

**New England Chapter APWA  
Minutes of the April 8, 2024, 2:00 PM  
Executive Committee Meeting  
New England Air Museum, Windsor, CT and 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, Christine King, Tim Ledogar, Frank Marinaccio, Scott Salvucci, 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:** March 20, 2024, minutes were reviewed.
  - b. **Treasurers Report:** Otero reported that the 2<sup>nd</sup> deposit was sent the Sea Crest for the 2024 Summer Conference. Checks are coming in for the Spring Conference, the Admin Workshop, and the Vermont Municipal Equipment Show and Field Day. The Spring invoices are all paid. We now can take credit card payment with the Square account.
  - c. **Finance Committee:** Schaeffler reported that they will be meeting this week and the request for funding went out.
  - d. **Delegate's Report:** Westerling reported that APWA has 31,975 members at this time. This is water week, APWA and NEWEA have a lot of delegates down in Washington, DC. The National Snow Conference is in Kansas City from April 28<sup>th</sup>-May 1<sup>st</sup>. PWX dates are September 8-11<sup>th</sup> and the registration and hotel information will be coming out soon. The US Department of Labor has Veterans' Employment and Training Services, VETS as we know it, there is assistance for Veterans that need help finding work. National Public Works Week (NPWW) is from May 19<sup>th</sup>-25<sup>th</sup>. There are posters available online for NPWW. Emerging Leaders Academy applications for the 2024-2025 Program are on the website.
  - e. **Award Committee:** Pinsonneault reported that the state awards kicked off today and asked if anyone needs assistance to reach out to him or Stinson. President Roy stated that they will also be presenting the Connecticut awards at their town meetings in addition to today's ceremony. Lawlor said that the Connecticut awards were issued today with a design that can be easily replicated for other state awards. He will share the design with Stinson and Pinsonneault.
  - f. **Education Committee:** Modzelewski stated that the committee spoke about the possibility of waving/modification of fees for the presenters. Yeo stated that this has come up before. Summer Conferences is unique in that it is three days, Roy is in favor of the Summer Conference having 1 day comped for the presenters. Field stated that some communities are fine with paying the registration fee and suggested that maybe people request if they need to be covered, on a case-by-case basis. Yanulis stated whatever you decided, it needs to be consistent. Modzelewski stated that Spring and Fall Conferences receive the 1-day pass and Summer Conference receives breakfast and lunch but not the dinner event. He requested to move this topic for vote.
  - g. **Spring Conference:** Sopelak reported that it was a great day at a great venue. He mentioned there were some problems with registration online and the reporting. There were 175 registered for today's event. Otero stated it was the most we've had registered.
  - h. **NPWW Luncheon:** Connors stated that registration will open on Monday, look for the Constant Contact flyer that will be sent out. There will be a 10 am session about safety. Connors invited President Elect, Dominick Longobardi and he stated that he will be attending. They have the promotion items, and the program is in the works. Registration is \$70, \$50 for the ticket and \$20 goes towards the scholarships. Roy asked if the President Elect and morning speaker gets comped. Piacentini stated that it would be good to comp them and will look into what we have done in the past. We will go with what the Board wants to do.
  - i. **Admin Workshop:** Pinsonneault reported we have the venue, speaker, and that registrations are coming in. He asked that everyone consider sending their admins to this workshop.
  - j. **VMESFD:** Schaeffler reported that the municipal applications went out and vendor applications are still rolling in. We are creating more spaces outside and inside the auditorium. Blodgett will send out an email out to the Board requesting them to let him know who will be attending to help. Schaeffler stated that municipal employees' that volunteer will have their night stay at the hotel covered like in the past. Otero asked if there needed to be a Board vote, Schaeffler replied that it was approved on the budget with the Finance Committee.
  - k. **SnowPlow Roadeo:** Ledogar reported that the SnowPlow Roadeo is scheduled for July 24<sup>th</sup> and they submitted their budget request to FinCom. He stated that the National Snow and Ice price has increased. Last year we exceeded the budget that was \$2,500.00 by \$60.00. He is hoping that the FinCom approved the budget increase request for the NE SnowPlow Roadeo at \$4,500.00 and Colorado \$5,050.00 due to airfare and stay. Mattscheck asked where this stood, Schaeffler stated they are waiting for all the budget requests to arrive before their meeting. The invitation is out for the finals to all Board members so if you'd like to participate, please respond to the emails that have been sent.
  - l. **PWX Chapter Dinner:** Meyers reported that our Chapter dinner will be at the College Football Hall of Fame. The Contract was reviewed by National, and edits were completed. Meyers will send the fully executed contract over to

Otero so that she can pay the deposit. Field reported that 12 people took the trip and that Midtown is a nice area, great for shopping and nice restaurants. They are recommending the Chapter hotel be the Epicurean Atlanta and that the Chapter secure the room block, rooms will cost \$230.00 a night. Westerling asked if there would be a room block set up for the typical 30 rooms. Field said the minimum is a block of 30 rooms and we could go higher. Westerling asked if the contract with the College Football Hall of Fame was revised so that Chapter Dinner starts after the award ceremony and Meyers replied yes, that our event will start at 6:15 PM. Benevento stated that staying off campus segregates us from the group. Meyers said that there is not a lot of activity Downtown and safety played a big role in their decision.

- m. Fall Conference:** Bazinet reported that she met with Bechard. They spoke about returning to Boxborough as it's late in the season to look elsewhere. She questioned if this event should be run through the Program Committee. Codella stated they could be included in the research for any event. Yanulis stated that this changes the role to site selection. Roy mentioned that Bechard started the Program Committee and historically each committee looked for their own location. He stated that he would like to plan a strategic planning meeting. Roy would also like a paragraph on the goals of the committees from each committee from the chair. He believes this will add clarity and would like to update the website with this information. Yanulis stated that the program committee needs to plan a meeting to talk about the Fall Conference and more.
- n. Young Professionals:** Surette reported that the goal was to hold a director's breakfast last month and they have yet to finalize it. The committee will go back to Stinson to come up with a new date. He'd like to work on growing the membership and will have more to report next month.
- o. Program Committee:** Codella reported that they decided on having the 2025 Summer Conference at Water's Edge Resort, Westbrook, CT. The Omni didn't have the dates available. Yanulis stated there should be a Site Selection committee to meet with the event chairs and sponsors. The Program Committee should be taking care of the location and AV stuff while the Site Selection Committee looks for the place to hold the cornhole and other events to socialize at. Roy asked if we have to do anything to lock in the dates for 2025? Codella stated that they are drafting up the contract now and we are looking to block up the full resort. There are 97 rooms and suites/condos as well, 120 beds altogether.
- p. Holiday Event:** Garro reported that our Holiday Event will be at the Mystic Marriott. It's a very nice hotel with a lot to do in the surrounding area. They had a couple meetings with the venue host. There will be a room block and the fee will be \$129.00 for both Friday and Saturday night. They are planning a DJ for this event and is very affordable. Sopolak reported that National approved the contract, we just need signatures and a deposit.
- q. Diversity:** Adams couldn't attend today's meeting. Roy stated that he spoke with Adams and Whitehouse. They are drafting up a DEI Committee Mission Statement and goals, more to come next month.
- r. Director of Region 1:** No Report
- s. Scholarship Committee:** No Report

**5. Approval of Consent Items:** Above Consent Items were approved on a motion by Mattscheck/Lawlor.

**6. Action on Items Removed from the Consent Agenda:**

**Presenters Fees at our Conferences:** A motion was made and approved by Field/Pinsonneault that state, local government, municipal officials that are speakers/presenters have comped breakfast and lunch at the Spring and Fall Conferences and breakfast and lunch at the Summer Conference (not dinner) with some flexibility to work with the Finance Committee. Yanulis added per request by the speaker. Some towns will be able to pay for the registration. Field stated that it also should be noted on the Call for Presentation's abstract paperwork. Motion made and approved unanimously.

**PWX Hotel:** A motion was made and approved by Schaeffler and Yanulis to secure a room block of 30 at the Epicurean Atlanta for the New England Chapter at \$230.00 per night. Motion made and approved unanimously.

**2025 Summer Conference:** A motion was made and approved by Mattscheck/Sopolak to secure Water's Edge, Westbrook, CT for our 2025 Summer Conference and to make a deposit. Motion made and approved unanimously.

**7. Other Business and Correspondence**

**8. Adjournment**

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

Respectfully submitted,  
Molly Otero  
Secretary-Treasurer