Approved

MEWEA Executive Board Meeting
Friday, October 20, 2017
City of Saco Water Resources Protection Department & Casella Organics at the Casella Offices on Saco Island
110 Main Street, Suite 1308, Saco

MINUTES

Attendance: Matt Timberlake, Paula Drouin, Howard Carter, Mary Waring, Mac Richardson, Andy Wendell, Tim Haskell, Bryanna Denis, Brian Kavanah, Alex Buechner, Scott Firmin, Mike Guethle, Fred Dillion, Leonard Blanchette, Phil Tucker, Dan Welch, Leeann Hanson, and MMA - Joan Kiszely.

Absent: Jeff McBurnie, Travis Peaslee, Mo Dube, Zach Henderson, Tom Connolly, David Beauchamp

Jen McDonnell thanked everyone for coming to the Casella office. She announced she will be leaving Casella at the end of November and moving to New York City to run their bio solids program.

Call to Order: President Matt Timberlake called the meeting to order at 9:03 a.m. and handed the meeting over to Vice President Paula Drouin.

Correspondence Folder: Paula Drouin listed the multiple documents included in the Correspondence folder.

Minutes: Motion made by Mary Waring, seconded by Tim Haskell, all approved the August minutes. Motion made by Mary Waring, seconded by Mike Guethle, all approved the September minutes.

Treasurer’s Report: Jeff McBurnie emailed a report:
MEWEA Financial Synopsis 10/18/17
MEWEA’s financial condition appears to be stable. Other than Dues Revenue (which actually looks like an event), most Revenue streams are event based. For concluded events, most performed as or better than budgeted (Legislative Breakfast did not). Our largest revenue event (Fall Conference & Golf Tournament) is roughly on track (slightly behind the 2016 YTD) but won’t be fully accounted for until the October statement, possibly not until the November statement. Likewise, many expenses are event based and the largest expense (Conference/Tournament) again will not be fully accounted for until later in the year. Other than those, most expense categories are tracking from well below budget up to on-budget (based on 8 months or 67% of the budget year).
Operator exchange & Ops Challenge (WEF) revenue and expenses (September & October) have not yet hit the books.
A clearer budget picture should be available by the November Executive Committee meeting. Please have your budget requests to me well in advance of that meeting. There are a couple of items that I need to research (mostly for my own education), but in general the finances appear to be in order and I would recommend approval of the financial reports.

Respectfully submitted,
Jeff McBurnie

July & August financial reports were in order. There was a brief question and answer period. Motion made by Mac Richardson, seconded by Mary Waring, all approved the July & August financial reports. Tim Haskell will ask Jeff McBurnie about the revenue for the Legislative Breakfast.

DEP Update: Brian Kavanah reported the following:

- Brian thanked everyone for all the work on the Water Bond, which has been carried over to the next session.
- He talked about how important funding will be in this industry. Many facilities are struggling and there is up to a billion dollars in infrastructure improvement that will have to happen in the near future.
- He then described a vision for a Maine process to develop sustainable infrastructure funding.

There are three funds for sustainable infrastructure
1. The Bond Bank which provides matching funds for the State Revolving Loan Fund and which is stable right now;
2. Drinking Water Grants
3. Wastewater Grants

One thing we did not accomplish was enactment of legislation to take sales tax on a variety of items related to wastewater expenditures (wipes, etc.) and fund the wastewater grants with those funds.

Brian suggested formation of a MEWEA ad hoc committee to work on this issue with a target of developing a policy statement and having a bill written and sponsored, probably in the long legislative session in 2019.

This effort should to be considered in the 2018 MEWEA budget process. Scott Firmin will talk to Paul Rodrierque about getting involved with this new ad hoc committee.

Matt Timberlake suggested Scott Firmin, Tim (Levasseur or Haskell?) and himself for the ad hoc committee, and Leonard Blanchette offered to work on it, too. At the November meeting, we will identify stakeholders, discuss development of an RFP for help in developing legislation, work on strategic goals for the group and talk about a tactical plan for 2018.
COMMITTEE /OFFICER REPORT

MAINE WATER ENVIRONMENT ASSOCIATION
Local Government Center
60 Community Drive
Augusta, ME 04330

OFFICER / COMMITTEE REPORT

EXECUTIVE COMMITTEE MEETING DATE: October 20, 2017
COMMITTEE/OFFICE NAME: NEWEA State Director
CHAIR/OFFICER NAME: Mac Richardson
RECENT ACTIVITIES: Hosted Operator Exchange with Stephen Simeone, NEWEA Awards com Conf Call 9/7, Value of Water Conf call 9/13
DECISIONS MADE:
MEETINGS HELD/ATTENDED:
ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: November 1 we will again be sending a group up to talk to students at the University of Maine about careers in the environmental field and how the field is changing. Anyone interested in helping ,let me know.
OTHER RECOMMENDATIONS & MISCELLANEOUS: Please spread the word about ¼ Century club.

REPORT SUBMITTED BY: Mac Richardson – October 16, 2017

Old Business:

LD 881: Lenny Blanchette reported efforts to license Satellite Collections Systems. There are 12 Stakeholders on the committee. They have had 5 meetings to date. Leonard believes that the committee has come to a consensus in support of some kind of O & M and asset management
requirements for satellite communities. They have come up with a fee structure. The issue is certified operator training. It is moving forward and hopefully at the next meeting they will be able to draft legislation for the 2018 legislative session. Leonard is promoting collections system operator certification as part of this effort. The next meeting of the stakeholder group is October 31st in anyone wants to attend.

Scott Firmin reported he sent a letter to DEP regarding suggested changes to the Wastewater Operator Licensing requirements. DEP will review this letter.

New Business – Committee Reports

Government Affairs: Tim Haskell reported the following:

- **Right to Know Committee Meeting:** Lenny Blanchette attended a legislative committee meeting last week at which the committee was reviewing pending legislation. They are concentrating on two issues:
  1. What personal information county and municipal employees is not public information? They may propose a bill to extend the state criteria to county and municipal employees.
  2. Remote participation at public meetings
 The legislative committee is planning to hold one more meeting before reporting to the legislature in January.

- Legislative Breakfast – Scheduled for March 1st

- Legislators are gearing up, and Legislative Council meetings will begin October 26. There 319 carry overs, and over 200 new bills to consider.

- Bond Issues are the most critical ones for MEWEA to watch.

- LD 1298 - MEWEA membership needs to be aware of possible changes to low flow criteria in streams.

- Legislative Advocate Contract was forwarded to the officers. Motion, seconded, all approved to move forward on the contract that is the same as the 2017 contract.

- MWUA wanted MEWEA to merge Government Affairs committees and participate with their Legislative Advocate. MEWEA did not because they already had a Legislative Advocate, and the interests of the two organizations are not always the same. We have 2 member seats on the combined MWUA & MRWA board.

- There was a brief discussion on other associations & collaborations with MWUA and MRWA.

- Tim also mentioned LR 2503 – Discontinuance of water service for those who fail to pay their sewer bill
Laboratory Committee Representative: Andy Wendell submitted the following written COMMITTEE REPORT:

MAINE WATER ENVIRONMENT ASSOCIATION
Local Government Center
60 Community Drive
Augusta, ME 04330

GUIDELINE FOR OFFICER / COMMITTEE REPORT

EXECUTIVE COMMITTEE MEETING DATE: October 20, 2017
COMMITTEE/OFFICE NAME: Laboratory Committee
CHAIR/OFFICER NAME: Andy Wendell
RECENT ACTIVITIES:
   1) Handed out David Anderson Award to Andy Rudzinski on behalf of Tom Hambrock from Bangor WWTP.
   2) Held informal discussions with several lab folks re: 2017 MUR.

DECISIONS MADE: None more.
MEETINGS HELD/ATTENDED: None.

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: None

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES:

OTHER RECOMMENDATIONS & MISCELLANEOUS: None.

REPORT SUBMITTED BY: A. Wendell
DATE SUBMITTED: August 10, 2017
DISTRIBUTION:
   MMA Affiliate Liaison
   Executive Committee Meeting
   Other:

 Please check if item should be expanded for external release. □
Membership Committee:
Joan Kiszely reported that we have 716 paid members to date, and 28 unpaid members.
Pretreatment Committee Representative: Dan Welch submitted the following written COMMITTEE REPORT:

EXECUTIVE COMMITTEE MEETING DATE: 10/20/17

COMMITTEE/OFFICE NAME: Pretreatment Committee

CHAIR/OFFICER NAME: Dan Welch

RECENT ACTIVITIES: The committee met on 9/8/17 at MMA and discussed the following:

1. We reviewed Lohman Animal Health’s presentation of the Pretreatment Excellence award at the Fall Convention. Peter Sherwood will be presenting the award. Peter described the operations at this facility and noted that they are currently looking at options for discharge of their non-contact cooling water, approximately 35K gpd.

2. We discussed having a pretreatment article in every newsletter. We have many ideas and committee members willing to write articles. Subjects discussed include:
   a. Dental Amalgam update
   b. Discharger/Municipality relationships
   c. Source control
   d. Award Spotlights
   e. DEP Pretreatment Program Inspection Preparation
   f. Introduction to the Pretreatment Committee, who we are and what we do
   g. Introduction to physical/chemical treatment

3. We discussed how to grow industrial discharger participation and membership with MeWEA. There is significant lack of participation from industry in MeWEA and the group discussed options for bringing industry into the Association. Ideas:
   a. Industry-specific roundtables – Develop an industry-specific roundtable discussion to include industry associations or industry leaders to discuss issues pertaining to pretreatment.
   b. Quarterly Meetings - Invite local industries to our quarterly meetings, based on locations. Our committee tries to move around the State for our quarterly meetings. The host can reach out to a couple local industries and invite them to our meetings. We would dedicate a significant portion of our meeting to discuss wastewater/pretreatment program issues that the particular industries are having.
   c. Regional Industry Meetings - Invite various industries in a particular region to a meeting to discuss the same issues as above.

   We need to further discuss what value we can bring to industries to draw them into our meetings/roundtables. Why would industries want to send their employees to our meetings? Training credits? Before moving forward we will need to develop a list of industrial dischargers in the State and organize it by location and industry type. Once this is accomplished we can discuss the best options moving forward.

4. Jim Crowley discussed developments in the Dental Amalgam rule, which we will further discuss at our December meeting. Jim also noted that BIDMR for Pretreatment Reporting is still a couple years away from Beta Testing.
DECISIONS MADE:
1. Peter Sherwood will be presenting the Pretreatment Excellence Award at the Fall Convention.
2. Provide articles for the quarterly newsletter.
3. Develop a list of industry dischargers across the State.

MEETINGS HELD/ATTENDED: Quarterly Committee Meeting – 9/8/17 - MMA

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS:
1. Peter Sherwood – Award presentation at the Fall Convention.
2. Dan Welch – Work with the newsletter editors to include a Pretreatment Committee article in each newsletter. Help develop the first article for the November newsletter. Topic – Introduction to the Committee
3. Jim Crowley/Judy Bruenjes – Begin building a list of pretreatment and non-pretreatment industrial facilities so we can begin addressing #3 above. POTWs in the State will be asked to help build the list.


OTHER RECOMMENDATIONS & MISCELLANEOUS:

REPORT SUBMITTED BY: Dan Welch

DATE SUBMITTED:

DISTRIBUTION:
MMA Affiliate Liaison
Executive Committee Meeting
Other: ____________________________

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NEWSLETTER

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Please check if item should be expanded for external release. □
Personnel Advancement Committee Representative: Travis Peaslee submitted the following written COMMITTEE REPORT:

MAINE WATER ENVIRONMENT ASSOCIATION
Local Government Center
60 Community Drive
Augusta, ME 04330

GUIDELINE FOR OFFICER / COMMITTEE REPORT

EXECUTIVE COMMITTEE MEETING DATE: October 20, 2017
COMMITTEE/OFFICE NAME: Personnel Advancement
CHAIR/OFFICER NAME: Travis Peaslee

RECENT ACTIVITIES: Ryan Wadsworth, Scott Firmin, Stacy Thompson and I have been working to secure 5 sessions for the MWUA show which will be held February 6th, 2018. The sessions are: odor control using NaOH; PPE in Water/Wastewater; Industrial waste surveys; Next generation pipeline condition assessment using multi sensor platforms; Nitrogen in Casco Bay.

DECISIONS MADE: We decided to select just one day at the MWUA show and chose the 6th as operators tend to enjoy the trade show floor time/lunch. We also decided to set up a google drive account so that all PAC information can be shared easily.

MEETINGS HELD/ATTENDED:

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ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: We need to find 5 moderators for the MWUA show sessions.

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NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: October 30th is the MWUA submission deadline for all technical session information.

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OTHER RECOMMENDATIONS & MISCELLANEOUS:

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REPORT SUBMITTED BY: Travis Peaslee
DATE SUBMITTED: 10/3/2017

DISTRIBUTION: MMA Affiliate Liaison
Executive Committee Meeting
Other: __________________________

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NEWSLETTER

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Please check if item should be expanded for external release
Scott Firmin & Ryan Wadsworth were welcomed by the board to serve as Personal Advancement Committee Co-Chairs.
Phil Tucker was welcomed by the Executive Committee as the Co-Chair of the Convention Committee.
Public Relations Committee Representative: Vacant position.

Safety Committee Representative: Tom Connolly was not present.

Communications Committee Representative: Mac Richardson submitted the following written COMMITTEE REPORT:
Communications Committee Representative: Mac Richardson submitted the following written COMMITTEE REPORT:

MAINE WATER ENVIRONMENT ASSOCIATION
Local Government Center
60 Community Drive
Augusta, ME 04330

OFFICER / COMMITTEE REPORT

EXECUTIVE COMMITTEE MEETING DATE: June 16, 2017
COMMITTEE/OFFICE NAME: Communications Committee
CHAIR/OFFICER NAME: Bryanna Denis, Mo Dube
RECENT ACTIVITIES: Everyone should have received the August issue of the newsletter via email by now.
DECISIONS MADE: Bryanna will be editing this next issue (November)
MEETINGS HELD/ATTENDED: None
ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: Feedback on the newsletter
NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: The next deadline for material is Friday November 3.
OTHER RECOMMENDATIONS & MISCELLANEOUS: We currently have 3 advertisers, we can always include more!
Reminder to get article submissions in early for the November newsletter.

REPORT SUBMITTED BY:

DATE SUBMITTED: October 16, 2017
DISTRIBUTION: MMM Affiliate Liaison
Executive Committee Meeting
Other: ______________

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NEWSLETTER

Please check if item should be expanded for external release. □
Collections Committee Representative: Dave Beauchamp submitted the following written

COMMITTEE REPORT:

EXECUTIVE COMMITTEE MEETING DATE:

COMMITTEE/OFFICE NAME: Collection system committee

CHAIR/OFFICER NAME: Dave Beauchamp

RECENT ACTIVITIES: The collections system committee held a corn hole tournament at the fall conference that was received very well. The intent was to promote networking through random team selection and pairing of random people in a fun environment. We also conducted a technical session called “Collection system hacks”. It had good attendance and was received very well by those who attended.

DECISIONS MADE: No meetings have been held since last report

MEETINGS HELD/ATTENDED: Next meeting will be in October

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: The committee needs to pick a date for the 2018 JET/KCC class that is typically held in the spring. Planning will begin for the content of that class

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: November

OTHER RECOMMENDATIONS & MISCELLANEOUS:

REPORT SUBMITTED BY: Dave Beauchamp

DATE SUBMITTED: 10-16-17

DISTRIBUTION: MMA Affiliate Liaison

Executive Committee Meeting

Other:

NEWSLETTER

Please check if item should be expanded for external release. □
Residuals Management Committee Representative: Jeff Burnie was absent. NEBRA conference is next Thursday & Friday – October 26 & 27, 2017 in Burlington, VT.

**COMMITTEE REPORT:**

- **Industrial Representative:** Position vacant.

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**DIVISION #1**

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**FINAL RESULTS**

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**FINAL RESULTS**

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<td>Team 6</td>
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**Water Environment Federation**

**Operations Challenge 2017**

**Chicago, IL**

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**Industrial Representative:** Position vacant.
**Young Professionals Committee Representative: Mike Guethle submitted the following written COMMITTEE REPORT:**

**YP Report**

**PAST EVENTS:**

- **Greenfest:** We had a booth at Greenfest again this year, and were able to have several people attend the booth last minute to talk to the public about clean water. Thanks again to all those who attended!

- **MEWEA Fall Convention:** We raised over $400 for our annual scholarship with Wednesday's putting contest, which went to *Crystal Cooper of PWD* (and thanks to *St.GC's Kathryn Deneroff* and the *DEP's Rebecca Beam* to hosting the putting competition!!). *Allison Fisher at the City of Portland* took home the YP award for all her work building an effective bridge with NEWEA, and assisting whenever called on. We also had our most successful raffle since it started 4 years ago, with over 30 participants.

**UPCOMING EVENTS:**

- **Portland Stormwater Conference, October 23 and 24:** Bi-annual conference registration is live! Some of us (Thanks Allison and Olivia!) had a hand in organizing the after-hours soiree. Registration is life for this one, too: [https://mainestormwaterconference.org/](https://mainestormwaterconference.org/)

- **YP meeting, near the end of October (26th):** I’ll be reaching out to some of our most regular attendees to confirm a date when many people can attend, and please note that we hope to be adding in a remote call-in line for this meeting and those going forward! I’ll follow up in a week or so confirming when/where and an agenda.

**Awards Committee Representative:** Mary Waring had no report.
JETCC Committee Representative: Leonard Blanchette submitted the following written COMMITTEE REPORT:

MAINE WATER ENVIRONMENT ASSOCIATION
Local Government Center
60 Community Drive
Augusta, ME 04330

GUIDELINE FOR OFFICER / COMMITTEE REPORT

EXECUTIVE COMMITTEE MEETING DATE: October 20, 2017
COMMITTEE/OFFICE NAME: JETCC CHAIR/OFFICER NAME: Leonard Blanchette - JETCC Board Chair

RECENT ACTIVITIES:
- Since the conclusion of the Spring Wastewater Operator School 6 out of 7 students who took the course have passed the WW exam!
- Fall 2017 training schedule is underway! Things are a bit hectic as we have almost 150 people signed up for the 5 classes scheduled between 10/17 and 10/26!
- Also are also now taking suggestions for Spring classes!

MEETINGS HELD/ATTENDED:
- MeWEA Convention in September with graduation for 19 MCS students. Pins were distributed to past MCS graduates. Lee Agger Award given to Scott Firmin of Portland Water District. Founders Award given to Paul Boutin of Old Town WPCF.
- Leeanne, Scott Firmin and Judy Bruenjes met to outline 2018 curriculum for another Wastewater Operator School starting in January.

DECISIONS MADE:
- As of 10/13/17 we are still waiting for enough students to run another Management Candidate School beginning in November. Check on status of this by 10/20/17.

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS:
- If you have a past graduate that did not his/her pin please contact JETCC
- JETCC is seeking Hosts for upcoming Wastewater Operator School sessions in southern Maine locations (mostly Portland Water District) between January and May. This is a great opportunity to connect with and welcome new personnel in our industry while getting some great training! Call Leeanne for dates and more info.

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES:
- Next JETCC Board meeting scheduled for Tuesday, November 14 in Brunswick

OTHER RECOMMENDATIONS & MISCELLANEOUS:
- Call Leeanne if you are interested in assisting with hosting or teaching a Fall class

REPORT SUBMITTED BY: Leeanne Hanson DATE SUBMITTED: October 11, 2017
DISTRIBUTION: MMA Affiliate Liaison
Executive Committee Meeting
Other:

NEWSLETTER

Please check if item should be expanded for external release
New Media Committee Representative: Paula Drouin submitted the following written COMMITTEE REPORT:

COMMITTEE / OFFICER REPORT

MAINE WATER ENVIRONMENT ASSOCIATION
Local Government Center
60 Community Drive
Augusta, ME 04330

EXECUTIVE COMMITTEE MEETING DATE: 10/20/2017
COMMITTEE/OFFICE NAME: New Media
CHAIR/OFFICER NAME: Paula Drouin

RECENT ACTIVITIES:
- Photos from the fall convention are posted to Flickr (can be accessed on the website at the bottom of the main page).
- Presentations have begun to be posted to the member’s only section of the website.
- Requesting a revision of the social media policy (attached)
- MEWEA privacy policy has been submitted to Ben at MMA for posting on the website.

DECISIONS MADE: n/a
MEETINGS HELD/ATTENDED: n/a
ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: n/a
NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: n/a
OTHER RECOMMENDATIONS & MISCELLANEOUS: n/a

REPORT SUBMITTED BY: Paula Drouin
DATE SUBMITTED: 10/13/2017

DISTRIBUTION:
  MMA Affiliate Liaison
  Executive Committee Meeting
  Newsletter
  Other:

Please check if item should be expanded for external release. ☐
Social Media Policy

Maine Water Environment Association has established an account on social media platforms, including Twitter and Facebook. In order to protect the professional reputations of MEWEA and affiliated organizations, and for the protection of its members, the following policy has been established to define the organization’s approach to the social media platforms used by the Association.

Hereafter, the word “feed” shall refer to the unique social media page (i.e., Twitter, Facebook, LinkedIn, etc...) dedicated to MEWEA members and its accepted Followers. The word “post” shall refer to a statement or link that is posted on the MEWEA social media feed.

The objectives of the Social Media Policy are as follows:

- Define the objectives of MEWEA’s participation in social media;
- Define which MEWEA members are authorized to administer the MEWEA social media feed(s);
- Define the checks and balances to be used by MEWEA members authorized to administer the social media feed(s);
- Describe the content and topics acceptable (and not acceptable) for posts;
- Outline guidelines for interacting with other social media users;
- Establish a Privacy Statement and Disclaimer to appear on the MEWEA social media feed(s)

Objectives

The objective of each MEWEA social media feed(s) is to inform members, affiliate groups, and regulatory agencies about resources that MEWEA can provide to its members, information pertinent to the industry, and the activities of members.

The social media feed(s) will supplement and complement the information MEWEA publishes on its website (www.MEWEA.org), in its quarterly newsletter (Maine Water Environment News), and that is made available at its conferences and events.

The benefits of the dynamic social media feed(s) include:

- Letting MEWEA Followers know about important events, training, regulations, and conferences that may be of interest, and providing links to those.
- Linking MEWEA Followers to information about MEWEA that is published by other sources.
- Providing current, accurate information in a timely manner to a wide audience.
- Communicating with those members that use mobile devices.

Members Authorized to Administer MEWEA Social Media Feeds
The following MEWEA members shall share a login to each MEWEA social media feed.

- The MEWEA President
- The Chair of the Communications Committee and/or the Chair’s designee
- Members of the Communications Committee, with approval from the Chair of the Communications Committee
- Members of the Young Professionals Committee, with approval from the Chair of the Communications Committee
- Members of the Public Relations Committee, with approval from the Chair of the Communications Committee

These members shall be considered authorized to administer the MEWEA social media feed(s), and have the responsibility to do so in compliance with the limitations included in this Policy.

**Checks and Balances**

Authorized administrators of the MEWEA social media feed(s) shall use e-mail to solicit approval from other authorized members prior to posting a specific post. No post shall be added to the Feed without the agreement of at least two other authorized administrators.

If authorized administrators cannot agree on the appropriateness of a proposed post, the content shall be presented to the Executive Committee in writing at the next scheduled meeting. The Executive Committee shall vote to accept or reject the proposed post.

Authorized administrators of the MEWEA social media feed(s) shall discuss on a monthly basis, as needed, in person or by e-mail, any comments, compliments, and/or criticisms received on materials added to the MEWEA social media feed(s). These discussions shall be used to revise the Social Media Policy over time.

**Content and Topics Acceptable for Updates and Posts**

MEWEA will post information on the following:

- Updates from Maine DEP, NEWEA, and WEF
- New or proposed regulatory changes (federal or regional) related to water quality and wastewater
- Attendance by MEWEA members at conferences or meetings
- Summary from legislative trips to Washington, DC
- Dates and times of monthly Executive Committee meeting, with link to the agenda
- Links to minutes from Executive Committee meeting
- Announcement of Spring Conference and Fall Convention dates and locations
- Requests for speakers and moderators at events
- Changes to members of the MEWEA Executive Committee
- Presentations done by MEWEA members
- Project updates (construction start; facility startup) of MEWEA member facilities
- Requests for assistance (emergency generators, portable pumps, etc...) from MEWEA member facilities
- Awards or honors given to MEWEA members
- New Member announcement
- Announcement of promotions, new hires, retirement, etc...
- Licenses and certifications received by MEWEA Members
- Links to MEWEA in the media
- Updates to the MEWEA website
- Abstract deadlines for conferences
- Clean Water Week poster contest
- Community events based on or around Maine’s waters
- News from around the State (i.e., flooding, road closures, etc.)
- Public relation photos from open house events
- Training opportunities

The following content will not be permitted:

- Statements that express political, social, religious, or other similar beliefs or opinions.
- Statements that are racist, sexist, inflammatory, discriminatory, offensive, or otherwise inappropriate.
- Statements that imply or state endorsement of a product, person, equipment, or for-profit entity.
- Advertisements for any product, person, equipment, or for-profit entity.
- Any other content that is determined to be inappropriate by vote of the Executive Committee.

**Guidelines for Interacting with other Social Media Users**

Members authorized to administer the MEWEA media feed(s) have sole responsibility for accepting and/or rejecting requests from other social media users to Follow the MEWEA media feed(s), and for Following other social media users. Acceptable Followers and Feeds to Follow may include, but are not limited to, the following:

- Member organizations and individual Members;
- Local, State, and Federal regulatory agencies;
- National Organizations, such as WEF;
- State or Regional Organizations, such as NEWEA, JETCC, Friends of Casco Bay, Maine Water Utilities Association, Maine Rural Water Association; and
- Member Associations in other states.

Authorized administrators of the MEWEA media feed(s) shall discuss on a monthly basis, as needed, in person or by e-mail, any comments, compliments, and/or criticisms received on materials added to the MEWEA media feed(s). These discussions shall be used to revise the Social Media Policy over time.
Motion made Mary Waring, seconded by Mac Richardson, all approved to accept the proposed changes to the Social Media Policy.
Stormwater Representative: Zach Henderson & Fred Dillon submitted the following written

COMMITTEE REPORT:

MAINE WATER ENVIRONMENT ASSOCIATION
Local Government Center
60 Community Drive
Augusta, ME 04330

EXECUTIVE COMMITTEE MEETING DATE: October 20, 2017
COMMITTEE/OFFICE NAME: Stormwater Committee
CHAIR/OFFICER NAME: Zach Henderson & Fred Dillon (Co-chairs)
RECENT ACTIVITIES:

- 08/29/2017: Stormwater committee meeting – Agenda included review and comment generation of MS4 General Permit 2nd draft issued by MEDEP
- 09/08/2017: Submitted 2nd comment letter to Maine DEP regarding MS4 General Permit Reissuance (attached)
- Contributed to Maine Stormwater Conference as a Silver Sponsor – SW Committee member involvement in planning committee for the conference helped us obtain a reduced sponsorship fee for higher sponsorship level. Two complimentary registrations are available. Paula Drouin will take one complimentary registration. One is still available. Looking for volunteers to staff the booth at times during the conference. Ok to talk wastewater.
- SW Committee member Kristie Rahasca and co-chairs provided comments via email on final draft of Maine Water Utilities Association and Drinking Water Program water line flushing BMP manual.
- Conducted Nutrient Management Sessions during MEWEA Fall Conference – “Alternative Nutrient Management Efforts” – Aquaculture and Fertilizer Outreach/Education efforts and “Illicit Discharges and Overlap with Sewer Programs”.

DECISIONS MADE: See above
MEETINGS HELD/ATTENDED: See above
ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: None
NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: Committee to meet again (TBD) related to final draft MS4 General Permit.
Plan to officially sign up as member organization with NMSA in late fall for next calendar year fee.
OTHER RECOMMENDATIONS & MISCELLANEOUS:

1) The Stormwater Committee respectfully requests modifications to the membership page of the MEWEA website (and membership form) to be more inclusive of stormwater management professionals.
2) MEWEA has received two complimentary registrations for the Maine Stormwater Conference. Need to identify one additional complimentary registration.

REPORT SUBMITTED BY: Zach Henderson & Fred Dillon
DATE SUBMITTED: 10/12/2017
DISTRIBUTION:

Please check if item should be expanded for external release.
Mr. Gregg Wood  
Maine Department of Environmental Protection  
Bureau of Water Quality Control  
Via email: Gregg.wood@maine.gov

September 8, 2017

Dear Mr. Wood

Thank you for the opportunity to comment on the August 18, 2017 Second Preliminary Draft General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems (MS4s). The Maine Water Environment Association’s Stormwater Committee and Maine Municipal Association (MMA) have compiled the following comments based on a review of the Second Preliminary Draft and appreciate the opportunity to work with Maine DEP on the development of a functional and effective stormwater discharge permit. The MEWEA Stormwater Committee, made up of representatives from all four regulated MS4 “clusters” and the Maine Municipal Association, met on August 29th to review the Second Preliminary Draft.

As stated in our comment letter dated July 7, 2017, we appreciate the brevity and clarity of the language in the Draft MS4 General Permit. Your Second Preliminary Draft continues this trend toward clear and specific regulatory obligations. We are providing the following additional comments for your consideration in drafting the next version of the General Permit.

GENERAL COMMENTS

- Consensus that the second draft permit (MCM1&2 not open for comment) is generally acceptable with only a few revisions or requests.
- We anticipate that all appendices outlined in the GP will be made available prior to issuance of the General Permit.
- As possible, the development of a timeline for NOI and SWMP submissions would be helpful to permittees. Our organization will also be interested in discussing specific SWMP obligations prior to issuance of the Permit and the anticipated format for the NOI form.

Please consider the following changes (deletion shown with strikethrough and insertions in red):
COMMENTS ON PART I: COVERAGE UNDER THIS PERMIT

A. Authority
We request that Maine DEP add at the end of the paragraph of the last sentence, “This General Permit does not prevent a municipality from adopting stricter standards than contained in this General Permit or in state or federal law.”

COMMENTS ON PART II: DEFINITIONS

Catch Basin Evaluation
Means an inspection of a catch basin structure that includes documentation assessment of water quality. The term “catch basin” refers to subsurface structures, and does not include best management practices such as check dams, sediment forebay, or step pools. Structural evaluation includes, at a minimum, observations of the condition of the structure, inlet and outlet pipe(s) to the extent these are visible without requiring confined space entry, frame, grate or cover, and area around the structure (e.g., to identify settlement). The depth of the structure’s sump, (the vertical space between the bottom of the outlet pipe and the bottom of the structure) where one is present, must shall also be documented. Water quality evaluation includes, at a minimum, visual observations of sheen, discoloration, foaming, evidence of sanitary sewage, excessive algal growth, and similar visual indicators, as well as observations of odor and the depth of sediment in the sump. This evaluation assessment may be conducted in conjunction with a routine cleaning event or separately, in order to determine what structures require cleaning.

New Development
We request that Maine DEP retain this definition and to add, “At a minimum” to the beginning of the definition and add, “May be considered more stringent as defined in permittee’s municipal ordinances.”

Redevelopment
We request that Maine DEP retain this definition and add, “At a minimum” to the beginning of the definition and add, “May be considered more stringent as defined in permittee’s municipal ordinances”.

Total Maximum Daily Load (TMDL)
We request that Maine DEP add, “consistent with conditions set forth in 40 CFR Part 130” to the end of the first sentence.

Urban Impaired Stream
We request that Maine DEP update reference to Chapter 502, not the 305(b) report. This change needs to be made throughout the permit, not just in the definition section.
COMMENTS ON MCM 3 ILLICIT DISCHARGE DETECTION AND ELIMINATION PROGRAM

Section e.iv. We suggest the following changes to this section to allow permittees to continue to have flexibility on approaches to investigation of illicit discharges:

Where visual or olfactory indicators of a potential illicit discharge are dry weather flow is found at an outfall, the permittee shall initiate investigation procedures consistent with Section f. and its written IDDE Plan. At least one (1) sample must be collected and analyzed for:

1. Ammonia
2. Total residual chlorine
3. Surfactants

We suggest moving the following to section f between ii and iii and to be modified as described in Section f. below:

“All analyses can be performed with field test kits or field instrumentation and are not subject to 40 CFR Part 136 requirements given the sampling is for investigative purposes and not to determine compliance with this permit. Sampling for ammonia and surfactants must use sufficient sensitive methods to detect said parameters at or below the threshold concentrations of 0.50 mg/L for ammonia and 0.25 mg/L for surfactants. Sampling for total residual chlorine must use a method with a detection limit of 0.020 mg/L.”

Section f. We suggest the following changes to this section to allow permittees to continue to have flexibility on approaches to investigation of illicit discharges:

ii. Steps that would be taken to determine and confirm that flow during dry weather conditions was only uncontaminated groundwater, water from a natural resource, or an allowable non-stormwater discharge that has entered the system. All analyses conducted as a part of this confirmation process can be performed with field test kits or field instrumentation and are not subject to 40 CFR Part 136 requirements, given the sampling is for investigative purposes and not to determine compliance with this permit. Sampling for ammonia and surfactants must use sufficient sensitive methods to detect said parameters at or below the threshold concentrations of 0.50 mg/L for ammonia and 0.25 mg/L for surfactants. Sampling for total residual chlorine must use a method with a detection limit of 0.020 mg/L.

iv. Where elimination of an illicit discharge within 60 calendar days of identification verification of its source is not possible, the permittee must establish an expeditious schedule for its elimination and report the dates of identification and the projected schedule of removal activities in the permittee’s annual reports. The permittee must diligently conduct the actions identified in the schedule as necessary for elimination...
COMMENTS ON MCM 6 POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

Section b.iv.2. We suggest the following changes to this section:

The permittee must clean catch basins that have excess sediment (>50% of the sump) cleaning all catch basins that accumulate sediment at least once every other year and dispose of the removed sediment in accordance with all federal, state, and local rules. The permittee must clean catch basins more frequently than have excess sediment (>50% of the sump).

GENERAL COMMENTS ON OTHER PART IV. REQUIREMENTS

- On Page 18 of 34 we request that Maine DEP add the newest Maine Erosion and Sediment Control Best Management Practices for contractors and design engineers as additional guidance documents under Note.
- On Page 32 of 34 we request that Maine DEP make section (e) in bullet-point form to make for easier reading and compliance. Add “field sample or” before “laboratory results” on the fifth line of section (e).

Thank you for the opportunity to provide these comments. Please contact Fred Dillon 207-347-4138 (office) / 207-321-9437 (mobile) fdillon@southportland.org or Zach Henderson 207-558-3843 or zhenderson@woodardcurran.com for questions or clarification on these comments.

Sincerely,

Zach Henderson
Stormwater Committee Co-Chair

Fred Dillon
Stormwater Committee Co-Chair

Garrett Corbin
Legislative advocate
Maine Municipal Association

Sincerely,

Maine Municipal Association

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cc: Matt Timberlake, 2017 MEWEA President
MMA Representative: Joan Kiszely reported that MMA is recommending a 3% fee increase in the Administrative Service Agreement, and an additional $80 for a security module for their Website. Total for 2018 with the additional $80 would be $17,750.00.

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<tr>
<th>President Matt Timberlake submitted the following written REPORT:</th>
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<tr>
<td>Please visit the link below to view the Weekly President’s messages:</td>
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1st Vice President Paula Drouin submitted the following written REPORT:

MAINE WATER ENVIRONMENT ASSOCIATION
Local Government Center
60 Community Drive
Augusta, ME 04330

EXECUTIVE COMMITTEE MEETING DATE: 10/20/2017
COMMITTEE/OFFICE NAME: Vice President
CHAIR/OFFICER NAME: Paula Drouin

RECENT ACTIVITIES:

- I am in the process of reviewing the Administrative Guide (current version is from 2014). Attached is a list of changes that, upon agreement, can be made by the end of the year.

- By-law change proposals will be presented at the November EC meeting or can carry over to December. Upon agreement, notification to the membership would be sent out by late February for vote at the spring conference.

DECISIONS MADE: n/a
MEETINGS HELD/ATTENDED: n/a
ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: n/a
NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: n/a
OTHER RECOMMENDATIONS & MISCELLANEOUS: n/a

REPORT SUBMITTED BY: Paula Drouin
DATE SUBMITTED: 10/13/2017

DISTRIBUTION:
MMA Affiliate Liaison
Executive Committee Meeting
Newsletter
Other:

Please check if item should be expanded for external release. □
Proposed changes to the MEWEA Administrative Guide
Admin. Guide changes that can be made by the end of the year:

1. All dates changed from 2014 to 2018
2. Remove Strategic planning
3. Update MEWEA Meeting Schedule. Add a link to the calendar on the website.
4. Update Board/Chairperson list as well as terms
5. Update Past Presidents list
6. Update Award Recipient list
7. Create Function/Duties for Stormwater Committee
8. Rename the “Policy” section: “Policies and Standard Operating Procedures”. SOPs for existing policies should appear immediately after the policy. Include the following:
   - Fall Convention
   - Spring Conference
   - Personnel Advancement
     (Include Convention, Conference and Personnel advancement SOPs immediately after the “Technical Session Speaker Registration Policy”).
   - Awards
   - Ski Day
   - Golf Tournament (existing policy)
   - Operations Challenge
   - Washington D.C. Fly-In (existing policy)
   - Clean Water Week Poster Contest/Calendars
   - Newsletter
   - Website
   - Social Media (existing policy)
   - YP Committee
   - Government Affairs

2nd Vice President: Stacy Thompson was absent.

Past President: Scott Firmin had no report.

6. Other New Business:

MWUA & MRWA – Matt Timberlake will continue to be MWUA & MRWA Representative and attend their meetings for 2018.
JETCC – Lenny Blanchette reported JETCC is working on a Strategic Plan.

Matt Timberlake reported on the State Level Pipe Regulation/Legislative Issue. This is pretty significant in the country.

7. Adjournment: Motion made by Mac Richardson, seconded Mary Waring, all approved to adjourn the meeting at 11:37 a.m.