is set up through Google voice which allows voice messages to be converted into emails with a link to listen to the message.

10. **Newsletter** – Articles for the fall newsletter are due October 8. Janice Moran (NEWEA) will send an email requesting articles next week.

New Business:

3. **Next Meeting** – The next BOD meeting will be scheduled via email.

**Massachusetts Water Pollution Control Association
Board of Directors Meeting - November 30, 2011
Conference Call**

MWPCA President Michael Moreau called the meeting to order. The following participated in the conference call:

Henry Albro, Tom Azevedo, Mike Burke, Valerie Flaherty, Lynn Foisy, Mike Foisy, Dan Freitas, Jim Laliberte, Vinnie Melendez, Janice Moran (NEWEA), Mike Moreau, Eric Smith, and Ray Willis

John Connor and Joe Witts were not on the call.

A quorum was noted.

Minutes:

On motion duly made and seconded, it was voted to accept the minutes from the September 13, 2011 Board of Directors Meeting.

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

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

Page 1 of 2: "Tom Azevedo, Mike Burke, Lynn Foisy, Dan Freitas, and Vinnie Melendez were not on the call."

It was subsequently voted to accept the amended minutes.

On motion duly made and seconded, it was voted to accept the minutes from the September 22, 2011 Board of Directors Meeting.

Old Business:

1. **Secretary Report** – Lynn Foisy reported that she had emailed a written report and a copy of the new tax exempt certificate to the board prior to the call. The report noted:
 - Status of checking, education fund, money market and banking.
 - Old MWPCA telephone number has been disconnected, however there is a message stating the new number. The message will be in place till December 31, 2011.
 - New ST-2 Tax Exempt Certificate has been awarded to MWPCA
 - Tax returns have been filed for last fiscal year
 - QuickBooks has been installed on the new laptop and the budget and chart of accounts will be entered
 - Financial and registration reports regarding the Fall Trade Show and Basic Safety Class

Lynn also reported that MWPCA does not have a credit history and advised the board to open a credit card with TD Bank North.

On motion duly made and seconded, it was voted to allow Lynn Foisy to open a credit card on behalf of the association with TD Bank North.

2. **Finance Committee** – Ray Willis noted that the master vendor list has been finalized and the committee is currently working on creating a form for sponsorship opportunities. Once the form is complete, the committee will focus on developing sponsorship packages. The committee will revisit adverting fees for the newsletter at the January meeting. Ray noted that he will contact committee members regarding the December committee meeting.
3. **Education Committee** – Vinnie Melendez reported that the Safety Training Workshop held on October 20, 2011 at the Richard Allen Training Facility in Millbury, MA was well attended and he had received positive feedback. Vinnie has begun planning for spring 2012 and is considering offering two workshops on basic math and nutrient/nitrogen. Vinnie noted that he would like to limit the workshops to a 4-hr session with a tour and approximately 20 attendees.

Mike Moreau reported that he and Lynn Foisy have developed a CPR Training/First Aid Workshop to be offered in December as a way for operators to earn TCH credits for operator recertification. The workshop fee would be \$75-\$100 and attendees could earn up to 5 TCHs. Lynn is working on the registration flyer.

4. **Meeting Planning Status** – Tom Azevedo present.
 - **March Quarterly Meeting** – TBD

- **June Quarterly Meeting** – TBD
- **Fall Trade Show** – TBD
- **December Quarterly Meeting** – It was noted that the quarterly meeting will be held on December 7, 2011 at the Holiday Inn in Mansfield, MA and will focus on decentralized topics. It was also noted that registration is low due to the late mailing. NEWEA was asked to send out multiple e-blasts to the membership. It was further noted that the board meeting will not be held after the quarterly meeting. Other meeting logistics were discussed.

Eric Smith mentioned that lifetime awards for Frank Lyons and Bob Pariseau would be presented at the meeting.

5. **Government Affairs Committee** – Joe Witts not present. Ray noted that the planning for the 2012 legislative breakfast/social has begun. It will be a joint meeting with MWPCA, NEWEA, MWWA and NEIWPCC and will occur late March/early April 2012. The event's theme may be the Water Infrastructure Commission and their final report, which is scheduled to be released in 4-6 weeks. It was noted that MWWCA and NHWEA have scheduled their breakfasts for February 2012 and WEF/AWWA Fly-In is scheduled for March 8, 2012.

Mike Foisy mentioned that Tom Walsh, consultant (previously employed at Upper Blackstone WPAD), will continue to sit on the Water Infrastructure Commission's board.

6. **NEWEA** –
 - **MA Director Report** – Ray Willis reported that he had attended a meeting regarding the 11/10 petition and it appears that the petition has no support and will not be an issue.
 - **Operators Day** – Operator's Day will be held on Tuesday, January 24, 2012 during the NEWEA Annual Conference at the Boston Marriott Copley Place Hotel in Boston, MA. A brief discussion was held regarding hosting the event and the registration logistics.

On motion duly made and seconded, it was voted to send the Operator's Day registration form via email to the entire membership. The registration will be limited to the first 25 members. David Grey, Nantucket will be offered a registration to attend Operator's Day.

Henry Albro noted that the NEWEA Membership and Young Professionals Committee will be hosting a mentoring program and reception on Tuesday, January 24, 2012 during the NEWEA Annual Conference, to help build the membership in NEWEA.

- **NEWEA Conference (rooms)** – Ray Willis mentioned that he has booked two rooms at the Boston Marriott Copley Place Hotel for MWPCA board members to use during the NEWEA Annual Conference, January 22-25, 2012. Please notify Ray if more rooms are needed.
7. **Third Party Training Advertising** – Mike Moreau noted that he had received an email from a Boston based engineering group looking to advertise training on the MWPCA website. Lynn Foisy mentioned that she had received a similar call from USA Blue Book. Mike requested that the board think about pros and cons to allowing outside groups to post training on MWPCA's website. Discussion was tabled to the next board meeting.

New Business:

4. **Next Meeting** – The next BOD meeting will be scheduled via email.

**Massachusetts Water Pollution Control Association
Board of Directors Meeting - December 21, 2011
Millbury, MA**

MWPCA President Michael Moreau called the meeting to order. The following participated:

Henry Albro, Valerie Flaherty, Lynn Foisy, Mike Foisy, Jim Laliberte, Vinnie Melendez, Janice Moran (NEWEA), Mike Moreau, Eric Smith, Ray Willis, and Joe Witts

A quorum was noted.

Minutes:

On motion duly made and seconded, it was voted to accept the minutes from the November 30, 2011 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 5 under Government Affairs Committee: “Ray noted that the planning for the 2012 legislative breakfast/social has begun. It will be a joint meeting with MWPCA, NEWEA, MWWA and NEIWPC and will occur late March/early April 2012.”

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

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

Page 3 of 3 – Item 6 under MA Director Report: “Ray Willis reported that he had attended a meeting regarding the 11/10 petition and it appears that the petition has no support and will not be an issue.”

It was subsequently voted to accept the amended minutes.

Old Business:

1. **Finance Committee** – Ray Willis noted that a finance committee meeting would be held after today’s board meeting. Ray also mentioned that Eric Smith is creating a list of sponsorship opportunities. The sponsorship list would be used to create a form to solicit sponsors for the trade show and quarterly meetings. The revenue from sponsorship would assist in keeping the meeting registration fees low. Ray noted from Lynn Foisy’s financial report that the Trade Show and December Quarterly Meeting brought in more revenue than was previously expected.
2. **Education Committee** – Mike Moreau remarked that 8 attendees had participated in the Standard First Aid/CPR class held today at the training center. The attendees earned 2.5 TCHS per class. The association may want to hold a similar class for the membership in the future.

Vinnie Melendez noted that he has begun planning two workshops for spring 2012 and will have more information available in February.

3. **Government Affairs Committee** – It was mentioned that the committee is discussing hosting a joint MWPCA, NEWEA and NEIWPC legislative breakfast/social in March/April 2012. Ray Willis reported that he has talked with Jen Peterson, MWWA and they may not be interested in participating As MWWA holds a separate event. Joe Witts remarked that a late afternoon social event may be better attended than a morning breakfast and that the last year’s location at the Omni Parker House worked well. It was further noted that MWWCA and NHWEA have scheduled their breakfasts for February 2012 and WEF/AWWA Fly-In is scheduled for March 8, 2012. The committee will meet again after the New Year.

4. **NEWEA** –
 - **Operators Day** – Operator’s Day will be held on Tuesday, January 24, 2012 during the NEWEA Annual Conference at the Boston Marriott Copley Place Hotel in Boston, MA. It was noted that approximately 11 registrations have been received to-date. Mike Moreau asked NEWEA to send out a second email blast to the membership and include language to the effect, “You will be notified if you are accepted by January 2nd. All registrations must be received by December 31st”.
 - **NEWEA Executive Committee Meeting** – The meeting will be held on Sunday, January 22, 2012 from 12:00-4:00 PM. Mike Moreau mentioned that he will try to attend the meeting.
 - **Stockholm Jr. Water Prize (SJWP)** – It was noted that NEWEA will be hosting the SJWP Competition in June14-16, 2012 at the Hilton Logan Airport Hotel in Boston, MA. MWPCA had received a letter asking for sponsorships.

On motion duly made and seconded, it was voted to contribute \$500.00 to support the Stockholm Jr. Water Prize (SJWP) Competition.

- **NEWEA Annual Conference and Overnight Rooms** – Ray Willis mentioned that he has booked two rooms at the Boston Marriott Copley Place Hotel for MWPCA board members to use during the NEWEA Annual Conference, January 22-25, 2012 in Boston, MA. Ray will send out an email to the board to see if another room is needed.
5. **TAC/BOC Joint Meeting** – Mike Moreau reported that he, Mike Foisy and Vinnie Melendez recently attending the joint TAC/BOC meeting. Mike also noted that Doug Borgatti, Springfield W&S Commission; Tom Walsh, Karla Sangrey, Upper Blackstone WPAD and Tom Groves, NEIWPC were also in attendance. Mike Moreau also noted that he had received a letter from Tom Groves, NEIWPC asking MWPCA to contribute more money for the MA Management Training Program.

Jim Laliberte noted that the MA Management Training Program was held last September and the program costs about \$12,000 to run. The program is being offered again however only 15 people have signed up and only 8 of those 15 are MWPCA members. MWPCA had previously agreed to pay \$200 for each MWPCA member who participated in the class. The number of MWPCA members participating in the program is less than the previous year which means less revenue for NEIWPC. It was decided to send out email blasts to the membership to try to fill the class before making a decision regarding Tom Groves, NEIWPC’s request.

- **Training Center Scheduling** – Mike Moreau mentioned that MWPCA has volunteered to manage the scheduling for the training calendar. MWPCA will have an office available at the Millbury Training Center.
- **Millbury Training Center** – Mike Moreau noted that the Millbury Training Center had recently undergone \$100,000 renovation to bring the facility up to code. An additional

\$15,000 has been allocated to upgrade equipment in the facility. MWPCA and NEIWPC will work together to discuss what equipment is needed most.

6. **Secretary Report** – Lynn Foisy reported that she had emailed a written report. The report included:

- Status of checking and money market savings accounts.
- Financial and registration reports regarding the December Quarterly Meeting and the Standard First Aid/CPR Class
- The number of registrations received for Operator’s Day

Lynn also reported that she researched opening a credit card on behalf of MWPCA with TD Bank North and discovered that opening a credit card would require personal information and credit history for personal liability. After a brief discussion, Lynn will investigate the issue further.

7. **Meeting Planning Status** – Tom Azevedo not present.

- **March Quarterly Meeting** – It was mentioned that the meeting will be held on March 14, 2012 at the Holiday Inn in Boxborough, MA.
- **June Quarterly Meeting** – TBD
- **Fall Trade Show** – TBD
- **December Quarterly Meeting** – TBD

8. **Web Site** – Tabled for discussion for a future meeting.

New Business:

5. **Drop Box Account** – Mike Moreau mentioned that he had uploaded some MWPCA files onto the drop box account and was in the process of organizing the documents. This account will access as the main location for all MWPCA files in the future. NEWEA was requested to upload files.
6. **Golf Tournament** – Joe Witts mentioned that the committee will meet after the January 24, 2012 Board meeting to further discuss.
7. **Newsletter** – It was noted that the deadline for articles for the winter newsletter is Friday, January 6, 2012.
8. **Next Meeting** – The next BOD meeting will be held at the NEWEA Annual Conference on January 24, 2012 at the Boston Marriott Copley Place Hotel in Boston, MA. The meeting will be held after the Operator’s Luncheon. NEWEA was requested to notify the membership about the next BOD meeting.