

**Massachusetts Water Pollution Control Association
Board of Directors Meeting - January 24, 2012
NEWEA Conference, Boston, MA**

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

Henry Albro, Tom Azevedo, Tom Bienkiewicz (MassDEP), Jane Brooks, Chuck Conway (NEIWPC), Peter Doyle (Town of Barnstable), Valerie Flaherty, Lynn Foisy, Mike Foisy, Dan Freitas, Bob Greene (Guest), Jim Laliberte, Vinnie Melendez, Janice Moran (NEWEA), Mike Moreau, Karla Sangrey (UBWPAD), Eric Smith, Bill Waterman (Guest), 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 December 21, 2011 Board of Directors Meeting.

Old Business:

1. **Finance Committee** – Ray Willis reported that the Finance Committee held a meeting after the December 21, 2011 Board of Directors meeting in Millbury, MA. The committee discussed the development of a sponsorship program/form and quarterly meetings. It was decided to increase the quarterly meeting registration fee by \$5.00 and to look for another location to hold the March quarterly meeting, which is typically held at the Holiday Inn in Boxborough, MA.
2. **Government Affairs Committee** – Ray Willis noted that the committee is considered holding an evening event (cocktails and hors d'oeuvres) from 5-7pm at the Omni Parker House in Boston, MA. NEWEA has agreed to cosponsor the event and give \$1000 to assist with costs. Sponsorships from other companies will be needed as well. Sue Sullivan and Adam Yanulis from the NEWEA Government Affairs Committee have agreed to assist MWPCA with this event. Jane Brooks volunteered to make phone calls if needed. It was further noted that MWWCA and NHWEA have scheduled their breakfasts for February 2012, NEWEA's Congressional Briefing is scheduled for March 6, 2012 and the WEF/AWWA Fly-In is scheduled for March 8, 2012. The committee will schedule a meeting soon to discuss further.
3. **Secretary Report** – Lynn Foisy handed out the following reports:
 - Company Snapshot - overview of accounts
 - Statement of Financial Expenses – see what's been spent since December meeting
 - Budget Report – historic review of past spending
 - Spending Overview – indicates spending in each categoryLynn noted that the association is currently at a negative balance of \$12,532 however the association is now tax exempt; post office rental has decreased by \$100 and the association is no longer paying a social security tax. Lynn further reported:
 - CPR and First Aid Class held in December 2011 in Millbury, MA made \$129 profit
 - Twenty-three operators registered to participate in Operator's Day on January 24, 2012 during the NEWEA Annual Conference at the Boston Marriott Copley Place Hotel in Boston, MA.
 - Membership Update – 746 active and 12 life members. 115 members have not renewed. Lynn will email the list to the board. Board members were asked to review the list and contact members they knew. It was suggested that a postcard

be sent offering ½ price membership to lapsed members. Vinnie Melendez mentioned that he would include a member and non member rate for the educational training.

Lynn also noted that she is preparing the training calendar in Google and will be sharing it with Karla Sangrey, Upper Blackstone WPAD and NEIWPC. Lynn is currently working on some problems with permission and sharing the calendar.

4. **Training Center Scheduling** – Mike Moreau mentioned that MWPCA will be managing the training calendar and Lynn Foisy will be in charge of it. Mike also noted that MWPCA will have an office available at the Millbury Training Center.
5. **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. Karla Sangrey, Upper Blackstone WPAD noted that she recently attended a meeting with Jim Laliberte and Tom Bienkiewicz, MassDEP to discuss equipment upgrades for the center. Discussions included how best to provide internet access and using the leftover funds to pay for internet services. Jim Laliberte will request proposals for internet access.
6. **Education Committee** – Vinnie Melendez reported that he has begun planning two workshops for spring 2012 and will have more information available soon.
7. **Meeting Planning Status** – Tom Azevedo present.
 - **March Quarterly Meeting** – It was mentioned that the meeting will be held on March 14, 2012 at the Holiday Inn in Boxborough, MA. Tom Azevedo reported that the agenda is finalized and he will send the information to NEWEA for the newsletter.
 - **June Quarterly Meeting** – TBD
 - **Fall Trade Show** – TBD
 - **December Quarterly Meeting** – TBD

Tom Azevedo also reported that Jack Healey, USEPA had contacted him regarding a CMOM training course and whether MWCA would promote the training to the membership? Tom will contact Jack Healey to further discuss.

8. **Golf Tournament** – Joe Witts mentioned that he has contacted the golf course to discuss June dates but hasn't heard back. It was also noted that the flyer will need to be updated to include sponsorship. Henry Albro will send Rhode Island golf's tournament flyer to use as a template.
9. **Newsletter** – A draft newsletter was provided for review. It was noted that the deadline for articles for the winter newsletter was extended to Friday, January 27.

New Business:

1. **DEP/EPA Asset Management Training** – Tom Bienkiewicz, MassDEP mentioned that MassDEP and EPA are offering a 2-day Asset Management Training on May 15-16 at the Doyle Center in Leominster, MA. Attendees would receive up to 14 TCHs. Tom wanted to inquire whether MWPCA would be a co-sponsor for the event. Tom will email the board the meeting costs.

On motion duly made and seconded, it was voted to sponsor the MassDEP/EPA Asset Management Training scheduled for May 15-16, 2012 in Leominster, MA.

Further discussions about advertising the training were held.

2. **Operator Exchange** – Vinnie Melendez reported that he was approached by the NEWEA Plant Operations Committee to see if MWPCA would be willing to fund the exchange operator, David Grey from Nantucket to attend the NEWEA Spring Meeting in Newport, RI in June. The Plant Operations Committee would like to promote the Operator Exchange Program by having past participants make presentations about their experiences. Vinnie will put together a cost summary for the board to review.
3. **Next Meeting** – The next BOD meeting will be held on February 15, 2012 at 4pm at the Millbury Training Center in Millbury, MA.

**Massachusetts Water Pollution Control Association
Board of Directors Meeting - February 15, 2012
Training Center, Millbury, MA**

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

Mike Burke, Valerie Flaherty, Lynn Foisy, Mike Foisy, Jim Laliberte, Janice Moran (NEWEA), Mike Moreau, and Ray Willis

No quorum

Minutes:

The approval of the minutes from the January 24, 2012 Board of Directors Meeting was postponed till the March 14, 2012 meeting.

Old Business:

1. **Finance Committee** – Ray Willis reported that the Finance Committee held a meeting after the December 21, 2011 Board of Directors meeting in Millbury, MA. The committee discussed the development of a sponsorship program/form and reviewed the quarterly meetings. It was decided to increase the quarterly meeting registration fee by \$5.00 for all categories and to provide 3.0 Training Contact Hours per meeting. The committee also reviewed the price of membership and determined the price was similar to other state association memberships.

Jim Laliberte inquired about adding a corporate membership category. A brief discussion was held and it was decided to table the idea for the time. Ray Willis indicated that a list of membership benefits should be created to entice professionals to join.

2. **Government Affairs Committee** – Ray Willis noted that the committee is considered holding an evening congressional briefing (cocktails and hors d'oeuvres) from 5-7pm at the Omni Parker House in Boston, MA. The Omni Parker House has two available dates; April 25 and May 9. Ray further mentioned that NEWEA has agreed to co-sponsor the event and will give \$1000 to assist with costs. Ray and Joe Witts will contact NEIWPC about co-sponsoring. Lynn Foisy noted \$1800 is budgeted for this event. Valerie Flaherty volunteered to make calls. Ray will coordinate with Joe Witts during the coming week.

3. **Millbury Training Center** – It was previously mentioned 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. Jim Laliberte reported that he will be meeting with a computer company (previously called PC Plus) next week to discuss costs.
4. **DEP/EPA Asset Management Training** – It was mentioned that MWPCA agreed to co-sponsor the MassDEP and EPA 2-day Asset Management Training on May 15-16 at the Doyle Center in Leominster, MA. Tom Bienkiewicz, MassDEP had forwarded a sample course flyer to Lynn Foisy as Lynn will be handling the registrations. Mike Moreau will call Tom Bienkiewicz to follow up.
5. **Education Committee** – Vinnie Melendez not present. It was noted that Lynn Foisy had given a registration update for the Basic Math, April 3, 2012 and Basic Safety, April 11, 2012 workshops as part of her secretary/treasurer report.
6. **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. It was noted that Jack Healey, US EPA will be added to the agenda as a speaker. NEWEA was asked to revise the quarterly meeting registration flyer to include Jack Healey, US EPA’s presentation and to change the TCHs credits from 2.5 to 3.0. NEWEA was further requested to send out an email blast to the membership.
 - **June Quarterly Meeting** – June 13, 2012, Log Cabin, Holyoke, MA
 - **Fall Trade Show** – September 19, 2012, Wachusett Mountain Resort, Princeton, MA
 - **December Quarterly Meeting** – December 5, 2012, Holiday Inn, Mansfield, MA
7. **Golf Tournament** – Joe Witts not present. Ray Willis mentioned that there is currently a deposit at the Juniper Hill Golf Course in Northborough, MA however the committee is considering holding the golf tournament after the June Quarterly Meeting in Holyoke, MA. If the tournament is moved, the deposit would be forfeited.
8. **Newsletter** – It was mentioned that the winter issue of the newsletter was mailed today (February 15, 2012).
9. **Secretary Report** – Lynn Foisy handed out the following reports:
 - Company Snapshot - overview of accounts
 - Statement of Financial Income and Expenses

Lynn also reported on the cost of using Constant Contact as an email marketing tool and registrations for the upcoming spring training; the Basic Math workshop has no registrations to date and the Basic Safety workshop has 4 registrations. Lynn is also working on entering the membership records into QuickBooks.

Lynn also noted that she will be unable to attend the Quarterly Meeting on March 24 in Boxborough, MA. Mike Moreau, Ray Willis and Valerie Flaherty volunteered to handle the registration for the meeting.

New Business:

4. **NEWEA Congressional Briefing** – Mike Moreau announced that he and Ray Willis will be attending the NEWEA Congressional Briefing on March 6, 2012 in Washington, D.C.

5. **Conditioning Class** – Mike Foisy mentioned that he would like to hold a conditioning class at the Millbury Training Center but is looking for a speaker. Mike will contact Joe Lynch, GAC Chemical to see if he's interested.
6. **MWPCA Booth** – It was noted that the booth will be brought to the Quarterly Meeting on March 14, 2012 in Boxborough, MA. NEWEA was asked to bring the booth skirt to the meeting. Lynn Foisy volunteered to make a photo collage from the 2011 December Quarterly Meeting to display with the booth.
7. **Sponsorship** – Mike Foisy will contact Trina, Hach Company to inquire about sponsoring the coffee break at the upcoming March Quarterly Meeting in Boxborough, MA. \$300 to sponsor the entire coffee break and \$150 to co-sponsor. Valerie Flaherty offered to contact Synagro if Hach Company decides to co-sponsor. Sponsoring companies will have the opportunity to set up booths at the meeting.
8. **Next Meeting** – The next BOD meeting will be held after the quarterly meeting on March 14, 2012 at the Holiday Inn in Boxborough, MA.

**Massachusetts Water Pollution Control Association
Board of Directors Meeting - March 14, 2012
Quarterly Meeting, Holiday Inn, Boxborough, MA**

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

Henry Albro, Tom Azevedo, Valerie Flaherty, Mike Foisy, Dan Freitas, Jim Laliberte, Janice Moran (NEWEA), Mike Moreau, Charlie Tyler, and Ray Willis

A quorum was noted.

Minutes:

On motion duly made and seconded, it was voted to accept the minutes from the January 24, 2012 Board of Directors Meeting.

On motion duly made and seconded, it was voted to accept the minutes from the February 15, 2012 Board of Directors Meeting.

Old Business:

1. **Finance Committee** – Ray Willis handed out a draft sponsorship form for the board's review. The form, created by Eric Smith and Ray listed all sponsorship opportunities and prices for the calendar year. It was suggested that operation challenge be added. Board members were requested to review the draft sponsorship form and pricing. Ray Willis indicated that the sponsorship form should be finalized and sent out before June.

Mike Moreau mentioned that the quarterly meeting sponsors should be acknowledged after the meeting in an e-blast to the membership. The e-blast should thank the sponsor and contain the company's contact information.

Ray Willis also reported that the committee is currently researching general liability insurance for board members. Ray has contacted the company NEWEA uses and is waiting to hear back. Ray also suggested adding an indemnification clause to the MWPCA bylaws.

2. **Government Affairs Committee** – Ray Willis noted that the committee is considered holding an evening congressional briefing (cocktails and hors d'oeuvres) from 5-7pm at the Omni Parker House in Boston, MA on May 9, 2012. Ray further mentioned that NEWEA and NEIWPC has agreed to co-sponsor the event and will give \$1000 each to assist with costs. NEWEA will assist with mailing letters to the representatives and senators. The committee needs to focus on creating an agenda and lining up speakers for the event. It was also mentioned that volunteers will be needed to make calls. Valerie Flaherty volunteered. If anyone else would like to volunteer, contact Joe Witts or Ray Willis.
3. **Millbury Training Center** – Jim Laliberte reported that he recently had a meeting with Chris, Akuity – a computer consulting firm to discuss technology needs for the training center. Jim handed out a cost estimate sheet that included a podium, whiteboard, internet (2-year contract, DSL), large screen TV (instead of LCD) and server/router. Jim further mentioned that the cost estimate does not include installation and the project needs to be completed by October 2012. The board indicated a willingness to assist with the installation of the network and to manage since MWPCA will have office space in the building.
4. **DEP/EPA Asset Management Training** – It was mentioned that the training has been placed on hold while DEP/EPA secures funding. It was noted that MWPCA previously agreed to co-sponsor the MassDEP and EPA 2-day Asset Management Training on May 15-16 at the Doyle Center in Leominster, MA. Lynn Foisy will assist Tom Bienkiewicz, MassDEP with the event.
5. **Education Committee** – Vinnie Melendez not present. Ray Willis reported that Vinnie Melendez had emailed the board draft budgets for the upcoming two workshops and indicated a need to be compensated for mileage regarding the Pittsfield, MA event and that he would be unable to attend the Basic Math Workshop in Millbury, MA. The Basic Math Workshop would be held on April 3, 2012 in Millbury, MA and the Basic Safety Workshop would be held April 11, 2012 in Pittsfield, MA. Registration for the Basic Safety Workshop is closed. Ray will contact Vinnie to further discuss his email.
6. **Meeting Planning Status** – Tom Azevedo present.
 - **March Quarterly Meeting** – TBD
 - **June Quarterly Meeting** – June 13, 2012, TBD, Holyoke, MA
Tom Azevedo mentioned that he had three speakers lined up for the June meeting including: Joe Lynch, GAC Chemical; Trina Picardi, HACH; and Nick Tooker, Tighe & Bond.
 - **Fall Trade Show** – September 19, 2012, Wachusett Mountain Resort, Princeton, MA
 - **December Quarterly Meeting** – December 5, 2012, Holiday Inn, Mansfield, MA
7. **Golf Tournament** – Joe Witts not present. Mike Moreau mentioned that the golf committee is considering holding the Golf Tournament after the June 13, 2012 Quarterly Meeting in Holyoke, MA. A brief discussion was held. Tom Azevedo will contact the Wyckoff Country Club regarding availability and email the board later in the week.
8. **Elections** – Mike Moreau reported that Peter Doyle, Town of Barnstable, was still interested in assisting MWPCA with election ballots. A list of candidates will be needed by the end of March 2012. It was mentioned that Henry Albro, John Connor, Vinnie Melendez and Joe Witts director

terms are ending. It was further mentioned that incumbents Joe Witts and Vinny Melendez had expressed desire to run for another term. Valerie Flaherty, Bob Greene, Marcel Tremblay and Lynn Foisy are also interested in director positions. Henry Albro announced that he would not be seeking another term as director. Mike Moreau will contact John Connor to see what his intentions are. Mike will also contact Bill Waterson, Pond regarding his interest.

Tom Azevedo mentioned that Nick Tooker, Tighe & Bond had expressed interest in serving on MWPCA's board.

On motion duly made and seconded, it was voted to nominate Nick Tooker, Tighe & Bond as a candidate for MWPCA Board of Directors subject to Tom Azevedo's communication with him.

9. **NEWEA Congressional Breakfast** – Mike Moreau reported that he and Ray Willis attended the NEWEA Congressional Briefing on March 6, 2012 in Washington, D.C.
10. **Secretary Treasurers Report** – Lynn Foisy not present. Mike Moreau reported that membership numbers had increased to 750.
11. **Newsletter** – It was mentioned that articles for the spring issue of the newsletter are due April 10th. Election bios and photos will be needed. Charlie Tyler will assist with the election article.

New Business:

9. **Next Meeting** – The next BOD meeting will be held on April 19, 2012 at the Millbury Training Center in Millbury, MA at 4:00 PM.

**Massachusetts Water Pollution Control Association
Board of Directors Meeting - April 26, 2012
Board Room, Millbury, MA**

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

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

Tom Azevedo, Mike Burke and Vinnie Melendez participated via conference call.

A quorum was noted.

Minutes:

On motion duly made and seconded, it was voted to accept the minutes from the March 14, 2012 Board of Directors Meeting.

Old Business:

1. **Secretary Treasurers Report** – Lynn Foisy provided the board with a meeting revenue/expenses report (handout) on the March Quarterly Meeting, Basic Safety, Basic Math and the Asset Management Workshops. Lynn Foisy noted that the attendance for the Asset Management Workshop, May 15-16, 2012 in Leominster, MA was very low and that Mass DEP is considering

canceling the workshop. A general discussion regarding meeting logistics, hotels, mailing practices ensued.

2. **Finance Committee** – Ray Willis reported that he had received quotes from Eastman Insurance Group regarding coverage (general liability, officer/director liability and workman’s comp) for MWPCA. Ray provided cost information as follows:

General Liability (\$1million) = \$805/year

Officer/Director Liability (\$1million) = \$801/year or \$500,000 = \$625/year

Workman Comp = \$237/year

On motion duly made and seconded, it was voted to get insurance coverage thru Eastman Insurance Group for general liability (\$1million) coverage and officer/director liability (\$500,000) coverage.

Ray will continue to investigate the workman comp insurance. Mike Moreau also mentioned that the finance committee has been discussing developing an executive director position which would require a bylaw change. A handout was provided detailing the executive director’s role and job description along with impacts to the budget and next steps. It was also noted that the contract for NEWEA support would end in September 2012. Lynn Foisy was asked by the Finance Committee to create a proposal to become MWPCA’s executive director. A lengthy discussion was held.

On motion duly made and seconded, it was voted to develop an executive director position for MWPCA and to change the bylaws to reflect this new position.

As part of the discussion, the board will consider the transition process for administrative services from NEWEA. Ray Willis volunteered to put together a proposal to further discuss the transition so that it may be voted on at a future meeting.

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

- **March Quarterly Meeting** – TBD
- **June Quarterly Meeting** – June 13, 2012, TBD, Holyoke, MA
The flyer was sent out to the membership as part of the Spring Newsletter. An email blast will be sent on Monday. Meeting logistics will be discussed at the next board meeting.
- **Fall Trade Show** – September 19, 2012, Wachusett Mountain Resort, Princeton, MA
- **December Quarterly Meeting** – December 5, 2012, Holiday Inn, Mansfield, MA

4. **Government Affairs Committee** – Ray Willis noted that a conference call was recently held to discuss hosting a congressional briefing in the fall. NEWEA was asked to contact the Omni Parker House in Boston, MA regarding available dates in September/October. The committee will focus on creating an agenda and lining up speakers for the event. Ray also noted that the Spring Newsletter will feature an article about the March Congressional Briefing.

5. **DEP/EPA Asset Management Training** – It was previously mentioned that the workshop is scheduled for May 15-16, 2012 at the Doyle Center in Leominster, MA. Lynn Foisy noted that she had talked to Tom Bienkiewicz, MassDEP and workshop needs 50 people registered to succeed – currently only 15 are registered. The deadline for registration is May 4. MassDEP will most likely cancel the event due to low registration.

6. **Education Committee** – Vinnie Melendez reported that Lynn Foisy had previously provided registration numbers and revenue/expenses for the Basic Math Workshop (April 3, 2012 in Millbury, MA) and the Basic Safety Workshop (April 11, 2012 in Pittsfield, MA). Vinnie will begin to schedule the workshops for fall 2012.
7. **Golf Tournament** – It was mentioned that the Golf Tournament will take place after the quarterly meeting on June 13, 2012 at the Wyckoff Country Club in Holyoke, MA. Joe Witts reported that the Wyckoff Country Club requires a \$250 deposit. It was also noted that 80 players are needed to make the event successful. A conference call will be held next week to discuss logistics.
8. **Millbury Training Center** – Jim Laliberte present. No report.

New Business:

10. **Newsletter** – It was mentioned that the Spring Newsletter would be mailed on Monday. The newsletter would include the golf tournament flyer and June meeting registration form.
11. **Ops Challenge** – Mike Burke mentioned that the Training Day on April 20, 2012 in Holyoke, MA was very well attended with 5 teams participating (no team from Connecticut). Massachusetts will have a team from Weston & Sampson. Sponsorship of the team will be discussed at a future meeting.
12. **Items for Sale?** – Mike Moreau mentioned that he had received an email from a WWTF looking for a place to sell equipment. A discussion was held.
13. **Next Meeting** – The next BOD meeting will be held on May 16, 2012 at the Millbury Training Center in Millbury, MA at 1:00 PM.

**Massachusetts Water Pollution Control Association
Board of Directors Meeting
June 28, 2012 – Conference Call**

Present at meeting: Directors Michael Moreau, Ray Willis, Mike Burke, Eric, Smith, Dan Freitas, Valerie Flaherty and Tom Azevedo, Secretary / Treasurer Lynn Foisy and guest BOD Elect Marcel Tremblay.

Absent from meeting: Directors Vinnie Melendez, Henry Albro, Mike Foisy, Jim LaLiberte and John Connor.

President Mike Moreau called the meeting to order at 3:00 pm. A quorum was established.

OLD BUSINESS:

1. **Meeting Minutes** - a motion was made and seconded to approve the May 16, 2012 minutes. Motion was passed.
2. **Secretary / Treasurer Report** - Lynn presented the Secretary / Treasurer report. Final figures were presented for both the June quarterly meeting and the golf tourney. Both events were profitable for the association. Mike M. noted the golf tourney was a great success and thanked all who helped with the planning.

3. **Administrative Transition** – Mike M. spoke with Elizabeth Cutone at NEWEA regarding the transition and the existing MWPCA phone line at NEWEA. Lynn will schedule time with Janice to transfer templates. We will ask Janice to publish the next newsletter. Lynn will also send a written request to NEWEA to disconnect the existing phone line.
4. **Government Affairs** – Ray reported that the draft for the 2012 Legislative Reception has been sent to the committee for final approval. The final notice should go out to members of the Senate and House of Representatives next week. The speakers have been scheduled and are:
 - Senator Jamie Eldridge – MA Water Infrastructure Finance Committee
 - Senator Marc Pacheco – Joint Committee on Environment, Agriculture & Natural Resources
 - Roger Janson – U.S. Environmental Protection Agency
 - Robert Cantoreggi – Public Works Director, Town of Franklin
 - Andrew Gottlieb – Cape Cod Water Protection Collaborative
 - Joe Witts – MWPCA Government Affairs Committee
 - Susan Sullivan – NEWEA Government Affairs Committee
5. **Education Coordinator** – Vinnie was not present to report. Mike M. is looking into the possibility of hosting a specialty conference on Nantucket.
6. **Trade Show** – Lynn reported we have 3 vendor registrations to date. Mike M will ask Janice to send an E-blast to both the MWPCA and NEWEA vendors.
7. **Training Center** – Jim was not present to report. The BOD reviewed the email received by Jim regarding the SEP money from the UBWPAD. All agreed the proposed equipment will benefit the training center.
8. **Other Business** – Mike M asked for nominations for Second Vice President. There was a nomination and a second for Mike Foisy. No other nominations were presented. A vote was taken approving the nomination for the office of 2nd VP.
9. **Annual Meeting** – The Annual Meeting will be held at Chuck’s Steak House in Auburn, MA. An email will be sent to the BOD asking for a preference in dates – July 10th or July 25th.

Having no other business, the meeting was adjourned at 4:20 pm.

Respectively submitted,



Lynn Foisy
Secretary / Treasurer

Present at meeting: Directors Michael Moreau, Ray Willis, Mike Burke, Eric Smith, Valerie Flaherty, Vinnie Melendez, Henry Albro, Mike Foisy, Jim LaLiberte, Marcel Tremblay, Secretary / Treasurer Lynn Foisy, Guests Jane Brooks and Charlie Tyler.

Absent from meeting: Directors Tom Azevedo, Dan Freitas, Joe Witts, Bob Greene and John Connor.

President Mike Moreau called the meeting to order at 6:05 pm. A quorum was established.

OLD BUSINESS:

1. **Meeting Minutes** – Charlie Tyler recommended a change in the minutes from June 28. Section 8 – Other Business – change: Mike F was voted in as the 2nd VP to: A vote was taken approving the nomination for the office of 2nd VP. Motion was made to accept the minutes with the suggested changes, seconded and passed.
2. **Election Results** – Motion was made to accept the election results. New directors Bob Greene and Marcel Tremblay were welcomed and re-elected directors Vinnie Melendez and Valerie Flaherty were congratulated. President Mike M thanked non-returning directors Henry Albro, Joe Witts and John Connor for their dedication to MWPCA.
3. **Officer Appointments** – The following appointments were made, seconded and passed.
 - **President** – Ray Willis
 - **1st Vice President** – Eric Smith
 - **2nd Vice President** – Mike Foisy
 - **Secretary / Treasurer** – Lynn Foisy
 - **Program Coordinator** – Tom Azevedo
 - **Education Coordinator** – Vinnie Melendez
 - **Election Coordinator** – Charlie Tyler
 - **13th Director** – No nominations at this time
4. **2012 Summary** – Fiscal Year 2012 was busy for MWPCA. In addition to the 3 quarterly meetings and the Trade Show, MWPCA hosted a golf tournament, 3 specialty seminars and sponsored an Ops Challenge team. We also created a Sponsorship Package for our vendors and began the process of opening an office at the Richard Alden Training Center.
5. **2013 Goals** – The following are goals for MWPCA during Fiscal year 2013:
 - Complete the Org Manual – Mike M.
 - Revitalize committees and create chair and co-chairs
 - Maintain Finance Committee
 - Complete Membership Analysis and create Membership Value Statement
 - Create an Outreach program
 - Set a schedule for BOD meetings
6. **Secretary / Treasurer Report** – Lynn provided a year-end financial report. Eric's name will be added to the bank account – replacing Mike M. Plans are being made to continue the file transfer from NEWEA.
7. **Finance Committee** – The budget for 2012-2013 was approved. We will solicit vendors using our Sponsorship package to make up the deficit. The Ops Challenge team will be asked to raise money (by raffle) at the Trade Show. Eric was named the Finance Committee chair and Mike B was added as a member.
8. **Life Member** – Frank Arnold was nominated and unanimously approved.

9. **Newsletter Status** – Still looking for a few more articles. Marcel joined the committee.
10. **NEWEA Director Report** – Ops Challenge team will proceed to the WEFTEC Tournament. Nominations were asked for the Operator of the Year award – BOD questioned if this nominee should be both a MWPCA and NEWEA member. Mike M was nominated for the Pelouquin award. We are also looking for a candidate for the Operator Exchange program.
11. **Government Affairs** – Nothing new to report. Invitations will be going out soon.
12. **Trade Show** – At this time we have 4 vendors registered. We will ask Janice to send another EBlast to the vendors. It was suggested the Ops Challenge team set up a demonstration for the membership.
13. **Training Center** – Waiting for final approval on SEP money. NEIWPC is also looking to make some changes to training, Will discuss at the TAC.
14. **Education Coordinator** – In the process of scheduling a Lab class and a Blueprint Reading Class.
15. **Awards Committee** – Valerie has volunteered for the awards committee.
16. **New Business** – No new Business at this time.

Having no other business, the meeting was adjourned at 8:15 pm.

Respectively submitted,



Lynn Foisy
Secretary / Treasurer

**Massachusetts Water Pollution Control Association
Board of Directors Conference Call
August 21, 2012**

Present at meeting (via conference call): Directors Ray Willis, Michael Moreau, Tom Azevedo, Vinnie Melendez, Mike Foisy, Jim LaLiberte, Marcel Tremblay, Secretary / Treasurer Lynn Foisy.

Absent from meeting: Directors Mike Burke, Eric Smith, Valerie Flaherty, Dan Freitas and Bob Greene.

President Ray Willis called the meeting to order at 4:08 pm. A quorum was not established, therefore call served as an information update on ongoing business.

OLD BUSINESS:

1. **Meeting Minutes** – The minutes from July 10, 2012 were not approved due to lack of quorum.
2. **Administration** – Ray asked that BOD members that have not completed the Doodle Poll for future meetings to do so at their earliest convenience. Committees are being revived starting with the membership Committee. We are looking for volunteers from the BOD or recommendations for members willing to help.
3. **Secretary/Treasurer** – Lynn Foisy presented the attached Secretary/Treasurer report.
4. **Trade Show** – We currently have 24 vendors registered for the Trade Show. A vendor list was sent to the BOD members broken down into small sections. Each BOD member is asked to contact the vendors in their section. Tom noted that the floor plan has been laid out but

can be changed based on final vendor count. We have 39 members registered at this time. We will ask Janice to send an eblast out to the membership the first week of September. Ray is working with the Ops Challenge team to provide a demonstration as well as sell raffle tickets.

Having no other business, the meeting was adjourned at 4:37pm.

Respectively submitted,



Lynn Foisy
Secretary / Treasurer

**Massachusetts Water Pollution Control Association
Board of Directors Meeting
September 19, 2012**

Present at meeting : Directors Ray Willis, Michael Moreau , Vinnie Melendez, Mike Foisy, Jim LaLiberte, Marcel Tremblay, Bob Greene, Valerie Flaherty, Eric Smith, Secretary / Treasurer Lynn Foisy, Members Joe Witts, Karla Sangrey, Charlie Tyler and DEP Rep Tom Bienkiewicz

Absent from meeting: Directors Mike Burke, Dan Freitas and Tom Azevedo.

President Ray Willis called the meeting to order. A quorum was established.

OLD BUSINESS:

1. **Meeting Minutes** - The minutes from July 10, 2012 BOD meeting and August 21, 2012 conference call were approved
2. **Trade Show** - 50 Vendors registered, 137 members, 15 walk ins. Trade Show was well received by both vendors and members. Wachusett noted that they only have 25- 8' tables. If we need more than that next year there will be a rental charge. It was noted that next year's form should have a choice of 8' or 5' tables. It was also noted to change the wording of the raffle prize donation to make it clearer.
3. **13th Director** - Tom Bienkiewicz was nominated, voted for and accepted. It was also noted that a suggestion was made to amend the by-laws to rename the 13th Director to DEP Liaison.
4. **Finance Committee** - Eric reported the Finance Committee will be creating a budget form for future events.
5. **Secretary/Treasurer** - Lynn Foisy presented the attached Secretary/Treasurer report.
6. **Operator Exchange** - Jamie Keller from Connecticut was pleased with the Operator Exchange program in MA. MA operator Jim Boliver will be traveling to CT.
7. **Government Affairs** -
 - a. Legislative Event is scheduled for Oct 10, 2012, 5:30pm - 7:30pm. Keynote speaker has cancelled, however Ray feels we have enough speakers to cover time.
 - b. Water Infrastructure Finance Commission - they will be holding a meeting to form a coalition, which will include a representative from MWPCA.
 - c. Karla Sangrey was asked to consider being chairperson of the Public Relations Committee.
8. **NEWEA Director Report** -

- a. WefMax will be held May 2013 in Providence, RI
- b. A copy of Susan Sullivan's report, NEWEA Government Affairs Chair, was submitted by the NEWEA Director for informational purposes.
9. **Training Center** – Jim reported the Training Center is now equipped with a TV, PC, Monitor, Podium, Printer/Copier/Fax, and Wireless Internet. The new tables will be delivered Sept 20. There is approx. \$900 remaining to hard wire the computer lab.
10. **Eduation Coordinador** – Blueprint Reading scheduled for 9/26. Lab Review 10/16. Poss trainers for the spring – Greg Kidd and Georgine Grissop.
11. **Awards** – Eric Smith passed the chair position to Valerie. No new nominations at this time.
12. **Newsletter** – Need articles. Would like to add more informational contact. The next newsletter will need to be mailed by early Nov.
13. **Association Structure /Administration**
 - a. Op Ed Letter – Ray submitted a sample letter to send from MWPCA. Motion to write and send was made and approved.
 - b. Meeting Dates – A schedule for the BOD meeting was presented for approval at the next BOD meeting.
 - c. Organizational Manual – By-Law committee will be starting on.

Having no other business, the meeting was adjourned.

Respectively submitted,



Lynn Foisy
Secretary / Treasurer

**Massachusetts Water Pollution Control Association
Board of Directors Meeting
November 13, 2012**

Present at meeting: Directors Ray Willis, Michael Moreau, Vinnie Melendez, Mike Foisy , Bob Greene, Valerie Flaherty, Eric Smith, Tom Azevedo, Tom Bienkiewicz, and Secretary / Treasurer Lynn Foisy.

Absent from meeting: Directors Mike Burke, Dan Freitas, Jim LaLiberte and Marcel Tremblay.

President Ray Willis called the meeting to order at 4:00 pm. A quorum was established.

OLD BUSINESS:

1. **Meeting Minutes** – The minutes from September 19, 2012 BOD meeting call were approved
2. **Secretary/Treasurer** – Lynn Foisy presented the attached Secretary/Treasurer report. It was noted the last 2 specialty trainings showed a loss and an effort will be made to find lower cost trainers. The next TAC meeting is Dec 12th in Lowell.
3. **Finance Committee** – The sponsorship form for 2012-2013 still needs to be finalized,
4. **General Administration** –
 - a: MWPCA now accepts credit cards through Square. We will look into using PayPal when the new web site is launched.
 - b: Taxes for FY 2012 are complete and being mailed to us for signatures. We received a bill from the IRS for payroll taxes not paid in 2010. Check will be mailed.

- c: December meeting speakers have been confirmed. 11 members registered to date.
d: March meeting will be decided in Dec. Looking at several places.
e: no update on the training center at this time.
5. **Operator Exchange** – The MA operator going to CT was cancelled due to lack of support from CT. Ray sent an email to NEWEA expressing our disappointment.
 6. **Committee Reports** – A membership committee has been formed. They are currently working on a membership analysis and benefit statement; a web site committee will be formed. The new web site should be live by the NEWEA winter conference. A committee report form has been created and will be passed out to the committee chairs to use.
 7. **Government Affairs** – Letters will be sent to the Senate and House with a link to a summary of our last Legislative Event. The next Legislative Event may be in the spring when the House is in session. Ray will meet with the Finance Committee to discuss.
 8. **NEWEA Report** – NEWEA meeting this Thursday, Nov 15.
 9. **By-Law Committee** – a draft of the proposed changes to the by-laws has been drafted

Having no other business, the meeting was adjourned at 5:45pm

Respectively submitted,



Lynn Foisy
Secretary / Treasurer