

**Massachusetts Water Pollution Control Association
Board of Directors Meeting
December 8, 2010
Holiday Inn, Mansfield, MA**

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

Henry Albro, John Connor, Mike Foisy, Dan Freitas, Janice Moran (NEWEA), Mike Moreau, Eric Smith, Charlie Tyler (past president), Ray Willis, and Joe Witts.

A quorum was noted.

Minutes:

1. **On motion duly made and seconded, it was voted to accept the minutes from the November 3, 2010 Board of Directors Meeting.**

Old Business:

1. **MWPCA Legal Financial Status** – John Connor reported that he spoken to the CPA firm, Graham Shepherd regarding drafting a letter requesting leniency on the IRS penalty assessment of 5% of MWPCA's gross revenue for the 2004-2008 tax returns. John has since received the letter and forwarded to the board via email for review. Mike Moreau will sign the letter after further discussion with the CPA firm.

John further reported that he had received a package regarding filing for tax exempt status. John will send an electronic copy to the board for review.

It was also mentioned that a general announcement regarding MWPCA's financial situation will be given to the membership during an upcoming quarterly meeting.

2. **Government Affairs Committee** – Joe Witts reported that the Massachusetts Legislative Breakfast Meeting will be held on March 9, 2011 at the Omni Parker House in Boston, MA. The hotel contract has been signed and NEWEA will bill MWPCA for meeting expenses.
3. **Meeting Planning Status** – Tom Azevedo not present.
 - **March Quarterly Meeting** – The March meeting will be held on March 16, 2011 at the Boxborough, MA Holiday Inn. Mike Moreau will contact Tom Azevedo to check on the program status and to talk to Tom about the possibility of having an onsite decentralized focused quarterly meeting.
 - **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 scheduled for September 28, 2011 conflicts with the New England Water Works Association's conference. A brief discussion was held. Mike Moreau will contact Tom to see about alternative dates and will report back to the board.

Meeting Planning Status Continued –

- **December Quarterly Meeting** – John Connor mentioned that 111 people registered for today's quarterly meeting held at the Holiday Inn in Mansfield, MA.
 - **Golf Tournament** – The tournament will be held in Fall 2011. No further update was available.
4. **Education Committee** – Vinnie Melendez not present. It was mentioned at a previous board meeting that Vinnie would like to offer two training workshops in the fall and spring 2011 for the membership. The workshops would be from 9am-3pm, cost \$25 and would offer TCHs. Assistance with logistics and advertising would be needed.
 5. **Management Training Program** – This is a new certificate management training program, designed to allow current operators the ability to move into supervisor and manager type positions in the industry. The program is co-sponsored by MA DEP, MWPCA and NEIWPC.

Dan Freitas reported that the classes are going very well however the upcoming finance class has no instructor. A conference call has been scheduled for December 10th to discuss. Dan also agreed to present about the management training program at a future quarterly meeting.

John Connor mentioned that he had received the attendee roster and sent a check for \$2800 to Jim Laliberte per MWPCA's agreement to subsidize \$200 for each MWPCA member who participates in the program. Qualifying participants must be a member of MWPCA for at least 2 years.

6. **Decentralized Committee** – Ray Willis reported that the committee has not heard back from MassDEP regarding the committee's suggestions on O&M protocol/standards and record keeping requirements for Ground Water Discharge Permits. The next decentralized meeting will be held in January during the NEWEA Annual Conference in Boston, MA. Ray further mentioned that the committee is working to fulfill all of their committee charges.
7. **NEWEA Contract** – The contract has been reviewed and Mike Moreau will sign the contract with NEWEA to continue administrative support.
8. **Meeting with MWWA BOD** – Mike Moreau reported that a few board members met with the Mass Water Works Association board and Jen Pederson, MWWA Executive Director to explore future relationships. The board will continue to discuss.

9. NEWEA Annual Conference –

- **Operators' Day** is scheduled for Tuesday, January 25, 2011 and will be held as part of the NEWEA Annual Conference at the Boston Marriott Copley Place Hotel in Boston, MA. The NEWEA office will send out the mailing to MA wastewater treatment facilities next week.
- **Booth** – Eric Smith volunteered to pick up the MWPCA membership booth from the Millbury Training Center and update materials.
- **Meetings** – The board meeting has been tentatively set to occur after the Operator Day Luncheon on Tuesday, January 25, 2011. A decentralized committee meeting may also be held.
- **Hotel Accommodations** – Accommodations need to be secured for Mike Moreau, Tom Azevedo, Eric Smith and Ray Willis and other board members that might want to stay overnight in order to attend the NEWEA conference.

On motion duly made and seconded, it was voted to allow the president and board members to obtain hotel accommodations at the Boston Marriott Copley Place Hotel in the most cost effective way possible.

10. 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. Janice further mentioned some limitations working with the online web software and is looking into using another program to create the site. It was also noted that the job hotline page is currently an issue in regards to outdated posts. A brief discussion on how to better manage job postings occurred.

11. MASSWater Newsletter – Janice Moran, NEWEA reported that the next deadline for the Winter issue is January 7. The following people have agreed to submit articles:

- March Quarterly Meeting – Tom Azevedo
- New Members – John Connor
- NEIWPC News – Jim Laliberte
- Decentralized News – Ray Willis (if any)
- Gov't Affairs News – Joe Witts
- Operator Exchange – Sam Heffon (received)
- December Meeting Highlights – Ray Willis
- MA Award Winners – Eric Smith
- Nomination Article – Charlie Tyler
- Operators' Day – Janice Moran, NEWEA
- Mgmt. Training Update – Dan Freitas
- MWPCA Tax Penalties – Charlie Tyler/Mike Moreau
- Advertise Golf Tournament – Joe Witts (if any)

12. Membership Update – John Connor reported that MWPCA had about 700 current members. John estimates that 90% are operators and the remaining 10% are consultants. It was mentioned that Massachusetts has about 2800 licensed operators.

New Business:

1. **Training Advisory Committee** – Charlie Tyler mentioned that the next training advisory committee meeting is being set-up for December. The committee will be discussing the training schedule and is looking for input on classes. If you are interested or have training ideas, call Vinnie Melendez or Jim Laliberte.
2. **Poster Contest** – Dan Freitas expressed interest in reviving the student poster contest and will develop ideas to present to the board.
3. **Letterhead** – John will email an electronic version of the letterhead to the board for review. Charlie Tyler volunteered to revise the existing layout.
4. **Printer** – John Connor mentioned that the MWPCA printer is no longer functioning.

On motion duly made and seconded, it was voted to allow John Connor to purchase a new printer for MWPCA use.

5. **Next Meeting** – It was noted that the next Board of Directors' meeting is tentatively set for Tuesday, January 25, 2011 after the Operators' Luncheon at the Boston Marriott Copley Place Hotel, Boston, MA.