

**Atlantic Sates Rural Water & Wastewater Association
(ASRWWA)**

BOARD OF DIRECTOR'S REGULAR MEETING

Remote Meeting by Live Internet Video Stream and by Telephone

Via GoToMeeting Link Provided

Tuesday, April 5, 2022~ 10:00 AM

CALL TO ORDER: Marty Cormier called the regular meeting to order at 10:05 AM.

ROLL CALL

Present: Members present were Jennifer Palmiotto (NRWA) Board members, Marty Cormier, Robert Wittenzellner, Ted Donoghue, and Shelby Jackson. Also present was Brian Churchman (CFO NRWA)

Absent: Pete Kasacek

MINUTES

- a) T. Donoghue put forth a motion to approve the 1//4/22 regular meeting minutes as submitted. S. Jackson seconded. All voted "aye" and the motion passed.
- b) Donoghue put forth a motion to approve the 2/1/22 regular meeting meetings as submitted. S. Jackson seconded. All vote "aye" and the motion passed.
- c) T. Donoghue put forth a motion to approve the 3/1/22 regular meeting minutes as submitted. M. Cormier seconded. All voted "aye" and the motion was approved.
- d) T. Donoghue put forth a motion to approve the 3/31/22 special meeting minutes as submitted. R. Wittenzellner seconded. All voted "aye" and the motion passed

BUSINESS

- 1) **Public Request and or Comment:** None.
- 2) **PT Executive Director:** M. Cormier announced that Don Carver has been hired as our new Executive Director. Mr. Carver-formally the Superintendent of the Waterbury Bureau of Water Works, had work there for over 25 years, has accepted the position for one year. D. Carver brings tremendous experiences contacts in the water industry, and passion to the position so this will be a huge lift for ASRWWA to move forward and strengthen the association. He will work 15-20 hours a week. D. Carver was on the meeting and introduced himself to the group. M.

Cormier pointed out that NRWA deferred all three loans for at least 1 year to help finance this position- which was greatly appreciated by the Board.

3) NRWA D.C. Rally Update: S. Jackson shared that the rally was successful and that he spoke with staffers from our Congressional delegation about the importance of the programs and advocacy that ASRWWA offers. M.Holmes from NRWA was very happy with S. Jackson participation at the rally.

4) NRWA Board Member Assignment Update: None.

5) ASRWWA 2022 Event Discussion: J. Palmiotto shared that all the training had been submitted to both CT DPH and the CTDEEP by R. Clary (NRWA) and D. Johnson (ASRWWA). So far 7 vendors have signed up for the tradeshow-we need a minimum of 20 vendors. Email blasts are continuing to be sent up to drum up new memberships and renewals. All the vendors that have been contacted so far are on the Google Doc in the shared files folder. We all need to reach out to more vendors and get them to commit to the tradeshow. T. Donoghue asked about membership renewals. B. Churchman (NRWA) shared that we have significant activity in regards to renewals- which is very encouraging. Donoghue put forth an idea to encourage more attendance at the tradeshow to help the vendors by suggesting that any paying member attending the June 23rd conference, could bring one guest for free to the tradeshow only. This could be a WPCA member, a town official, or a public work's director. Since so many communities have American Relief Plan Act (ARPA) funds available for sewer and water infrastructure projects under consideration, this could be a great idea. The board agreed.

Motion: T.Donoghue put forth a motion to allow all paying members who attend the June 23rd conference be allowed to bring one guest to the tradeshow- for no charge. M. Cormier seconded. All vote "aye" and the motion passed.

6) ASRWWA Name Change Discussion: D. carver spoke and mention that 38 associations use the state name in there title. 12 other use various other name that have local or regional recognition. He suggested we go simple when we wan to the do the name change. The acronym is important too. M.Cormier announced that as of 3/11/22 ASRWWA was officially reincorporated in the state of Maine. The local attorney up in Portland is looking at our non-profit status- as that sadly too is a little murky. J. Palmiotto suggested we check with Maine RWA for any non- profit paper work. M. Cormier also has two boxes of old document from ASRWWA that he will go through as well.

7) Board member's Request/ New Business: M.Cormier shared a concern about managing the staff on a day to day basis. The PT Executive Director will not be able to do it. M. Cormier suggested a "Senior Staff Director- to oversee the staff. M. Cormier spoke with D. Johnson about it- and possibly being the candidate for this new position. She has 12 years' experience with ASRWWA. She also has had no raise in 12 years and has also taking a pay cut in recent years. T. Donoghue asked J. Palmiotto ho much longer would she be part of the team. She will continue assisting as is needed.. B. Churchman offered up that NRWA will continue to support ASRWWA. D, Carver will begin meeting with the staff and get a clearer idea of how time is

being spent. D. Carver will email Board members as needed. This idea will continued to be researched,

8) Communication/Reports:

a) J. Palmiotto reported that many items off the transitional memo issued back in February have been checked off- which is good news. One big thing is the long term fix for the e-commerce option on ASRWWA website. What we currently have now set up by NRWA is only a stop gap measure. We will need to start working on Square Space come the May meeting. M. Cormier asked if we can build the new website before the name change and before we purchase Square Space. J. Palmiotto said yes we can. We can start working on setting up the foundation- which will include the new logo and name before it goes live.

b) M. Allen is finishing up his source water plans programs for the current year

c) M. Hage is providing his Zoom training classes with B. Horn.

9) Membership: B. Churchman (NRWA)) shared that some invoices are coming back “undeliverable”. He will share the list with ASRWWA staff to update contacts.

10) Generating Revenue-CCRS: R. Clary had numerous systems from Connecticut approach NRWA. M. Cormier found an independent contractor to fill the gap. Bobby Ray (NRWA) could help out as well. M. Cormier will speak with R. Clary(NRWA)

11) Financial Report: B. Churchman had sent out a financial overview report as of 2/28/22. First bench mark. Is ASRWWA solvent. The answer is “yes”. Outstanding loans total \$64,305. All three loans are being deferred to help support the addition of the PT Executive Director. As of April no more payments will be made for at least one year. Are we on target with our revenue and expenses? Net income is a net loss of \$8,160. \$2,600 of this is due to paying for the conference- an amount we hope to recoup through fees. Currently no circuit Rider program and as a results we are \$711 over budget on the wastewater side. Do we have income to meet future expenses? It is positive but not strong. Fees for services and memberships will help offset this. D. carver asked about the conference and where we are act with revenue realization. B. Churchman respond on recent conferences we were at a break even in recent years. B. Churchman will work on the FY 23 budget with the proposed changes.

12) Old Business: None.

13) Adjournment: Motion: R. Wittenzellner moved to adjourn at 10:58 AM. S. T. Donoghue seconded. All voted “aye: and the motion carried.

Ted Donoghue

Recording Secretary