

New England Chapter APWA
Minutes of the June 14, 2024, 10:00 AM
Executive Committee Meeting
Sea Crest Beach Resort, North Falmouth, MA 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, Todd Connors, Aimee Couture, Nichole Davis, Jay Fink, Conrad Leger, Frank Marinaccio, Kevin McCabe, APWA Past President Keith Pugh, Kris Surette, and Alan Veill.
2. **Concerns, etc.:** None
3. **Consent Agenda:** *These items will be acted together at their conclusion by a single vote.*
 - a. **Approval of Minutes:** May 15, 2024, minutes were reviewed.
 - b. **President's Report:** Roy expressed his gratitude to the Summer Committee for an excellent conference. He also thanked APWA's Past President, Keith Pugh, for attending and conveyed his appreciation for Pugh's time. Roy mentioned that he had a positive discussion with Scott Grayson regarding NEAPWA's decision to book hotel rooms outside of the Nationals room blocks. Grayson acknowledged the safety concerns and informed Roy that they had already met with the police chief and planned on increased police patrols. He also encouraged reaching out to the National office with any future concerns, as they are more than willing to provide additional information. Roy learned that National covers the cost of their team of attorneys when an issue affects them. However, if a Chapter needs legal advice, the Chapter is responsible for covering the expense. The Larry Bombara Golf event and EC Board meeting will be held next month at Tunxis Golf Club in Farmington, CT. There is a proposal to change the date to either July 24th or July 26th. Leger mentioned that a golf tournament is scheduled for July 26th in New Hampshire, which some members will attend. Roy noted that they will be adding two more Massachusetts Directors to address vacancies based on membership numbers, ensuring Massachusetts has proper representation as per the Bylaws, which require one director for every 50 members. Stinson mentioned this has been done in the past. Benevento added that this is usually done to fill a seat if someone cannot complete their two-year term. Roy requested to remove this item from the vote. Bechard stated that Directors are elected at the member meeting after the Slate has been prepared. Benevento noted that this should have been done years ago, as the membership numbers have supported it. Roy mentioned that this fall, it would be presented to all members. Field added that this issue arose due to the membership numbers and that having more Directors would help distribute the workload. Benevento suggested waiting a couple of months for the Slate to be prepared. Roy countered by asking why not start now to correct what should have been done years ago. Yeo agreed, highlighting the benefits of having more Directors. Benevento asked if the Past Presidents had discussed this. Mattscheck, Garro, and Bechard confirmed they had, and they suggested bringing forward two names without a vote, just as a conversation to start preparing the Slate. Garro mentioned that it would be three months and then a new two-year term for these two Massachusetts Directors. Modzelewski stated that it is contingent on voting today during this meeting. The item was removed from the vote.
 - c. **Treasurers Report:** Otero reported that the deposit for the 2025 Summer Conference at Water's Edge has been made. She also paid the invoice for the speaker at the Admin Workshop and the APWA high-risk insurance invoice for the Vermont Municipal Equipment Show and Field Day. Otero has sent out invoices for both the Vermont and Admin events and will send out the luncheon invoice next. She mentioned that checks are coming in steadily. We still have \$89,818.40 in our bank account, which is designated strictly for scholarships.
 - d. **Finance Committee:** Schaeffler reported that she reached out to National to inquire if they work with any investment agencies that could assist with the investment of scholarship funds. More information will be provided at a future meeting. The committee held a meeting on July 10th and discussed the two large gifts given out at the National Public Works Week Luncheon. These gifts, totaling over \$1,000 each, were not handled through FinCom as they should have been. She emphasized the need to ensure this doesn't happen again. Sopolak mentioned he would make adjustments to the funding request template that was sent out. Past President Pugh asked if there have been any trainings on policies and procedures. Roy stated that there have not been any trainings.
 - e. **Delegate's Report:** Westerling reported that registration is open for PWX in Atlanta, including the option to book hotel rooms. PWX will be held from September 8th-11th. Frank Marinaccio announced that the YP Summit will take place on Saturday. Field asked Westerling to look into the membership reports on the new website, as the numbers seem inaccurate. Benevento offered his assistance in connecting with National to resolve any website issues. Pugh mentioned that 62 chapters are facing similar problems with Fonteva software and the website. The CEO of Fonteva is involved, and answers are expected soon. Pugh also noted that the membership committee can reach out to Jill Wilbeck for membership reports. Benevento and Westerling agreed to reach out immediately during the meeting. Benevento confirmed that there are still problems and assured that National is very aware of the situation.
 - f. **Diversity, Equity, and Inclusion:** Adams reported that she submitted a news article for the Chapter Chatter and connected with National. A committee meeting is planned for next week, where they will develop a proposal for executive training. She mentioned the new DEI Roadmap toolbox available on the APWA website. Pugh explained

that the DEI Management Approaches include education, organizational culture, and governance. Adams expressed interest in discussing this further with Pugh. Frank Marinaccio added that Roby Whitehouse is an excellent resource and recommended reaching out to her as well.

- g. Past President's Advisory:** Bechard reported that the Past President Committee unanimously voted to award the Distinguished Service Award to both Bob Goober and Bill Hadley. He expressed their happiness that both honorees were able to attend the summer conference dinner to celebrate. Additionally, he mentioned that the committee is working on the Slate and will be scheduling a meeting soon.
- h. Summer Conference:** Bazinet reported that everything went well. Field agreed, praising the committee for their excellent work and noting that this year was particularly successful. He recommended returning to this location as soon as possible. Leger acknowledged the benefits of moving around but suggested keeping Sea Crest as a consistent anchor location to return to every other year. He proposed drawing up a contract to hold the 2026 event at Sea Crest for consistency. Bazinet confirmed that the 2025 Summer Conference will be at Water's Edge in Connecticut, held from Monday to Wednesday instead of the usual Wednesday to Friday. Water's Edge has been very accommodating, and the entire venue will be exclusively available for the conference. Bazinet mentioned that they are considering the Omni in New Hampshire for 2026, making 2027 the first opportunity to return to Sea Crest. She emphasized the need for a joint meeting of the Summer Conference Committee and the Program Committee. Yeo suggested rotating the Fall Conference location to diversify venues. Bazinet noted that due to time constraints, this year's Fall Conference will remain at the Boxborough Regency, but she is open to moving it in the future. Leger expressed concerns about low attendance for educational sessions in New Hampshire due to its distance, predicting fewer day trippers. Sopolak agreed, suggesting a location closer to the membership population. Bazinet pointed out that there is not a significant concentration of members in New Hampshire and Vermont. Frank Marinaccio supported Sea Crest and acknowledged Connecticut as a viable location, mentioning that moving the event each year involves a lot of work. Nichole Davis added that while the new location might reduce day trippers, it could increase full conference registrations. Bechard stated that he started the Program Committee to ensure the events are spread out and to gather recommendations for attracting more members and meeting diverse needs.
- i. PWAC:** Benevento reported that the next committee meeting is being planned. He expressed disappointment with the exposure during Public Works Week, noting that he only saw a few signs. He mentioned that the NE Chapter Connects program is set for the fall. There has been an update for November's webinar, which will focus on ethics. Modzeleski shared details about upcoming webinars: on September 26th, there will be a webinar on "Increasing Efficiency in Winter Maintenance," and on October 24th, there will be a webinar on "Three Community Approaches to Successful Public and Private Partnerships to Improve Resilience and Reduce Stormwater Pollution." The November 14th webinar will address ethics with a Public Works panel, which is still being assembled. Benevento also encouraged new members to join their committee, emphasizing that more participation is always welcome.
- j. Award Committee:** Pinsonneault reported that they are scheduling a meeting to close out the year.
- k. Scholarship:** No report.
- l. NPWW Luncheon:** Aimee Couture reported that she and Piacentini are coordinating the 2025 Luncheon at Granite Links in Quincy, MA. Barrett requested this item be removed for a vote.
- m. PWX Chapter Dinner:** Field reported that the venue is all set for our Chapter Dinner. There will be a Sponsor outreach for PWX with different fee structures. Leger mentioned that this is a new initiative for 2024. In addition to the Chapter Dinner, there will be two other networking events while we are in Atlanta. Sponsors had significant input on the locations for these additional events. The events will be funded by sponsor support, with an effort to reduce fees for public agencies. Roy noted that the committee needs to inform Otero about the registration process. Leger explained that it will be straightforward for Otero: registering for one event means registering for all three. Frank Marinaccio reminded everyone to pay attention to the National events to avoid scheduling conflicts. Leger assured that they had carefully reviewed the schedule to prevent any conflicts. Benevento highlighted the benefits of collaborating with other Chapters, such as holding joint events at PWX, which is also advantageous for vendors. He suggested involving the Program Committee as well. Roy expressed a desire for a stronger connection with the Maine Chapter. Westerling raised ethical considerations regarding discounted fees for public agencies. Leger clarified that it is a Chapter event sponsored by external supporters, making a reduced price appropriate. One ticket grants access to all three events. The plan is to heavily promote this to ensure wide awareness.
- n. Fall Conference:** Bazinet reported that the Fall Conference will once again be held at the Boxborough Regency. She is currently working on securing a contract for National review. All presenters have been notified. Moving forward, they will collaborate with the Program Committee to keep the event centrally located for day trips.
- o. Spring Conference:** Sopolak reported that during the last FinCom meeting, they discussed the Spring Conference and received approval to enter into a contract with the New England Air Museum for the 2025 Spring Conference. The cost is \$500.00 more than last year. They are also working on securing longer hours at the venue.
- p. Young Professionals:** Kris Surette reported that they are still planning the Director's breakfast, aiming for July 25th. They plan to create content for social media and Constant Contact. He also mentioned that the Woo Sox event is scheduled for August 29th, offering a great opportunity to promote their group. Sopolak inquired about any YPs

from Connecticut. Frank Marinaccio noted that three VHB YPs attended an event at the Labyrinth Brewing Company in Manchester, CT. Benevento emphasized the importance of encouraging YPs and providing them with opportunities to attend these events. Frank suggested including a note in the Director's Breakfast invitation to bring a YP and recommended organizing a YP event in Connecticut as well.

- q. **Newsletter:** Bazinet reported that the next newsletter will feature DEI highlights. Sponsors have been emailed to submit their articles, and she requested that all submissions be in Word format. The deadline for submissions is the end of June, with the newsletter scheduled for release in early July. Frank Marinaccio mentioned that he is submitting articles to the APWA Reporter and will also share those with Bazinet.
- r. **Holiday Party:** Garro reported that he included Save the Date notices in the Summer Conference bags for everyone. He mentioned that they are drafting a map for attendees, highlighting the location of our event and other activities in the area. They also want to promote the Toys for Tots event and encourage attendees to bring a toy to our event. More details will be provided in the future.
- s. **Director of Region 1:** Benevento reported that the Board had a great meeting in Canada last week. For the upcoming year, they plan to hold two in-person meetings and two virtual meetings for delegates. He mentioned that the possibility of hosting PWX in Boston might be revisited, as several people brought it up. Dominic Longobardi, the President-Elect, will be stepping down from the APWA Board of Directors Fleet and Facilities Committee. National has voted Dave Pinsonneault to fill that vacancy, and he will be inducted as the new APWA Board Member during PWX. They are looking forward to having Dave in this position. Consequently, his NEAPWA Director's spot will become available for another Massachusetts Director.

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

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

- 1. **A motion was made by Ciancarelli/Schaeffler and approved unanimously** to fill two Massachusetts Directors vacancies for the remainder of this year with Jay Fink and Conrad Leger.
- 2. **A motion was made by Mattscheck/Westlering and approved** to keep the Luncheon at the Granite Links, Quincy, MA for 2025.

7. **Other Business and Correspondence:**

8. **Adjournment:** There being no further business, the meeting was adjourned on a motion by Westerling/Dexter.

Respectfully submitted,
Molly Otero, Secretary-Treasurer