

**New England Chapter APWA
Minutes of the January 18, 2023
Executive Committee Meeting
Zoom Conference Call – 12:00 PM**

1. **Call to order EC Board Meeting:** Meeting was called to order by President Bechard. Roll was called. Guests/Committee Chairs included Brenda Codella, Bill Hadley, Donna Shea, Kris Surette, Conrad Leger, and Roby Whitehouse.
2. **Swearing in of Directors/Officers:** Benevento read the Director's roll description. He mentioned the names of the Board who were present at the December 3rd meeting in Newport, RI and the ones he would be swearing in today. Benevento asked those needing to be sworn in to raise their right hand while he proceeded to induct them. The Board clapped for celebration.
3. **Concerns, etc.:** Yanulis brought up something to talk about at another time. He mentioned that at the NHPW Board meeting they inquired about PDHs for Chapter Connects. Would this be something we can consider; do we meet the criteria? It would be worthwhile to look into that. Yanulis also brought up Tom Roy's membership initiative which includes western CT, MA, and VT. We can't forget about the border of Maine and we don't want to leave out NH. He asked Roy if he was taking notes and shared one way to do that is the Vermont show, include NH folks and have them participate in that. Chapter Connects is another great opportunity for that as well. Blomquist stated that Yanulis captured the discussion, he had nothing to add. **Blodgett** wanted to bring up succession planning for Board members and what we are doing to engage YPs to be more involved and become Board members. We have positions that people have sat in as Board members for some time, and he wants us to be thinking about how we can encourage the younger generation. Hadley likes to hear this and supports this being a former Board member. **Roy** mentioned that in Connecticut we have an initiative to have State Legislators recognize Public Works Professionals as First Responders. Lawlor, Shea and he had a very productive meeting with the Department Emergency Management Homeland Security. Roy wondered if any other states were working on this and would like to collaborate offline. Blomquist said he can send the legislation we had last year, that they amended. Roy can use NH as reference to move forward in this process. Hadley requested that info as well. Benevento said he sent it off to a lot of folks after PWAC met with Tim Clougherty in NH as he had a lot of insight as well.
4. **Consent Agenda:** *These items will be acted together at their conclusion by a single vote.*
 - a. **Approval of Minutes:** December 3, 2022, minutes were reviewed and approved.
 - b. **Treasurer Report:** Connors sent out the report to the Executive Committee. She reported that we are low in our checking account because of all of the deposits for events in the Spring, these deposits are higher than normal. We have \$1,565.00 in outstanding invoices at this time. It's the Financial Committee's task to reach out to people that have not paid their invoices after 60 days, not her or Otero. Our sponsor letters have not gone out yet. We need sponsor letters to go out, we need that money. Schaeffler asked how we were handling the Vermont show. Yanulis said it would be an A la Carte item for this year. They can add it within the gold, silver and bronze levels in the future. He asked Schaeffler if that would be ok, she replied that's fine. Bechard mentioned that they wanted to see how it went the first and second year and that will dictate how it goes in the future. Connors asked the Board if Schaeffler needs a vote to raise the table tops for her event. Yanulis asked for it to stay the same to be able to send the sponsorship form out. Benevento stated that the sponsorship form/letter should go out in October and that this isn't the first year it's gone out late. He understands the wrinkles in it this year but hopes that in the future it will be sent out earlier.
 - c. **Finance Committee:** Roy reported that they are setting up a meeting within the next couple days. He's looking for budgets from the chairs.
 - d. **Delegate's Report:** Westerling reported that this meeting is running well and thanked President Bechard. Westerling traveled to Kansas City December 8th and 9th. Schaeffler and Blodgett were also there attending the Leadership Training. The new APWA website will go live on July 2023. Westerling stated there is a big push for timely financial submissions to National. There is information on the APWA website under Leader's Resources for finance compliance and tax information. APWA started a philanthropic foundation that supports education, young professionals, international efforts, and public works. We support the same things so if we're looking to make a donation, we'll have to make a decision, we'll have to choose between our local folks or National. He mentioned that there are a lot of Chapters without YPs. He gave a shout out to Frank Marinaccio, National Chairman of the YPs for all that he has done and also the current YP Committee members. March 28th is the deadline to submit an application to join a National Committee. Westerling will send an email to the Board containing the link to National's Benchmarking Survey. National is looking at what police, fire, and schools do to do the same thing for our Public Work Professionals. Their focus is on fleet, transportation, rights-of-way, stormwater, facilities, solid waste, and winter operations. It's good to have a National tool like this so when we go to our Boards and committees, we can let them know we need help because we're not meeting the National standard.
 - e. **Education:** Shea reported that they are very excited to receive 30 abstracts on their call for presentations, many wonderful and diverse topics and speakers. They are very pleased with the number of municipalities that submitted

to share their best practices. Someone submitted a leadership hot topics jam that we look forward to. We think we'll have a little competition among the chairs for that one. They are planning to meet with the conference chairs in the near future. They had a great kickoff to the NE Connects with the subcommittee PWAC. There's a great group of topics for NE Chapter Connects. Folks already in place to lead and panelist are lined up. Shea asked Bechard and Yanulis if they would like the subcommittee to discuss the feasibility to offer PDHs from the Chapter Connects. Yanulis believes the sessions need to be 50 minutes and Merson confirmed that, they should be all set to offer PDHs. She is happy to put that on the subcommittee's agenda for their next meeting and report back to the Board. Shea reported that she was pleased to be invited to travel to Kansas City in March to attend the National Workforce Development and O&M Task Force meeting. These are groups working on education around the topics and she'll be bringing back any information from the meeting.

- f. **Awards:** Benevento reported that they will meet this week to identify award candidates. We are short on project of the year. The top ten award candidate was unanimous, it's John Westerling. Goober will be reaching out to Westerling to pull together a package to be able to share all of Westerling's accomplishments. The Board congratulated Westerling. Award submissions are due March 1st and the PACE award submissions are due June 1st. Benevento requested a digital version of Bechard's signature.
- g. **Membership:** Field reported that he will be reaching out to Roy to discuss what he has been doing within this committee.
- h. **PWAC:** Benevento reported that they need to schedule a meeting. The NE Chapter Connects has three great topics; Entry Level Driver Training and your Organization on March 23rd, Facilities and Grounds Hot Topics on April 27th, and Electrification of municipal Public Works Fleets and Equipment on May 25th. The committee will start looking into this year's promotional items, developing another video, and get ready for NPWW. Benevento mentioned that they are looking for a new venue for the Admin event. He will touch base with Connors, Piacentini, and Otero.
- i. **Sponsors:** Yanulis reported that he sent a text to Leger to get the sponsorship letters out. Leger joined the meeting late and apologized, we circled back to this topic. He stated that the Vermont event was holding up the sponsorship letter from going out. Their goal is to get this out in December. Leger shared there is a 15% increase to the gold, silver, and bronze levels to help cover the increase in charges from the event locations. Bechard asked if they had any feedback from the sponsors. Leger reported that they had good feedback. Connors mentioned that some of the all a cart items went up as well. Connors will send the budget information to Roy and Schaeffler. Bechard requested Leger to send the letter to the sponsors.
- j. **Scholarship/Charity:** Schaeffler reported that she spoke with Severance. They will be setting up a meeting next week. The committee will be looking at the application to see if they should make any changes.
- k. **Newsletter:** Myers reported that they have received content and thanked all that sent things in. They need support in writing some articles. They still have room so if anyone has anything else they'd like to add, please send it in within the next month or so. Myers will reach out to the sponsors for spotlight ads. This will align with the sponsorship deadline in March. The committee is shooting for a 2023 Spring edition.
- l. **Website and Social Media:** Ciancarelli reported that there have been tons of jobs posted this month, about 38 of them so far. The website has been updated with the EC Board meeting notes and photo albums of the events in 2022.
- m. **Young Professionals:** Surette reported that he and Bechard attended the Toys for Tots drive in December, and it went well. This drive was sponsored by the Providence Engineering Society and the American Society of Civil Engineers Younger Members Group and AWWA. They are trying to engage more YPs throughout the year. They are looking to do another Woo Sox event and more educational events like the Project Pub Crawl that was cancelled.
- n. **Professional Development & Knowledge MGMT:** Blomquist reported that they have had conversations whether to keep this committee or to fold it into the Education Committee. There will be further discussions in the future and some ideas.
- o. **Past President Advisory Council:** Mattscheck reported that they will hold a meeting shortly. First on their list is the Bylaws.
- p. **Spring Conference:** Roy reported that the conference will be at Rentschler once more. The contract is being worked on, should be finalized soon. During the next Board meeting he'd like to bring up possibly raising the price of a ticket to \$100, this would help to cover the increase in fees from the caterer. Sopolak reported that they looked at a lot of places, none of them met our needs. Yanulis said that \$100 is a lot, that they should work with the Sponsorship to help figure something out. He also mentioned that sponsors want as many municipal employees at our events, that price would be hard on them. Roy said that yes, that was part of their discussion. Connors mentioned that they could think about raising the table top fee. Connors also reported that last year they made money at this event, \$6,050.00 from the Sponsors, she shared that report while at the meeting in North Carolina. Roy reported that they will hold a FinCom meeting soon and that's where they will talk more in depth about this. Connors suggested that they should budget for 110 not 150 attendees.
- q. **Summer Conference:** Yanulis had no report but stated the conference will be fantastic. Connors mentioned that the speakers/guests need to be included in the budget. Yanulis replied that the discussion will be in depth.

- r. **Mechanics Workshop:** Mattscheck reported that he spoke with Collins and Lawlor. Lawlor would like this event in Meriden this year, late April. Mattscheck reviewed the area and it will work and is already working on the program for the day. Bechard asked Mattscheck to work on his budget.
- s. **Vermont Municipal Equipment Show and Field Day:** Schaeffler reported that they are working on the vendor forms and will send them out shortly. The save the date went out via Constant Contact. The vendor applications are due back March 1st and the municipalities applications will be due April 1st.
- t. **NPWW/MOTY Awards Luncheon:** Connors reported that the deposit is done and the registrations will go out in April.
- u. **PWX Chapter Dinner:** Myers reported that a dozen people made the recon trip to San Diego. They got to connect with a lot of people. The area, Gaslamp has some great restaurants and bars, nice place to walk around. People can enjoy a ferry ride to an island if they'd like for only \$25.00 roundtrip. They are suggesting that the Chapter Hotel be the Marriott Marquis, it was the best hotel that we visited. This will be one of the National host hotels, we have to keep our eyes open for when they release the room block. The north wing has been updated and has ocean view. Myers said they have an outdoor patio that would be a nice place for the awards reception and will send the info to Benevento. Bechard stated that Benevento and his committee needs to look at the space for the awards ceremony. The awards ceremony will need a separate contract that Benevento will send to National. Westerling has stayed at the hotel in the past and agreed it's a beautiful hotel, good job. For the Chapter dinner they looked at a few places with the Portside Pier being their favorite. It's right on the water, large indoor/outdoor venue. They will have stations and passed food options and entertainment. They received some recommendations and will be looking into a band or DJ. Their budget for this event is \$30,000. Charlotte was \$18,000 and they knew there would be an increase this year. The contract for the dinner was approved and signed by National yesterday. Connors asked Myers when they would need the deposit, Myers replied months ago, they have been holding this date for us. There's a \$2,000 deposit that we would like to have removed and voted on today. **Mattscheck requested a Motion, removed to Action Items removed from Consent Agenda.**
- v. **Diversity, Equality, and Inclusion Committee:** Whitehouse apologized for the lack of participation. The EC Board meetings are at the same time as a meeting in her Town. There's not a lot to report. This is her 2nd year on the National Committee and this year will bring exciting things with an event in Kansas City with breakout sessions. There needs to be a lot of education to take place in the near future. She mentioned that PWX is an excellent conference and will have great presentation in San Diego. Whitehouse reported that she needs to step down, overbooked with other programs in Massachusetts and on a National level. Bechard said he understands and requested that Whitehouse make recommendations for the committee.
- w. **Sustainability:** No report.
- x. **Director of Region 1:** Benevento reported that he is receiving constant emails about the National Committees. If anyone is interested in serving, please let Benevento know, even if we're late on their deadline. Garro stated that he is still involved, hasn't received correspondence recently. Garro said very straight forward, very organized and it's not a heavy lift. Benevento believes Yanulis would like to serve and Mulleavey reported that he is interested and will do it. Benevento will be attending the snow and ice conference in Nebraska in April. He stated that Westerling did a great job identifying the Chapter's responsibilities. IT does have to do with having our Chapter in good standing, it comes into play when we apply for the PACE award. National has had changes, looking for a new CFO. Let's make sure what they need, they have, so we stay in good standing.

5. Approval of Consent Items

Above Consent Items were approved on a motion by Mattscheck/Connors.

6. Action on Items Removed from the Consent Agenda

A motion was made by Mattscheck/Westerling and approved that we make the deposit to secure the Chapter dinner in San Diego. Myers mentioned signing the contract as well. Mattscheck made an **amendment** that Myers can sign the contract, Connors said it needs to be a Board member. Benevento suggested checking with Diana on who can sign this contract. Connors said it is usually the in-coming president but in this case either Bechard or Roy could sign. **Motion and amendment was approved.**

7. Other Business and Correspondence

Bechard reported that he circulated the draft committee list to Otero and Connors with a few changes and that the draft will go out to the Board next week.

Bechard stated that he would like our first in-person meeting to be in March at O'Connors, weather permitting, and would like to figure out what time we should hold that meeting. Connors stated that we should be able to cancel a day

or two before. Bechard mentioned that O'Connors has changed hands and we need to check in with the new owners. Connors will reach out to them. Westerling stated that zoom is a lot more convenient but it's great to get together.

Bechard reported that he created a new Program Committee. Brenda Codella will be a co-chair on this committee and would like to fill it up with members from all states. This committee will work with our Education Committee to help plan, organize and recommend locations for our education conferences on an annual basis. He would like to get away from Connecticut hosting the Spring Conference, Cape Cod hosting the Summer Conference and Mass. Hosting the Fall Conference. He believes we need a Program Committee to work with the Education Committee and the individual Conference Chairs to research venues and locations to conduct those education conferences that draws the best attendance at those events. This committee will also engage our membership in VT and NH to expand our reach. He wants to be able to rotate locations to draw members from all New England States and not become stale at the same old venues. In the past we talked about having the awards reception at Union Station and it's worth having another discussion about that.

Connors stated that in the future the Spring Mechanics should be moved to the Fall. There are too many Spring events. Bechard supports that idea.

8. Adjournment

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

Respectfully submitted,

Molly Otero
Chapter Administrator