

**Connecticut Rural Water & Wastewater Association (CTRWWA)**

**BOARD OF DIRECTOR'S SPECIAL MEETING**

**Remote Meeting by Live Internet Video Stream and by Telephone**

**Via Zoom Meeting Link Provided**

**Tuesday, April 4, 2023~ 10:00 AM**

**CALL TO ORDER:** Ted Donoghue called the regular meeting to order at 10:03 AM.

**ROLL CALL**

**Present:** Board members Pete Kasacek, (President), Ted Donoghue, (Secretary), Shelby Jackson (Treasurer), Mike Hage (CTRWWA) NRWA Members present were Jennifer Palmiotto (NRWA).

**Absent:** Robert Wittenzellner. T.J. Clarke (CTRWWA) Kaylyn Branen Snow (NRWA) Vern Steel (NRWA), Brian Churchman (NRWA)

**MINUTES**

a) None Presented.

**BUSINESS**

1) **Public Request and or Comment:** None.

2) **Executive Director Update:** P. Kasacek announced that an offer to hire was made to Justin D'Antonio as the new Executive Director and he has accepted. He accepted the position at \$85,000 per year and his performance will be reviewed in six months. His start date will be April 14, 2023. T.J. Clarke was not present so there was no conference update from him. Mike Hage spoke on this subject and many more- as he requested he be part of the meeting, and will be detailed below. P. Kasacek had a conversation with the Water Circuit Rider from Rhode Island- Virginia Bragger, who we are sharing with Rhode Island, who asked for a membership list. That information will be provided to her, but M. Hage pointed out that the CT DPH website has a Community System list on their website. Systems do not need to be members to benefit from site visits and technical assistance from this position. M. Hage has offered via TJ to help her out and reached out on one occasion but has not seen any responses. P. Kasacek will speak with her later today and ensure that she speaks with Mike. J. Palmiotto suggested that both M. Hage and V. Bragger set up meeting with CT DPH staff to discuss where we are at and how we will move forward and what could be any immediate needs from systems shared by CT DPH staff. M. Hage next shared that he has two trainings in April- on 4/11/23 and the other 4/26/23. We have 40 people for each class. P. Kasacek will be at both trainings and it was suggested by T. Donoghue and J. Palmiotto that we make a big

membership drive pitch at each of these trainings. M. Hage will print out membership forms off the website so people will be able to join. It seems that the online portal is not being utilized as much as we would like and more effort will be required to get people to use it. T. Donoghue inquired with M. Hage about the EPC/CTDPH Lead and Copper Program. No recent updates from CTDPH but they are securing the funds and we have to sit down with DPH staff with the new ED sooner to discuss the program. Mike did share that we are working with one system in performing a lead service inventory-which was great to hear.

3) **CTRWVA Website- Memberships Works:**

J. Palmiotto shared that Kaylyn has the newsletter ready to go. Three of the BOD profiles are up now on the website-the only things we need is a bio from. S. Jackson and a phot graph from R. Wittenzellner. We will take pictures from Mikes next two training and have content for both the next newsletter and the website.

4) **Weekly Staff Meetings:** ted asked M.Hage if staff meetings were happening and he said one has not happened in over 2 months. T. Donoghue explained that we asked TJ to inform the staff to email the BOD's on a weekly basis on their work-which has not happened. With the transition this is not good. Mi. Hage reports to V. Steel and submits reports as required in his contract. M. Hage said it was very beneficial to have at least one of BOD member at each staff meeting. The BOD agreed and will ensure one of us ii there moving forward. T. Donoghue thanked M. Hage for his insights into the day to day commitment to the Association's successes.

5) **Filling the role of President and adding a new BOD member:** P. Kasacek will make a pitch at the two trainings in April for a new Board member and invite any candidates to our next BOD's meeting in May.

6) **Board Member's Request/ New Business:** None presented.

7) **Communication/Reports:**

a) TJ will continue to work with Justin until possibly the Conference. That will be determined in the immediate future.

b) EPA/TAT Grant: Source water QTR. No update.

c) USDA Water Circuit Rider Program: Covered in item #2.

d) USDA Wastewater Program: Ted working with Susan Poe to help fill the position.

e) EPA – Covered in Item #2.

f) CT DPH: No update.

8) **Membership:**

- a) **Drive to promote growth:** No update.
- b) **Invoicing:** No update.
- c) **Training:** No update,
- 9) **Generating Revenue - CCRS:** No update.
- 10) **Financial Report:** B. Churchman emailed the February financial report to the BOD.
- 11) **Old Business:** None.
- 12) **Adjournment: Motion:** T. Donoghue moved to adjourn at 10:29 PM. S. Jackson seconded. All voted “aye: and the motion carried.

Ted Donoghue

Recording Secretary