

**New England Chapter APWA
Minutes of the March 20, 2024, 11:30 AM
Executive Committee Meeting
Zoom Conference Call**

1. **Call to order EC Board Meeting:** Meeting was called to order by President Roy. Otero noted attendance. Guests/Committee Chairs included Amanda Bazinet, Brenda Codella, Nichole Davis, Bill Hadley, and Kris Surette.
2. **Concerns, etc.:** None
3. **Consent Agenda:** *These items will be acted together at their conclusion by a single vote.*
 - a. **Approval of Minutes:** February 21, 2024, minutes were reviewed. Schaeffler stated there was a small edit to be made under Finance Committee, the deadline date for funding requests should be March 4th, not March 1st. Otero stated she would revise before publishing the minutes to our website.
 - b. **PWX Chapter Dinner:** Myers requested to be removed from the Consent Agenda, for discussion and vote on executing a contract and promptly sending a deposit. **PWX Chapter Dinner conversation was removed from the Consent Agenda on a motion by Sopelak/Westerling.**
 - c. **Award Committee:** Stinson reported The New England chapter has made 21 National award submissions, with Vermont Transportation adding their own, totaling 22 submissions. This includes 9 individual and 13 project awards, noting a conflict between one of our project submissions and Vermont's. We are also preparing for the PACE award submission due June 3rd. For the State Awards: Four categories are recognized in each state: Public Works Leader, Outstanding Public Works Department, Public Official, and Supervisor of the Year. Nominations are being accepted, with the awards committee making the final decisions. Awards will be presented at state chapter meetings or alternative arrangements if needed. Connecticut will be the first, during the spring meeting. Efforts are underway to standardize an award for use across all five states, with submission deadlines on March 22nd for Connecticut and April 5th, 2024, for the other states (MA, NH, RI, VT). Vermont's awards will be presented at their Equipment Show. Preparations are in progress, with further details to be announced to the chapter in April.
 - d. **Treasurer Report:** Otero reported that she sent the financial reports via this meeting's Outlook invite. She processed her first Square payment on the desktop and received the Square phone attachment recently. The final rental payment for the Spring Conference has been mailed, along with deposits for the Summer Conference's golf event and entertainment, and the second NPWWL deposit was sent. Our Bank of America account holds \$237,072.15, including \$89,818.90 from a closed Santander Money Market account for Scholarships. Connor's inquired what would prohibit Otero from opening a credit card with Nationals information. Otero believes that even if it was able to be a card with National listed, it would still be linked to her social security number. Otero stated that she spoke with Bank of America and the debit card has the same protection as a credit card.
 - e. **Finance Committee:** Schaeffler reported the committee convened on March 16th, deciding to waive credit card fees for the Spring Conference and impose late fees for registrations after March 29th. They accepted a \$16,000 quote for a food truck at the Vermont event but will seek a better price. The committee resolved to avoid micromanaging, allowing event committees to spend within approved budgets, with additional expenditures requiring Finance Committee (FinCom) approval. Discussion on sponsorships' impact included Conrad Leger and Schaeffler planning a meeting to ensure transparency with sponsors. Additionally, Roy and the President-Elect met in Mystic, CT, discussing strategies to enhance scholarship fund investments, with promising support and more updates expected soon.
 - f. **Delegate's Report:** Westerling reported a successful regional meeting on February 29th, bringing together Regions 1 and 2 with notable attendees including Rich Benevento and President Elect Dominick Longobardi, alongside 20 participants from the New England Chapter, as well as attendees from Canada all the way down to Pennsylvania. APWA annually identifies the top 5 trending technologies in public works: Artificial Intelligence (AI) for Condition Assessment, Centralized Community GIS Mapping Data, Lead Service Line Identification, Microgrids, and Improving Transportation Infrastructure for Sustainability Amid Severe Events. For details on the 2024 trends or to get involved, contact APWA or Westerling. A learning event organized by the Workforce Development Committee and the Veteran's Employment and Training Service (VETS) is scheduled for March 14th, with our website offering valuable information for Veterans. Our National site provides Fleet Professional Certification opportunities, featuring resources such as The Concise Manual for Calculating Public Fleet Rates, strategies for Demonstrating the Value of Your Fleet Management Program, guidelines on Planned Fleet Replacement and Spec Writing 101, along with the APWA Equipment Code. Additionally, a "Click and Listen" event is planned for tomorrow on Procuring and Contracting for Solid Waste and Recycling Services, offering further educational opportunities for our members. Furthermore, if you're interested in supporting the Diversity, Equity, and Inclusiveness (DEI) Committee, or have any questions regarding diversity, equity, inclusiveness, or the committee's work, please reach out to Westerling, Roby Whitehouse, or A. Jones at ajones@apwa.org for more information.
 - g. **Education Committee:** Modzelewski announced that all speakers, including those for Chapter Connects and the Luncheon, have been informed. The Spring Conference has received CEU approval, and the committee is submitting

the CEU application today to provide CEUs at the NPWW Luncheon as well. The committee is eager to support educational opportunities, so please get in touch if interested.

- h. Spring Conference:** Sopelak reported that Registration is progressing well, with approximately 130 attendees signed up as of today. The event has a maximum capacity of 210. If you're interested and haven't registered yet, please do so soon. Modzelewski said there will be 30 vendors in the main area and 4 tables up front, NEAPWA Registration table, APWA Membership table, T-2 Center table, and a table for the Fill the Truck donations.
- i. Admin Workshop:** Pinsonneault mentioned the event is slated for April 30th, from 8 AM to 3 PM, at the Worcester District 3 office, with the speaker already arranged. He encouraged sending administrative personnel to this workshop. To accommodate the cost of attendee gifts, including watering cans with seeds and an attached gift card, the registration fees were increased. Despite this, they are staying within the approved budget. Connors noted that the promotional flyer would be reviewed by Pinsonneault and it will then be sent to Otero to send out. Otero inquired if they should open online registration for the event, to which Pinsonneault will get back to her about that. Schaeffler suggested reconsidering the gift cards to possibly reduce the registration fee, but Connors and Westerling countered, emphasizing that the gift expenses are modest compared to others. Dave is aware of the Massachusetts regulations regarding gifts. Roy asked if there was a registration limit. Pinsonneault said he believes they can have 65 or so and will check.
- j. VMESFD:** Blodgett reported that their last meeting was on March 18th, with biweekly meetings scheduled. He inquired about the NEAPWA Chapter's overall budget, questioning whether the aim was merely to break even. Roy clarified that while all committees utilize the budget for planning, it serves primarily as a guideline; some events may perform better financially than others. Blodgett is optimistic about achieving their planned venue attendance figures. He expressed a desire to compile a list of Board members willing to participate and announced plans to send out an email to gather responses by the April 15th deadline.
- k. Young Professionals:** Surette provided updates on the planning of the Director's Breakfast, noting that the event, initially scheduled for March, is now likely to be postponed to April. He shared that they are planning a spring tour of a Complete Streets project in Newport with a social event right after. Looking ahead, the calendar includes the Woo Sox event, Young Professionals (YP) Holiday event and a Toys for Tots campaign. Additionally, there are plans to leave a significant footprint at both the summer and fall conferences, with a strong emphasis on integrating a dedicated YP presence into these conferences. Sopelak stated they are more than welcome to have a table at the Spring Conference. Surette thanked him but he's not sure who would be able to attend. Yanulis asked if there was anything we could share at the registration table or a board that can be created to get involved with the YPs. Bazinet said they will create something to be shared in the summer bag. She also said they are always looking for news articles, to please share.
- l. Program Committee:** Davis reported that they are coordinating the 2025 Summer Conference with a meeting next week. She will have more of an update next month.
- m. Holiday Event:** Sopelak shared that after conducting a site visit at the Marriott in Mystic, the location was highly favored. Regarding finances, a budget request of \$17,000 was made, while the received quote amounted to \$7,000. Additionally, the venue includes a suitable room for the EC Board meeting. Sopelak requested to remove this from the Consent Agenda for a vote to enter a contract with the Marriott in Mystic while they work with National on the working within the contract.
- n. Director of Region 1:** No Report, Benevento was traveling to Kansas City.
- o. Scholarship Committee:** Mulleavey expressed disappointment over the low number of applications received this year: two for the Crombie Scholarship and one for the Career Advancement Scholarship. Following Otero's reminder, a meeting is scheduled next week to discuss possibly extending the deadline, a practice Schaeffler noted happens annually. Gallagher suggested directly notifying schools and questioned the requirement for applicants to be connected to a member, proposing its removal to boost submissions. Bazinet offered to share the scholarship information with ASCE and volunteered to sponsor applicants if needed. She also proposed waiving the \$25 student membership fee alongside the scholarship. Gallagher emphasized the importance of outreach to promote the profession, mentioning ongoing discussions about the membership fee. Yanulis assured all that waiving the \$25 fee wouldn't affect the budget, and both Mulleavey and Modzeleski concurred that they should be eliminating the student membership fee. Severance mentioned that if we change any dollar amounts, it needs to go to FinCom. Perhaps if they are the recipient of one of the scholarships, we can gift them the membership. The conversation ensued.

5. Approval of Consent Items

Above Consent Items were approved on a motion by Westerling/Lawlor.

6. Action on Items Removed from the Consent Agenda

PWX Chapter Dinner: A motion was made and approved by Schaeffler/Bechard to proceed with sending a deposit to lock down the venue once we have a signed contract with the College Football Hall of Fame, pending any contract modifications recommended by National upon their review.

Holiday Event: A motion was made and approved by Westerling/Lawlor to approve entering into the contract with the Marriott in Mystic, CT based on Nationals comments and to send a deposit as soon as the contract is fully executed.

7. Other Business and Correspondence

Adams requested a vote for the DEI Committee to be added to the EC Board Meeting agenda. Roy clarified that a vote was unnecessary. He mentioned that Otero would circulate an email before each meeting, inviting Committee Chairs to request space on the agenda for updates if desired.

Roy emphasized the importance of everyone being well-acquainted with their respective state's ethical guidelines. He urged careful consideration and management of all our events in accordance with these rules.

Bazinet inquired about the location of the Student Membership structure on the website. Otero committed to contacting Jill Wilbeck for the updated flyer, which includes the new website information, and will ensure it is uploaded to our site as well.

Dexter stated that they have to look at the increasing budget for the Snowplow Roadeo. Schaeffler stated that Ledogar sent in the budget this morning.

8. Adjournment

There being no further business, the meeting was adjourned on a motion by Westerling/Lawlor.

Respectfully submitted,

Molly Otero
Secretary-Treasurer