



# BOARD OF CERTIFICATION OF OPERATORS OF WASTEWATER TREATMENT FACILITIES

Meeting Minutes: Wednesday, December 2, 2015

Members in Attendance: Dr. Janet Baldwin, Paul Desrosiers, Julia Forgue, Frank McLynch, Bill Patenaude and Jon Schock

Others in Attendance: Christina Hoefsmit, Esq. and Traci Pena, DEM

The meeting came to order at 9:33 a.m.

The first order of business was the review of the draft November 4, 2015 meeting minutes.

**After review of the draft November 4, 2015 meeting minutes, Mr. Schock motioned to approve the minutes. Mr. McLynch seconded the motion. The motion passed with all members voting in favor. Dr. Baldwin and Mr. Desrosiers abstained as they were not present at the meeting.**

**Per §42-46-4 and §42-46-5(a)(4), Mr. Patenaude motioned to convene into executive session to discuss issues regarding Rhode Island wastewater treatment operators related to possible civil or criminal misconduct. Mr. McLynch seconded the motion. The motion passed with the following roll call: Mr. Patenaude, Mr. McLynch, Mr. Desrosiers, Dr. Baldwin, Ms. Forgue and Mr. Schock voting in the affirmative.**

**After review of the draft November 4, 2015 executive session meeting minutes, Mr. Schock motioned to approve the minutes. Mr. McLynch seconded the motion. The motion passed with all eligible members voting in favor. Dr. Baldwin, Ms. Forgue, and Mr. Desrosiers abstained because they were not present at the November meeting.**

**Mr. Schock motioned to send an operator a written reprimand based on the lack of communication and poor reporting procedures. A written SOP is also required, to be signed by all parties; the superintendent, assistant superintendent, the staff and the director of public works. The SOP will need to be approved by the DEM. The letter of reprimand will stay in file for 5 years. After 5 years, the individual could come before the Board, pending no additional infraction and request to have the letter removed. Mr. Desrosiers seconded the motion. The motion passed with the following roll call: Mr. McLynch, Mr. Desrosiers, Dr. Baldwin, Ms. Forgue and Mr. Schock voting in the affirmative. Mr. Patenaude did not vote on the matter as he had recused himself and was not present during deliberations and vote.**

**Mr. Schock then motioned to also send an operator a letter of reprimand reminding the operator in question of his duties as an assistant superintendent, an operator who is assigned the full-time direct responsibility for the management, operation and maintenance of a facility in the absence of the superintendent. The letter of reprimand will stay in file for 5 years. After 5 years, the operator could come before the Board, pending no additional infraction and request to have the letter removed. Mr. Desrosiers seconded the motion. The motion passed with the following roll call: Mr. McLynch, Mr. Desrosiers, Dr. Baldwin, Ms. Forgue and Mr. Schock voting in the affirmative. Mr. Patenaude did not vote on the matter as he had recused himself and was not present during deliberations and vote.**

**Mr. Patenaude returned to the meeting and on a final matter motioned to send an operator a letter reminding him the importance of providing accurate information and verifying that operational staff are appropriately certified. He would also invite the operator to the next meeting in January 2016 if he would like to provide additional details.**

**Mr. Patenaude motioned to seal the December 2, 2015 executive session meeting minutes. Mr. McLynch seconded the motion. The motion passed with the following roll call: Mr. Patenaude, Mr. McLynch, Mr. Desrosiers, Dr. Baldwin, Ms. Forgue and Mr. Schock all voting in the affirmative.**

**Mr. Patenaude motioned to resume the meeting into open session. Mr. Schock seconded the motion. The motion passed with the following roll call: Mr. Patenaude, Mr. McLynch, Mr. Desrosiers, Dr. Baldwin, Ms. Forgue and Mr. Schock all voting in the affirmative.**

There were no course approvals or applications to be reviewed.

Tier II requests for renewal are being received. As the Regulations states, random audits will be conducted.

Mr. Patenaude will be moving forward with submitting the draft Regulations to the Secretary of State's office. He provided the Board a copy of the draft Regulation for their review and approval.

In new business, Mr. Desrosiers invited the Board to the Annual NWPCA holiday party on Tuesday, December 8, 2015.

**Mr. Patenaude motioned to adjourn. Mr. McLynch seconded the motion. All members voted in favor, and as such the motion passed.**

The next meeting is scheduled for Wednesday, January 6, 2016 at 9:30 a.m. at the RIDEM – Office of Water Resources, Room 280 located at 235 Promenade St., Providence, RI.