

Massachusetts Water Pollution Control Association
Board of Directors Meeting
February 20, 2008
Millbury, MA
Minutes recorded by Valerie Flaherty

MWPCA President Charles Tyler called the meeting to order at approximately 12:00 PM. The following were in attendance:

Directors Henry Albro, Tom Azevedo, John Connor, Valerie Flaherty, Mike Foisy, Bob Pariseau, Ray Willis, and Joe Witts; and President Charles Tyler.

1. The meeting was called to order at approximately 12:05 PM. It was noted that there was a quorum present.
2. **Minutes:** Minutes from the Board of Directors Meeting on December 5th - On motion duly made and seconded minutes were approved..
3. **Gillette Stadium Specialty Conference** – Joe Witts and Tom A. are working on this. Joe has a contact person at Gillette and will also contact Mike Moreau about his contact with the water reuse facility. Possibly looking at summer of 2009 for a specialty conference. Will report back at next meeting.
4. **Holyoke Specialty Conference in May.** Too late to advertise in the newsletter. We will have to advertise in a separate flyer if the information is available. Mike Burke was absent; will need to discuss further at the March meeting..
5. **MWPCA web site Discussion** – Presentations from meeting speakers are ready to be posted on current site. Henry Albro suggested that we might contact a technical school to see if they have programs where students develop web pages as class projects. Henry will look into contacting someone at Nashoba Tech regarding possibilities. Web site committee (Moreau, Brooks, Foisy, Nowak) may report at next meeting.
6. **Progress on renaming the Training Center in honor of Rick Alden** – Mike Foisy- the April Board of Directors meeting is moved to April 23 at noon and the renaming ceremony will be held then. Mike F. will obtain a list from Tom Bienkiewicz of whom to invite on the DEP side. This dedication will be by invitation only, with light fare, coffee and desert.
7. **Awards program needs some changes.** Valerie Flaherty would like to create a more equitable process for selecting the winners. Some directors had input and they will pursue this with Valerie outside of the meeting.
8. **Lack of response to the letter requesting a meeting with the commissioner.** Should we draft another? Yes. Tyler to draft and send a letter. Email was suggested if no response occurs again.
9. **CPR/first aid training.** Tabled, to be addressed at the next meeting
10. **NEIWPCC Onsite Wastewater Training (Groton, CT) announcement** - MWPCA will allow e-mail blasting to members, even though session is in CT
11. **John Connor stipend increase request/ proposal.** a motion was made/seconded (Azevedo/Albro), and after much discussion it was voted to increase the Secretary-

Treasurer stipend to \$3200 per year from \$1500; the motion included a provision that Secretary-Treasurer John Connor would provide the BOD with a job description and expense summary so that further evaluation could be made at a later date. The motion passed with on a vote of a 5-3 with 2 votes abstaining.

12. **Account signatories and Secretary Treasurer succession planning;** John Connor reported that Tom Azevedo currently has signatory capabilities. John Connor will check with bank to see what the limit is; we may want incoming President to have signatory abilities in case of emergency.
13. **NEWEA Ops Challenge Training Day-** This is planned for Holyoke on Friday April 18. We are the host state and will budget \$200 for food expenses to supplement the NEWEA Committee budget. Jane Brooks will make her famous "jerk chicken" for the event, and will be reminded that receipts are needed for all expenses.
14. **NEWEA Directors Report -** Joe Witts reported that Awards Committee activities are under way, and that any suggestions for NEWEA or MWPCA Awardees should be forwarded to him..
15. **Education Chair** – Bob Pariseau indicated that microbiology and filamentous staining/identification classes will be offered this spring, with Mike Ackerman instructing, on 5/21 and 5/28 at the Rick Alden Training Center. NEWEA will co-sponsor and advertise. Mike is now teaming with Greg Kidd, who is no longer with Wright-Pierce.
16. **Guidelines for vendor/contractor newsletter articles.** Postponed for Jane to address at future meeting.
17. **Establishment of guidelines for benevolent contributions.** C. Tyler to draft a guideline to keep memorials, etc. from getting out of hand.
18. **Establishment of e-mail voting guidelines.** We need to look at how other organizations handle this, and come up with a good system for our own use. Input to C. Tyler is sought; he will then draft a guideline. May be the start of an organizational manual of sorts..
19. **Mass infrastructure Finance Bill status** and plans for submitting our nominee. Bill calls for MWPCA to submit 3-5 individuals for this; Tom Walsh is our first choice, but we should try to find other viable and MWPCA-involved candidates.
20. **More assistance with program committee needed for planning of ¼-ly meetings.** Tom A. indicates we are set for March and have one speaker lined up for June. Tom indicated that MWPCA should be thinking of having a successor ready, since he's now sure if he'll be able to continue as Chair. There was discussion of whether we should have subject meeting themes, or try to make each meeting eclectic to appeal to a broader audience.
21. **Proposal to include the cost of membership with the quarterly meeting for non-members.** A motion was made/seconded (Willis/Foisy) to increase the meeting registration differential for non-members to the cost of a membership, so that all non-members would become members by virtue of attendance at a single meeting. Discussion followed, including some counter-suggestions of cost breaks for first-time new members. A motion was made and seconded (Witts/Flaherty) to table discussion until the March meeting, in time to make a change in the June meeting fees.
22. **MWPCA non-profit status:** John Connor reported that the MWPCA is incorporated but has never received non-profit status. John will report on the legal status of the Association, and ramifications of applying/not applying for non- or not-for-profit status.
23. **Meeting was adjourned** at approximately 3:15 PM on an approved motion from the floor.

Massachusetts Water Pollution Control Association
Board of Directors Meeting
March 19, 2008
Millbury, MA

Minutes recorded by Valerie Flaherty

MWPCA President Charles Tyler called the meeting to order at approximately 12:15 PM. The following were in attendance:

Directors: Charles Tyler president, Valerie Flaherty, Dan Freitas, John Connor, Michael Moreau, Gene Valliere, Ray Willis.

1. **Minutes:** Minutes from the Board of Directors Meeting on Feb 20th - On motion duly made and seconded minutes were approved.
2. **NEWEA Directors report** - Joe Witts not present
3. **Education Committee Report** - Bob Pariseau not present
4. **Awards Program progress** - Valerie Flaherty working on it. No progress to report
5. **Newsletter Report** – Jane Brooks not present
6. **Gillette Stadium Specialty conference** - Witts, Azevedo not here. No report.
7. **Holyoke Specialty Conference in May.** Mike Burke not present.
8. **Letter to Commissioner** - Drafted not yet sent C. Tyler
9. **Org Manual** - No progress yet
10. **Dedication of the Training Center in honor of Richard Alden** - Expenditure approved for light lunch
11. **CPR/first aid training.** Dan F. knows a company that provides this in the Fairhaven area. Could set something up. Would need to know the number of people. Minimum 20 persons. Dan, Valerie and John C. will work on this.
12. **Account signatories and Secretary Treasurer Succession planning;** John Connor reported that Tom Azevedo currently has signatory capabilities. We may want incoming President (Mike Foisy) to have signatory abilities in case of emergency.
13. **NEWEA Ops Challenge Training Day-** This is planned for Holyoke on Friday April 18. No update at this time.
14. **Mass Infrastructure Finance Bill status** and plans for submitting our nominee. Bill calls for MWPCA to submit 3-5 individuals for this; Tom Walsh is our first choice, but we should try to find other viable and MWPCA-involved candidates.
15. **Proposal to include the cost of membership with the quarterly meeting for non-members.** Ray W. proposed one meeting grace period for non-members after which they must join to attend meetings. Seconded by Mike Moreau. Approved by vote of the board.
16. **Non-profit status.** John reports that we are incorporated under two names at this time, the original MWWTPOA, and MWPCA.
17. **New Booth** – Mike Moreau may be able to obtain a slightly used booth for us.
18. **April meeting** - will be short after the ceremony at the Training Center.
19. **Meeting was adjourned** at approximately 1:45PM

Minutes for April 23, 2008 MWPCA BOD meeting in Millbury, MA following lunch at the Dedication of the Richard Alden Training Center

Present: Henry Albro, Jane Brooks, JohnConnor, Valerie Flaherty, Michael Foisy, Michael Moreau, Eugene Valliere, Raymond Willis, and Charlie Tyler. **Minutes recorded by Valerie Flaherty**

1. Approx. 1:00 Call to order, establishment of quorum
2. No 3/19 minutes available - Tyler to review and complete.
3. NEWEA Director Report – Witts - Attended WEFMAX, and NEWQMC (NE, NJ, NY, PA coalition) meetings
4. Awards Program progress - Valerie Flaherty - Still needs some polishing and will be ready for mass mailing in May.
5. Newsletter report – Brooks – articles needed. Charlie/Rick Alden dedication article, Jane/Ops challenge training day article. Program for Easthampton meeting has coalesced, and we're in good shape for the Log Cabin.
6. Gillette Stadium Specialty Conference - details, timeline? - Witts - not much progress, will pursue.
7. Holyoke Specialty Conference in May - details? Burke, et al. Not in May. May happen in the Fall
8. NEWEA Ops Challenge Training Day - Friday, April 18 - report – Brooks – 3 state teams (ME, NH, RI); several interested people from MA, not yet on teams, also attended. Jane's jerk chicken was a hit. MWPCA was acknowledged for its continued support.
9. Letter to Commissioner - Tyler - Not done yet - waiting for dust to settle with new Commissioner, Laurie Burt.
10. Org Manual progress (org chart, email voting guidelines, memorial guidelines, etc.) – Tyler and Mike - no report
11. Mike Foisy has some family health issues that may affect his availability to be president for 2008-9 year. Charlie (who also has new time constraints) will continue as president for another year, hoping that Mike F. will be a very active first vice president.
12. **MWPCA Web Site** - various proposals - Dot (Bob Pariseau)/ "Avectra" email feeler. Need to keep Mickey Nowak in the loop. Henry Albro's daughter will graduate college with some web development experience, and may like to work on MWPCA site over the summer. Henry will report back.
13. **Operator Exchange** – Gene Valliere volunteered to coordinate. Craig Williams from Baker Commodities Candidate for exchange. Exchange state is Maine. Tentative schedule for ME visit to MA is Day 1 Barnstable and other Cape plants; Day 2 Deer Island tour, Day 3 Trade show.
14. Account signatories and Secretary/Treasurer accession planning progress – Connor – Foisy and Moreau will be added.
15. CPR/AED/First Aid Training idea – John Connor can price an instructor for 8 students. seems costly, and many facilities offer their own. Discussion ended without action item.
16. MWPCA non-profit status – Joe Witts spoke with Mr. Galvin. We have non-profit status, based on incorporation action of 5/15/91 when J. Courchaine was President. John will check for non-profit ID #.
17. Proposal to include the cost of a membership in the fee for non-members to attend a quarterly meeting. – New fee policy will start with new fiscal year in September. All agreed that it's time to make this issue stick. R. Willis
18. John needs to send out new fee structure for vendors for trade show. Table \$275, Table and meal \$300.
19. John Connor is scheduled for surgery in June and May not be available for the June meeting. If so, he will send registration info to Tyler; will use sign-out system to confirm TCH attendance.
20. Approx. 2:15 Adjourn

**Massachusetts Water Pollution Control Association
Board of Directors Meeting
Wednesday, June 18, 2008
Easthampton, MA**

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

Henry Albro, Thomas Azevedo, Doug Borgatti (Board of Certification), Jane Brooks, Michael Burke, John Connor, Valerie Flaherty, Michael Foisy, Daniel Freitas, Michael Moreau, Janice Moran (NEWEA), Bob Pariseau, Eric Smith, Charles Tyler, Ray Willis and Joe Witts

It was noted that there was a quorum.

Minutes:

- 1) **Minutes from the March 19, 2008 and April 23, 2008 Board of Directors Meetings - on motion duly made and seconded, it was voted to accept the minutes of the March 19th and April 23rd Board of Directors Meetings.**

Old Business:

- 1) **Acceptance of Election Results** - Charlie Tyler announced the election results for MWPCA director positions. Dan Freitas - 112 votes, Mike Foisy - 111 votes, Jane Brooks - 105 votes and Ray Willis - 98 votes. Charlie Tyler also mentioned that Valerie Flaherty is stepping down from her director position after July 1st.
- 2) **Article VI, Section 5 appointments** -
 - a. On motion duly made and seconded, it was voted to re-appoint Charlie Tyler as President for a second one-year term.
 - b. On motion duly made and seconded, it was voted also to re-appoint Mike Foisy as First Vice President and Mike Moreau as Second Vice President, each for a second one-year term.
 - c. On motion duly made and seconded, it was voted to appoint John Connor as Secretary/Treasurer.
 - d. On motion duly made and seconded, it was voted to appoint Thomas Azevedo as Meeting Management Coordinator.
 - e. On motion duly made and seconded, it was voted to appoint Robert Pariseau as Education Director.
 - f. On motion duly made and seconded, it was voted to appoint Eric Smith, FR Mahony as the 13th Director. It was noted that this is for a one-year term, per the bylaws.

NEWEA Contract adjustments - Charlie Tyler announced that it has been recommended that the current administrative support contract (October 1, 2007 – September 30, 2008) with NEWEA be revised. Currently the contract has a prescribed number of hours per month for administrative support. It is recommended that the contract be amended to be based on hours used per month rather than a set number of hours, Other aspects of the contract will remain essentially unchanged, though it is anticipated that hourly rates will be discussed during contract renewal discussions prior to Oct.1.

On motion duly made and seconded, it was voted to accept the proposed contract amendments.

- 3) **MWPCA Web Site** - The board has decided to redesign the MWPCA website. Henry Albro's daughter, Amy has recently graduated from college and is interested in doing the redesign.

A website subcommittee was formed to include: Mike Moreau, Jane Brooks, Joe Witts, Henry Albro and Mickey Nowak. The subcommittee will arrange a conference call with Amy Albro to discuss website redesign such as layout, photos and compensation rate. The subcommittee will keep the board informed via email. Any website ideas should be emailed directly to the subcommittee for discussion.

- 4) **Life Membership for Joel Gordon** - It was mentioned that John Connor had received a letter from MWPCA member, Joel Gordon requesting Life Membership. A copy of the letter was passed around to the board. A brief discussion was held.

On motion duly made and seconded, it was voted to award MWPCA life membership to Joel Gordon.

- 5) **NEWEA Director Report** - Joe Witts reported that he attended the NEWEA June Meeting in Hyannis, MA. The meeting went well and the Rhode Island team won the Operations Challenge competition. All three teams, RI, ME and NH will head to finals at WEFTEC in Chicago, IL.

Joe also mentioned that he will be submitting Tony Alberta for the Peloquin Award but still needs a nomination for the operator award. Please forward all nominations to him before the August 1st.

- 6) **Awards Program progress** - Valerie Flaherty reported that the Plant Awards mailing has been sent out to all the treatment plants. Valerie has not received any nominations for the John J. Hartley award or Laboratory Proficiency award. The Life Member award will be given to Joel Gordon and Valerie may have a nomination from DEP for the Operator of the Year award.

The deadline for award nominations is August 1st. Please forward any nominations to Valerie.

- 7) **Newsletter report** - A discussion was held regarding printing the MWPCA quarterly newsletter in four color versus two color and adding an obituary section. It was decided that the cost difference between the two color and four color was minimal and that four color newsletter may increase advertisers. Regarding the latter, the board decided to hold off including an obituary section in the newsletter.

On motion duly made and seconded, it was voted to print the MWPCA quarterly newsletter in four colors.

John Connor also reported that revenue from newsletter advertisers is down by 20%. John requested NEWEA to send him an updated advertising report for his records. It was discussed to send out the advertising contract to the Fall Trade Show vendors.

- 8) **MWWA/MWPCA Joint Conference** - It was mentioned that MWWA is interested in holding a joint conference with the MWPCA on October 28th in Devens, MA on pharmaceuticals. Jane Brooks and Joe Witts will be attending a meeting with MWWA to discuss co-sponsorship and will report back to the board.

- 9) **Gillette Stadium Specialty Conference** - Joe Witts reported that he has some information on the event and that he will be meeting with MWWA to discuss the logistics with them. Joe mentioned that holding a conference at Gillette Stadium will be expensive but doable with high attendance numbers.

It was reported that it is expected that the conference be held at Gillette Stadium no earlier than next spring and would include technical session, exhibits, tour of the visiting team locker room, a lobster bake and a tour of the nearby reuse facility. MWPCA is looking to cosponsor this event with other organizations.

- 10) **Holyoke Specialty Conference** - Mike Burke reported that he is currently working on the logistics but that a date still needs to be determined. He suggested that the date be in late October/early November. The board decided to target November 5th. Mike will continue to work on the logistics and will report back to the board.
- 11) **Letter to Commissioner** - Charlie Tyler reported that he recently met the DEP Commissioner, Laurie Burt. It was agreed that MWPCA write a letter to the commissioner requesting a meeting with her to discuss the status of operator training in Massachusetts. Charlie will email a draft letter for comments next week.
- 12) **Org Manual Progress** - No progress to report.
- 13) **Pharmaceuticals and Personal Care Products Summit** - Charlie Tyler mentioned that he recently attended the summit. More information regarding the outcome can be found on DEP's website. Charlie will keep the board posted.
- 14) **Status of S-2292 (or Section 89F of S- 2714) - Infrastructure Finance Commission** - It was reported that an email has been sent to the MWPCA membership regarding support for the budget amendment to the water infrastructure commission.
- 15) **Non-Profit Status** - John Connor looked into leveraging our non-profit status to reduce the newsletter mailing costs and has determined to forego the idea due to the inefficiencies of bulk mailings
- 16) **Operator Exchange** - Gene Valliere not present. It was mentioned that there is a candidate to visit Maine for the operator exchange program.
- 17) **Proposal to include the cost of a membership in the fee for non-members to attend a quarterly meeting.** - Ray Willis reported that he has written an article to be included in the newsletter. The article did not appear in the Spring issue. It was discussed that the article should be included in the next newsletter and an email announcement should be sent to the membership.
- 18) **Training Items:**
Boot Camp Idea - It was mentioned that this program has been successful in RI. Charlie Tyler will forward a letter on this program to the board next week for future discussion.

Certificate Program Idea - Doug Borgatti mentioned that the Springfield Technical Community College (STCC) offers associates program to operators. The STCC currently is offering a course this fall 2008. Doug would like to look into course accreditation with the MWPCA and will report back to the board on his findings. Tom Azevedo mentioned that there is also a program at Bristol Community College that merits attention in this regard.

- 19) **Operator Certification Issues/Ideas** - Doug Borgatti distributed a handout that announced online operator certification testing opportunities at two H&R Block test locations (Holyoke and Saugus). The test is being offered by the Board of Certification of Operators of Drinking Water Supply Facilities and Applied Measurement Professionals (AMP). Doug has asked NEIWPCC to look into this option for wastewater operator tests.

New Business:

- 1) **Future BOD Meetings** - Charlie Tyler distributed a list of future board of director meetings for review. Board members discussed holding some meetings by conference call. Tom Azevedo also noted that he will confirm future quarterly meeting dates with the hotels.
- 2) **Bill for Signs** - Mike Foisy reported that he has received a final bill (\$550) for signage to re-name the training center in Millbury, MA. Mike will ask the company to submit a new bill to John Connor for payment.
- 3) **Computer Donation** - Mike Foisy mentioned that Upper Blackstone is donating three computers for the Millbury training center. Mike will store the computers in the AV closet until the software can be loaded onto them.
- 4) **Norton T-Shirts** - It was discussed that more Norton t-shirts and possibly ball caps need to be ordered prior to the Fall Trade Show in Westford, MA. Reaction of the board was favorable, and Mike will investigate pricing and inform the Board.
- 5) **Next Meeting** - It was reported that the next Board of Directors meeting would be held on August 20, 2008 at 2:00pm at the Millbury Training Center in Millbury, MA.

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

**Massachusetts Water Pollution Control Association
Board of Directors Meeting
Wednesday, August 20, 2008
Millbury, MA**

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

Henry Albro, Thomas Azevedo, Jane Brooks, Michael Foisy, Daniel Freitas, Eric Smith, Charles Tyler, Eugene Valliere and Ray Willis.

It was noted that there was a quorum.

Minutes:

1. **Minutes from the June 18, 2008 Board of Directors Meeting – on motion duly made and seconded, it was voted to accept the minutes of the June 18, 2008 Board of Directors Meeting.**

Old Business:

1. **Trade Show Status** – Discussion about moving next year's Trade Show to Wachusett Mt Ski Resort with a Clambake. Tom Azevedo will look into it. Also discussion on the Raffles. It was decided to do the 50/50 Raffle and possibly look into doing a Chinese style auction.
2. **June Quarterly Meeting** – Discussion about having a Golf tournament at next year's June Meeting (June 17, 2009) at Wycoff Country Club. Dan and Tom will call Wycoff and have information for next Board Meeting. Food could be catered by the Log Cabin.
3. **Web Page** – Henry showed the new web page to the Board. He went through all the links and everyone liked it. It will be shown on a screen at the Trade Show. Amy will put together an invoice for her services and present it to the Board for approval. She will get together with Mickey Nowak to get it uploaded.
4. **T- Shirts** – Mike Foisy to call in an order for more T-shirts. Also, he will work with the graphic company to design a hat with embroidery and look into the pricing for hooded, pull-over sweatshirts. The Board approved a vote to order more orange and yellow T-shirts. The hats will be a khaki, camel or military green style.
5. **Awards** – Charlie will touch base with Valerie on the Awards status.
6. **Devens** (joint meeting with MWWA in October) flyer went out with the Newsletter.

7. **Gillette Specialty Conference** – Tabled for Joe Witts update.
8. **Mass WARN** – Jane will ask Jim Controvich to give a power point presentation to the members at the December meeting in Taunton on the Mass WARN (Water/Wastewater Agency Response Network).
9. **Holyoke Specialty Conference** – Charlie will get in touch with Mike Burke on the status.
10. **Letter to DEP Commissioner** – Charlie has not heard back from the Commissioner on the Letter that was sent to her.
11. **Organization Manual** – Charlie found an old Administrative Guide that possibly can be used to help create a new Org Manual.
12. **Infrastructure Finance Commission** – The Governor vetoed the bill to establish the Commission.
13. **Newsletter** – Copies of MASS WATERS Newsletter to be distributed at Fall Trade Show to spread the word about advertising in our Newsletter.
14. **Non-member Fee for Quarterly Meetings** – The article is in the Newsletter. Some discussion on how to keep track of Grace period but not resolved.
15. **Boot Camp idea** – Tom A. did one at his plant. RI endeavor seemed successful, but may have been salted with more experienced sorts.
16. **Board of Certification Update** - Certificate Program at STCC cancelled due to lack of interest/enrollment.
17. **Next Meeting** – It was reported that the next Board of Director's meeting would be held after the Trade Show on **September 24, 2008**.

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

**Massachusetts Water Pollution Control Association
Board of Directors Meeting
Wednesday, September 24, 2008
Westford, MA**

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

Henry Albro, Thomas Azevedo, John Connor, Michael Foisy, Daniel Freitas, Janice Moran (NEWEA), Michael Moreau, Eric Smith, Charles Tyler, Gene Valliere, Ray Willis and Joe Witts.

It was noted that there was a quorum.

Minutes:

1. **Minutes from the August 20, 2008 Board of Directors Meeting – on motion duly made and seconded, it was voted to accept the minutes of the August 20, 2008 Board of Directors Meeting.**

Old Business:

1. **“New” Booth** - Mike Moreau mentioned that the new MWPCA booth, donated by EOS, was displayed during today’s Fall Trade Show in Westford, MA. The booth needs a new name banner and logo. Mike is also looking for additional photos or information to display in the booth. Please contact him if you have suggestions. Tom Azevedo recommended looking at the old booth to see if any signs could be reused.
2. **Operator Exchange Report** - Gene Valliere reported that the operator exchange program with Maine is going well. The Maine operator, Bob Waterman from Portland Water District, visited the Barnstable WPCF plant, Deer Island WWTP and attended today’s Fall Trade Show, where he won the photo printer raffle prize. The MWPCA exchange operator to Maine is Craig Williams, Baker Commodities. Craig will visit Maine later this Fall.
3. **NEWEA Director Report** - Joe Witts announced that the nominations for the Alfred Peloquin and the Operator Award are Michael Burke and Anthony Olivadesa respectively. Award nomination forms have been submitted to the NEWEA office.
4. **Devens Joint Conference** - It was mentioned that the Joint MWWA/MWPCA conference is scheduled for October 28, 2008 on pharmaceuticals. It was noted that the conference registration form was included in the summer issue of MASSWaters.

5. **Gillette Specialty Conference** – Joe Witts reported that he attended the Massachusetts Water Works Association’s (MWWA) board meeting this past summer and presented the idea of a joint MWPCA specialty seminar at Gillette Stadium, Foxborough, MA. Joe is waiting to hear back from MWWA.
6. **Holyoke Specialty Conference** – Mike Burke not in attendance. Charlie Tyler announced that the Holyoke Specialty Conference has been postponed until Spring 2009.

Charlie further mentioned that Mike was contacted by the NEWEA Plant Operations committee to see if MWPCA was interested in co-hosting a plant tour in Spring 2009.

7. **Letter to DEP Commissioner** – Charlie Tyler reported that he has not heard back from the DEP Commissioner, Laurie Burt regarding the letter that he sent on behalf of MWPCA. The letter requested a meeting to discuss operator training and certification needs in Massachusetts. Charlie will try to contact the DEP Commissioner again by email.
8. **June Quarterly Meeting** – Dan Freitas and Tom Azevedo reported that they have spoken with the Wyckoff Country Club, Holyoke, MA regarding the possibility of holding the June 2009 quarterly meeting (tentatively set for June 17, 2009). The Wyckoff Country Club has enough space for the meeting and lunch in a separate room. A golf package could also be added for \$50pp which includes lunch on the course, 2 drinks and the cart fee. The food would be catered by the Log Cabin Restaurant in Holyoke, MA. A discussion was held regarding meeting and golf logistics. Dan Freitas volunteered to draft a schedule of events for the June meeting. A decision whether to move the June 2009 quarterly meeting to the Wyckoff Country Club will be made at the October 8th board meeting in Millbury, MA.
9. **Fall Trade Show** – Tom Azevedo reported that he, Henry Albro and Mike Moreau visited Mt. Wachusett, Princeton, MA to check out the meeting facilities as a potential site for the Fall Trade Show. The Fall Trade Show has been typically held at the Westford Regency, Westford, MA. Mt. Wachusett has enough space to host the vendor displays and is available in September 2009.

Fees were noted as the following:

Room rental = \$1000 (includes set-up)

Barbeque Luncheon = \$24pp

A discussion was held regarding the meeting logistics, raffles and whether to offer attendees gondola rides. Tom Azevedo will write up a draft program to present at the next board meeting on October 8th in Millbury, MA.

On motion duly made and seconded, it was voted to consider holding the 2009 Fall Trade Show at Mt. Wachusett, Princeton, MA in late September and to develop a program outline before a decision would be made.

10. **Hats** – Mike Foisy reported that he has placed an order for two dozen hats. The hats will be available in blue and will have the MWPCA logo on the front and the American flag on the left hand side. The total cost for the hats would be \$363.00. Hats will be sold for \$15 each.

Tom Azevedo raised the question about redesigning the MWPCA logo. A brief discussion was held. Anyone interested in redesigning the MWPCA logo to submit ideas to Mike Foisy.

11. **MWPCA Web Site** – Charlie Tyler reported that he has received a letter from Mickey Nowak “resigning” as web master. A discussion about who will post information on the website was held. Henry Albro will speak to his daughter, Amy Albro to see if she is interested in continuing her involvement. Amy Albro wrote the html code to redesign the MWPCA website over the summer. It was decided that this issue will be further discussed at the next board meeting, October 8th in Millbury, MA.

12. **Additional Web Site Issues** - It was noted that the redesigned MWPCA web site was on display at the MWPCA booth at today’s Fall Trade Show in Westford, MA.

Charlie Tyler also mentioned that he had received an email from a teacher regarding the broken poster contest link on the MWPCA website. After a brief discussion about reinstating the poster contest, it was decided that the poster contest would remain suspended and the broken poster contest link would be removed from the website. It was also noted that the MWPCA committees should be listed on the website along with a link to NEIWPCC training courses.

13. **Operator Certification Update** – Doug Borgatti not present. Charlie Tyler reported that NEIWPCC was looking into offering online operator certification testing for wastewater operators. Currently the Board of Certification of Operators of Drinking Water Supply Facilities and Applied Measurement Professionals (AMP) offer online operator certification for water. Questions regarding the online testing can be directed to Doug Borgatti.

It was further reported that waste operator test failure rates are reported to be up.

14. **Awards Program** - The board thanked Valerie Flaherty for her work with the plant awards program. It was noted that Valerie will be recruiting the 2008 award recipients to join the MWPCA awards committee.

15. **NEWEA Contract** - Charlie Tyler announced he will be signing the contract with NEWEA this week. The NEWEA contract (October 1, 2008 – September 30, 2009) is for administrative support and will be based on the number of hours used per month.
16. **December Meeting Program Agenda** - Tom Azevedo mentioned that he currently has two speakers confirmed for the December quarterly meeting in Taunton, MA and needs to confirm a 3rd speaker. Speaker topics include: new DEP groundwater regulations, Collection Systems Infiltration & Inflow, and Mass WARN (Water/Wastewater Agency Response Network). Tom is currently looking for speakers for the March quarterly meeting in Westford, MA.
17. **Next Meeting** – It was reported that the next Board of Director's meeting would be held on **October 8, 2008** at 1:00pm at the Millbury Training Center.

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

**Massachusetts Water Pollution Control Association
Board of Directors Meeting
Wednesday, October 8, 2008
Millbury, MA**

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

Henry Albro, Thomas Azevedo, Michael Foisy, Daniel Freitas, Janice Moran (NEWEA), Michael Moreau, Charles Tyler, and Ray Willis.

It was noted that there was a quorum.

Old Business:

1. **Fall Trade Show Relocation for 2009** – A discussion was held regarding relocating the 2009 Fall Trade Show from the Westford Regency, Westford, MA to Mt. Wachusett in Princeton, MA. The Fall Trade Show is currently scheduled for September 30, 2009. Tom Azevedo was delegated to head a planning committee to include: Dan Freitas, Mike Moreau, Henry Albro, and Mike Foisy. The committee was instructed to make necessary changes to the vendor and operator registration fees, program, etc. to make a meeting at Mt. Wachusett possible. Tom Azevedo will also contact Tom Bienkiewicz regarding offering more Training Contact Hours (TCHs) by including planned vendor demonstrations or a technical session. A report, including a projected balance sheet and schedule of events, will be presented for final approval at the next Board meeting scheduled for November 12th at Millbury, MA.
2. **June Quarterly Meeting** – It was agreed that the 2009 June Quarterly Meeting will be held at the Wyckoff Country Club in Holyoke, MA. Dan Freitas reported that he and Tom Azevedo are working on the details for the 2009 June quarterly meeting. The current agenda includes the technical session in the morning followed by optional afternoon golfing. Dan and Tom will continue to work on the meeting logistics and report back at the next board meeting on November 12th in Millbury, MA
3. **MA-WARN Presentations** - It was noted that MWPCA has been requested Peter Doyle, the MW-WARN representative, to have MA WARN (Water/Wastewater Agency Response Network) presentations at the quarterly meetings. Tom Azevedo stated that the MA WARN presentation will occur at the December and March meetings.
4. **December Quarterly Meeting** - Tom Azevedo stated that he currently has three speakers for the December quarterly meeting in Taunton, MA on December 10, 2008. Topics will include DEP new groundwater regulations and MA WARN. Henry Albro will provide Tom Azevedo with information for the last speaker.

Mike Foisy mentioned that he had a potential speaker from CDM willing to do a presentation on BNR for the March Quarterly Meeting in Westford, MA. Mike will have the speaker fill out the speaker form and send it to Tom Azevedo.

5. **Status of MWWA/MWPCA Joint Conference** - It was noted that the Joint MWWA/MWPCA pharmaceuticals conference is scheduled for October 28, 2008 in Devens, MA.
6. **Gillette Specialty Conference** – Joe Witts was not in attendance. It was noted that the conference planning to hold a specialty conference at Gillette Stadium, Foxborough, MA has lost momentum. Dan Freitas volunteered to work with Joe Witts to pull together plans for the Gillette Stadium conference, potentially with the MA-WARN as the central topic theme. Mike Moreau, Tom Azevedo and Ray Willis offered to help. Dan will contact Joe Witts to further discuss and develop a schedule plan.
7. **Hats & Tee Shirts** – Mike Foisy presented a sample of the MWPCA logo for the hat order. The hats will be available in blue and will have the MWPCA logo on the front and the American flag on the left hand side. Hats will be sold for \$15 each.

Mike Foisy also raised the question of ordering more t-shirts. There was discussion regarding the t-shirts, and whether to stay with the "classic" Norton reproduced in safety colors, or a different picture, perhaps the "sewer workers' soft shoe" photo that was used for Operations Challenge. Mike will coordinate with Tom Azevedo, and was given authorization to proceed with a t-shirt order with either or both pictures. It was decided to stay with the "Norton" concept, since it's so popular, in spite of the misgivings of some who feel that the image is somehow denigrating to the profession.

8. **MWPCA Web Site** – A discussion was held regarding who will replace Mickey Nowak as web master for the MWPCA web site. Henry Albro will schedule a conference call meeting with Amy Leigh Albro, Mike Moreau, and Janice Moran. Mike Moreau indicated that he'd be interested in taking on the web site maintenance, but MWPCA may have to purchase a software package such as Dream Weaver or Front Page. Henry Albro and Mike Moreau will report back by the next BOD meeting on November 12th in Millbury, MA.

New Business:

1. **Meeting Schedule** - It was noted that the MWPCA Quarterly Meeting schedule through September 2009 is as follows:
December 10, 2008 - Southeast Regional Meeting, Taunton Holiday Inn, Taunton, MA
March 18, 2009 - Northeast Regional Meeting, Westford Regency Hotel, Westford, MA
June 17, 2009 - Western Regional Meeting, Wyckoff Country Club, Holyoke, MA
(location tentative)
September 30, 2009 - Fall Trade Show, Wachusett Mountain Ski Area, Princeton, MA
(location tentative)
2. **Newsletter** – Janice Moran (NEWEA) announced that articles for the Fall MASSWaters newsletter are due Friday, October 10th. Janice can extend the deadline to October 17th. Please send articles in ASAP. Henry Albro and Mike Moreau will work on a Trade show article and Charlie Tyler will email photos to Janice.

3. **Next Meeting** – It was reported that the next Board of Director’s meeting would be held on **November 12, 2008** at 1:00pm at the Millbury Training Center.

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

**Massachusetts Water Pollution Control Association
Board of Directors Meeting
Wednesday, December 10, 2008
Taunton, MA**

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

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

It was noted that there was a quorum.

Minutes:

1. **Minutes from the October 8, 2008 Board of Directors Meeting – on motion duly made and seconded, it was voted to accept the minutes of the October 8, 2008 Board of Directors Meeting.**

Old Business:

1. **NEWEA Operator Day** - Charlie Tyler explained that MWPCA has traditionally paid for one operator from a Massachusetts wastewater treatment facility to attend the NEWEA Annual Conference for one day. The association also co-sponsors an operator's luncheon. Last year over 40 operators took advantage of this registration. It was decided that the association will again offer this registration to Massachusetts operators and co-sponsor (with the other regional operator associations) the Operator's Day luncheon on Tuesday, January 27, 2009 at the NEWEA Annual Conference in Boston, MA.

Charlie Tyler will inform Bob Pariseau to work with the NEWEA office to send out the 2009 Operator Day registration flyer.

2. **Meeting Schedule** - It was noted that the MWPCA 2009 Quarterly Meeting schedule is as follows:

- **March Quarterly Meeting** - Charlie Tyler stated that the March Quarterly Meeting will be held on March 18, 2009 at the Westford Regency Hotel, Westford, MA. Charlie Tyler also noted that Tom Azevedo may be unable to participate in this meeting so additional volunteers are needed to line up presentations.

Henry Albro stated that the Operator Exchange participant, Craig Williams from Baker Corp, has agreed to give a presentation at the March meeting. Craig will also write an article for the winter newsletter. Mike Foisy also mentioned that Georgine Grissop, CDM will give a presentation on Upper Blackstone.

- **June Quarterly Meeting** - Dan Freitas noted that the June Quarterly Meeting will be held on June 17, 2009 at the Wyckoff Country Club, Holyoke, MA

pending finalization of the contract. Dan will be working closely with the Wyckoff facility to finalize details. It was mentioned that this meeting should be advertised in the winter newsletter and monthly web emails.

On motion duly made and seconded, Dan Freitas was voted to serve as chair of the 2009 June Quarterly Meeting at the Wyckoff Country Club in Holyoke, MA.

- **Fall 2009 Trade Show** - Henry Albro mentioned that the Fall 2009 Trade Show is scheduled to be held on September 30, 2009 at the Wachusett Mountain Ski Area, Princeton, MA. Henry will contact Tom Azevedo to discuss further meeting arrangements.
 - **December Quarterly Meeting** - Charlie Tyler noted that there has been past discussion to relocate the December Quarterly Meeting from the Holiday Inn in Taunton, MA. **The board requested the NEWEA office to research hotels in Southeast Massachusetts and to present findings for the next board meeting in January.**
3. **IRS Form 990 Revisions** - Charlie Tyler stated that he has spoken to John Connor regarding the IRS Form 990 and asked whether it was required for MWPCA. John Connor was unsure if MWPCA needed to file the form. It was also noted that MWPCA has not done an audit for several years. Charlie has asked Mike Foisy to research and contact auditing firms to find out more information. Mike will update the board before the next meeting.
 4. **MWPCA Web Site** – It was noted that Henry & Amy Albro, Mike Moreau, Charlie Tyler and Janice Moran are planning to meet at the NEWEA office in Woburn, MA on Monday, December 15, 2008 to discuss the MWPCA website and management of. Amy Albro will also demonstrate how to post changes to the site. It was also noted the Mike Moreau will be taking over as webmaster for Mickey Nowak.
 5. **Newsletter** – Janice Moran (NEWEA) announced that articles for the Winter MASSWaters newsletter are due Friday, January 9th. Please send articles in ASAP.
 6. **Training Advisory Committee** - no update available. Bob Pariseau, who attended the TAC meeting, was not in attendance. It was noted that the training advisory committee met on December 9, 2008.
 7. **Operator Exchange 2009** - It was mentioned that the Operator Exchange for 2009 will be with Rhode Island. The board is currently looking for a participant to go to Rhode Island. **The NEWEA office was asked to send out a web email to the membership looking for operator exchange volunteers.** Mike Moreau volunteered to go to Rhode Island if no volunteer is found.

8. **Gillette Stadium Specialty Conference** – Joe Witts was not in attendance. Ray Willis stated that he had been in contact with MWWA to further discuss the possibility of hosting a joint conference at the Gillette Stadium in Foxborough, MA. Ray will contact Joe Witts to find out more about the Gillette Stadium logistics.

It was noted that this specialty conference is still in the planning stages.

9. **Report on MWWA/MWPCA Joint Conference** - No update available. Joe Witts not in attendance. It was noted that a Joint MWWA/MWPCA pharmaceuticals conference took place on October 28, 2008 in Devens, MA.
10. **Caps & Tee Shirts** – Mike Foisy announced that he had sold three caps (caps are \$15 each) at the meeting and that he was looking to purchase golf polo shirts. Mike will look into pricing and report back to the board at the next board meeting in January.

Mike Moreau suggested having a web store available for the membership to purchase shirts, hats, etc. Mike will bring more information on this idea to the next board meeting in January.

New Business:

1. **Status of Holyoke Seminar** - Charlie Tyler inquired about the status of the Holyoke Seminar. Mike Burke responded that MWPCA will be co-sponsoring a seminar in Holyoke, MA with the NEWEA Plant Operations Committee in Spring 2009. Mike will keep the board informed.
2. **Next Meeting** – It was reported that the next Board of Directors' meeting will be held on **January 14, 2008** at 1:30pm at the Millbury Training Center in Millbury, MA

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