

**New England Chapter APWA
Minutes of the April 20, 2022
Executive Committee Meeting
in person and Zoom conference call – 2:00 PM**

1. **Call to order EC Board Meeting:** Meeting called to order by President Mattscheck. Roll called by Connors. Guests/Committee Chairs included Conrad Leger, Courtney Lindberg, Tom Modzelewski, Mike Myers, and Dan Nason
2. **Concerns, etc.:** None
3. **Consent Agenda:** *These items will be acted together at their conclusion by a single vote*
 - a. **Approval of Minutes:** March 16, 2022 minutes were reviewed and approved.
 - b. **Treasurer Report:** Connors passed out the report. She has received \$28,000 in deposits; expenses were only \$6,000. There are outstanding invoices for the Spring Conference, Admin Event, Vermont Equipment Show and Field Day, and luncheon for \$2,200. We are doing good.
 - c. **Finance Committee:** Bechard reported that they met last week. Their agenda included the Holiday Contract, Summer Conference increase, and the APWA Foundation. Mattscheck met with the Marriott in Newport to go over what we would like changed on the contract. Once the contract is revised, it needs to be reviewed and approved by National. We have to act quickly. Bechard mentioned that the Summer Conference costs are rising, Dan Nason will share a report later in this meeting. There are ideas to raise the registration fee by \$15.00 to help bridge the gap for the continuing rise in costs to come. The committee supports the APWA Foundation and would like to know more about how their donations will work, how will they spend the money. We'd like to have more say on where the money goes locally. They are proposing to make an end of the year donation instead of applying an increase to all event registrations. Mattscheck brought up that we need to follow the donation policy.
 - d. **Delegate's Report:** Benevento stated that he's on the awards task force. They review award criteria, meaning of the award, and how it aligns with APWA strategic plan. There has been discussion on what awards should be dropped and what should be added. Benevento would like to see a National Public Works First Responder Award like we have in New England. There's a Public Works Awareness Task Force that he chairs, which helps Chapters establish a Public Works Awareness Committee. They have a meeting April 21st.
 - e. **Education:** Shea reported that they supported the Sustainability "committee" by preparing and promoting a Sustainability Survey to NE PW Departments. There was a good response and some of the information may help us with idea for future education sessions. She thanked Tom, Pat, and Steve for serving on the Chapter Connects subcommittee, she really appreciates their hard worked on that. The Education Committee is considering the development and distribution of an Education Survey to determine some themes for future presentation at the NEAPWA conferences.
 - f. **Awards:** Benevento reported that all of the National Award results are done. We did really good again this year. Out of sixteen awards we submitted, we won ten. We have won 90 National awards over the last eight years. If we win the PACE award in June it will make 91. This year we were still short on Projects of the Year, we submitted five, we won one. Professional Manager of the Year - Facilities and Grounds we've won every year since 2014, expect 2015 or 2019 because we didn't submit those two years. All National Award winners will be posted on the NEC website. Next step is Chapter Awards with the want to recognize first responders.
 - g. **Membership:** Roy reported that they're ready for the VT event with flyers and hopes to pick up a few memberships.
 - h. **PWAC:** Benevento and his team met last week. They are putting together a Public Works video, Aimee requested photos. They're working on the promotional items for the VT event (bags with the Chapter logo) and the luncheon. Marilee and Aimee are putting together a press release template. The next Chapter Connects, Recruiting & Retention in the Work Force is on April 28th. The Admin Workshop is coming up, April 27th, please sign up your staff, it's good for them to attend.
 - i. **Sponsors:** Leger reported the sponsors committee revised the structure of the contributor's program for the 2020 sponsorship year. This provided new opportunities for sponsors and allowed us to take a fresh look at the sponsorship levels and associated cost. With registration ending in March, he was happy to report the 2022 program has raised \$56,000 for the chapter from 27 sponsors. This is a significant

increase from past years. For example, in 2019 (prior to the revised structure) the program raised \$38,100. Leger wanted to recognize the 4 newest sponsors: Baden Consulting (silver), BMC Corp (bronze), Garrity Asphalt (bronze), Green Mountain Pipeline Services (bronze). He thanked co-chairs Bobby Betsold and Adam Yanulis for their continued support and assistance as they continue to strengthen the contributors program. We hope that these funds will be used wisely by the board to enhance benefits for our existing members and sponsors while laterally focusing on the recruitment of new membership.

- j. Government Affairs:** No report.
- k. Scholarship/Charity:** Schaeffler thanked everyone that spread the deadline extension news. They now have ten for the O'Leary scholarship and three for the Career Advancement and one Crombie PWX scholarship that was submitted.
- l. Newsletter:** Myers reported that in early March a Constant Contact flyer went out to membership requesting content by April 30th. Looking to get the publication in May. They have multiple events to share. Myers sent out a reminder email to the sponsors for their content. Myers will be reaching out to Benevento for the National Award winners.
- m. Website and Social Media:** No report.
- n. Young Professionals Report:** No report.
- o. Professional Development & Knowledge MGMT:** No report.
- p. Diversity, Equality, and Inclusion Committee:** No report.
- q. Past President Advisory Council:** Garro reported the committee met on April 5th. They worked on the Bylaws and other topics. Garro and Barrett came up with modification to the Bylaws, a second version with Webb's help is going out to Past Presidents for review this week, looking for final feedback. It should be ready to be shared with the Board within the next two weeks. Benevento asked which areas were being reviewed. Garro replied that all of them were, they made changes to 6 or 7 areas.
- r. Mechanics Workshop:** Mattscheck reported that Collins emailed him back and will update us if something opens up later in the year to hold this event.
- s. Spring Conference:** Mattscheck said that the Spring Committee did a great job at the conference today. Webb spoke about moving it the Spring Conference around New England. Yanulis mentioned to defer it to the Education Committee to look at sites. Webb said they will work together with the Education Committee for future locations.
- t. VMESFD:** Schaeffler reported that as of today they have 434 municipality staff registered for the May 11th event. In 2019 they had a total of 470. We have a few weeks to go, she is sure they will top that number this year. Schaeffler also shared that they have 50 vendors and might have picked one up here today.
- u. NPWW/MOTY Awards Luncheon:** Connors said that they are all set. The speaker will be Ed Harding. He refused payment. We will make a charitable donation to his choice of charity. Information will be posted online but registration will be done via paper only with cash or check as payment.
- v. Summer Conference:** Nason reported the Summer Conference is still at the Red Jacket and the price has increased. Bechard noted that King sent in the budget along with a spreadsheet showing the food cost difference over the years. The Finance Committee spoke about this at their last meeting, they're suggesting a \$15.00 increase to the registration. Mulleavey thought that raising the registration by \$15.00 is a good idea with everything else going up everywhere. Benevento and Webb agree with Bechard and Mulleavey's comments. Yanulis said if we are going somewhere else next year, it will be more expensive and more than \$15.00 on an increase. Bechard spoke about people that book rooms but don't sign up for the conference and that this has been going on for years and wondered if there's a better way to police the event. Yanulis brought up that attendees had to show their ticket to attend all the events and meals at the Summer Conferences held at the Light House. He believes that the Sponsorship Committee needs to have a joint meeting with the Summer Committee. Connors said she would open registration on May 9th.
- w. PWX Chapter Dinner Charlotte, NC:** Myers said his team went to NC over a month ago and it's a cool city. Uptown area to the north and the south end is up and coming, lots of breweries. What's nice is that the hotel and convention center is between both areas. The committee's goal was to identify a venue that is good for networking and having fun at the end of the trip. A summary was circulated that Field put together about the venue that they're recommending, Slingshot. We would have to hire an outside

caterer, Mac's Speed Shop which is a barbecue place. They tasted their food while there and everyone liked it. King got the pricing and he thanked her for that, total cost was about \$18,000.00. If we plan on 150 attendees, we need to set a ticket price and do the math from there to figure out how much the ticket covers and supplements from our sponsors. Myers is looking for Board's approval today to secure the venue and submit the deposits. Connors asked for them to send the contract to her. Myers said he will talk to Connors after the meeting and pull the contracts together.

- x. **Fall Conference:** Bechard requested that Otero confirm that we have heard back from all the presenters, Otero will do so after the meeting. Otero to send a Save the Date flyer via Constant Contact after the NPWW Luncheon.
- y. **Snowplow Rodeo:** Mattscheck said there's been progress. The Rodeo will be held on August 19th in Boxborough, MA. Capelle is waiting on the price for the lunch boxes. Mattscheck will send their budget to the Finance Committee by June.
- z. **Holiday Executive Committee Board Meeting:** Dexter sent the Marriott contract to the Finance Committee Marriott. The Finance Committee made some suggestions before moving this along. They are requesting the wording be revised so that we don't pay for the rooms we do not use in the block. They also suggested rewording the cancellation policy. Connors agreed and said that we don't want to lose money like we have in the past without a snow clause. Dexter mentioned the contract from Laura Kennedy stated that we can pick another date if bad weather prevents us from attending on our first choice. Connors asked for the deposit amount, Dexter stated it was \$2,500.00. Bechard asked if there was a special room rate, Dexter stated not yet. Mattscheck said that the deposit needs to be made soon based on National approval.
- aa. **Sustainability:** Weissberg and Lindberg met with T2 (Mary McCarthy and Donna Shea) about the survey a month ago, they would like a larger meeting to gauge where we want to go next. There's a lot of interest. Thoughts of partnering with Sustainable CT.

4. Approval of Consent Items

Above Consent Items approved on a motion by Connors/Schaeffler.

5. Action on Items Removed from the Consent Agenda

A motion by was made by Yanulis/Connors and approved for the Spring Conference Committee to work with the Education Committee on future locations for the Spring Conference.

A motion was made by Webb/Benevento and approved to increase the Summer Conference ticket price by \$15.00.

A motion was made by Garro/Roy and approved for the PWX Dinner location; Slingshot (once Contract is reviewed and approved by National, deposit can be made).

A motion was made by Roy/Schaeffler and approved for \$2500 deposit that needs to be made based on National reviewing Newport Marriott's contract.

A motion was made by Webb/Connors and approved for the Chapter to cover the one (1) night stay for Chapter volunteers attending the Vermont Event.

A motion was made by Connors/Roy and approved to cover Schaeffler, and Blodgett's one (1) night stay for the Spring Conference.

6. Other Business and Correspondence

Mattscheck spoke about the Larry Bombara NEC Board Meeting on July 20th. It will be held at Crystal Lake off Route 202 in RI. He mentioned there will be golf before the meeting, 18-hole course. Once the venue heard who this event was in honor of, they knocked down the meal price from \$50 down to \$35 and the rental from \$500 down to \$300. Golf is the responsibility of the player; the meal will be covered. They knew Larry and were happy to help our group out. We need to provide \$500 deposit. Webb/Goober motioned, and the

Board approved the deposit. Mattscheck requested that Otero send an email to challenge all Board members to bring a potential Board member to this event. We will need a headcount for the tee times.

Yanulis mentioned the NHPWA Meeting on May 19th. Requested that Otero send out a flyer through Constant Contact. A motion was made by Mattscheck/Bechard, and approved.

7. Adjournment

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

Respectfully submitted,

Molly Otero
Chapter Administrator