

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

BOARD OF DIRECTOR'S REGULAR MEETING

Remote Meeting by Live Internet Video Stream and by Telephone

Via GoToMeeting Link Provided

Tuesday, September 6, 2022~ 10:00 AM

CALL TO ORDER: Marty Cormier called the regular meeting to order at 10:02 AM.

ROLL CALL

Present: Board members, Marty Cormier, (President), Pete Kasacek, (V.P.), Shelby Jackson (Treasure) Robert Wittenzellner, Ted Donoghue, (Secretary), CTRWWA's new Executive Director T.J. Clark, NRWA Members present were Cheyenne Jones (PR & Communication Manger) Kaylyn Branen, and (Content & Communication Specialist) and Jennifer Palmiotto (NRWA)

Absent:

MINUTES

a) P. Kasacek put forth a motion to approve the 8/2/22 BOD's meeting minutes as submitted. S. Jackson seconded. All voted "aye" and the motion passed.

BUSINESS

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

2) **New Executive Director:** Mr. Clark formally introduced himself to the Board- as he started the day before. Mr. Carver was not present at the meeting but will be available to assist T.J. with any questions. Don left him a detailed 9-page letter outlining many of the current and pending projects. Mr. Clark shard that he will be attending the Water Pro Event and was beginning to respond back to the Indeed job posting. There are five candidates, including Board Member R. Wittenzellner. He will begin working with the lawyer and rolling out the new CTRWWA website. He will also be reaching out to Lori Mathieu from CT DPH. He will also shadow Diane and do several site visits and learn about the PFAS issues- including developing a training schedule. M. Cormier mentioned the Lead & Copper Rule program that is being offered to us from CT DPH. This will more than likely merit hiring an additional FT person to facilitate it. Marty will go with T.J. when they have the formal meeting with L. Mathieu. M. Hage is also a great resource for this too. We can ask him if he is available to join in- as the roll out needs to be relatively quick.

3) Update of ASWWA Employee Handbook: T. Donoghue put forth that since we have changed our legal name, that we must update the name of the employee handbook. It was update by NRWA back in 2018, so it mainly will be just changing the use of “ASRWWA” to CTRWWA” T. J. Clark will run point on this project.

Motion: T. Donoghue put forth a motion that we update the current ASRWWA Employee Handbook to reflect the legal name change to CTRWWA. P. Kasacek seconded and all bte “aye” and the motion passed.

4) CTRWWA Name Change Next Steps:

a) Website: C Jones shared that Membership Works is ready and the work continues. A tentative start date is 10/3/22 before the Water Pro event

b) Email switch: K. Branen shared that work continues the update of membership contacts. Kaylyn needs content for the next email blast for early October. She also spoke with T.J> Clark about CTRWWA social media presence.

c) Zoom Meetings: C. Jones would like CTRWWA to create its own Zoom Meeting account moving forward. Group agreed and this is not a problem. M. Hage can assist if need but T.J. is very familiar with the platform.

5) Board Member’s Request/ New Business: None

6) Communication/Reports:

a) T.J, Clark updated the BODs at the start of the meeting.

b) EPA/TAT Grant: This was signed and will be forth coming.

c) USDA Water Circuit Rider Program: We have 5 applicants for this position.

d) USDA Wastewater Program: D. Johnson is on vacation this week.

e) EPA- No update.

f) CT DPH: No update.

7) Membership:

a) Drive to promote growth: J. Palmiotto and T.J. Clark will connect on the phone and discuss proven strategies that Jennifer has successfully employed up in the Granite State

8) Generating Revenue-CCRS: No update.

9) Financial Report: No update. S. Jackson did review the August financial report and said it looked good.

10) Old Business: No updates.

13) Adjournment: Motion: T. Donoghue moved to adjourn at 10:29 AM. S. Jackson seconded. All voted “aye: and the motion carried.